



PARENT HANDBOOK

2019-2020

5779-5780

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Saul Mirowitz Jewish Community School
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St. Louis, MO 63141
(314) 576-6177 Fax (314) 567-3624
www.Mirowitz.org

Cheryl Maayan, Head of School
email: cmaayan@Mirowitz.org

WORDS OF WELCOME

Dear Mirowitz Parents,

The entire faculty and staff join me in excitement for the year ahead. Our passion is filling childhood with meaningful moments and significant memories connected with learning, Judaism and community. We hope to ignite curiosity and depth of thought, nourish a love for Jewish connection and prepare our students to interact in the world as caring, educated citizens.

Your enthusiasm and dedication to raising leaders is vital to our mission. Thank you for your involvement in making the school a center for inquiry, support and growth. We are grateful that you have invited us to partner with you in raising your children to be leaders.

Please read this handbook thoroughly so that you will be prepared and informed about our school community's guidelines, traditions and policies.

Warmly,

Cheryl Maayan
Head of School

VISION, MISSION, VALUES/PRINCIPLES

Vision: A vibrant, socially responsible and inspired Jewish community led by educated, capable, energetic, joyous, compassionate, ethical and inquisitive leaders.

Mission: Provide the highest quality secular and Jewish education, enabling students to become life-long learners and leaders, and to apply Jewish values to all aspects of life.

Values/Principles: We believe in the ultimate potential of each student's intellectual, spiritual, social, emotional and physical growth, and we bring that potential to life through:

- **Academic excellence:** We continually seek to identify, and then thoughtfully and effectively implement the best known educational practices and curriculum available, and we practice constructivist learning methodologies and principles, thereby:
 - providing learning experiences that allow students to acquire knowledge through meaningful interactions, adventures and explorations
 - instilling a love of learning, and an eagerness to seek knowledge and understanding
 - creating an environment that encourages deep thinking, problem solving and intellectual risk taking
 - graduating students with the strongest possible preparation for success in high school, college and their adult lives

- **Strong Jewish knowledge and self-assurance:** We impart an extensive knowledge of Judaism, develop each student's Jewish identity, and build a profound commitment to Israel and the Jewish people. Our curriculum:
 - targets both direct Jewish learning and artfully integrates Jewish content so that children build authentic connections between Jewish teachings and the world around them
 - builds strength, pride and conviction in our students' Jewish heritage, and the ability to add to the diversity of the world
 - includes both a Judaic Studies component and integration of Jewish learning into all subjects
 - emphasizes modern Hebrew as a communicative heritage language, and introduces each class to liturgical and biblical Hebrew
 - is built on a foundation of Judaism pluralism including a commitment to the autonomy of the individual in belief and practice, a commitment to egalitarianism, and the broadest possible commitment to Jewish inclusion

- **Social responsibility:** Students consistently translate lessons about social justice into action, knowing that they can play a significant role in repairing the world. Our approach:

- fosters a community that is welcoming to a student body that reflects the diversity of our Jewish community: families from varying levels of Jewish observance, from a broad socioeconomic range, and from across the full geography of the St. Louis area
- create opportunities for students to explore their own ability to better the world, and use their energy to fight for and preserve freedom and justice
- conveys a blueprint for a just and ethical society where members treat one another with kindness, respect, sensitivity and an appreciation of differences
- provides tools for a lifetime of leadership and the skills to build consensus, to collaborate, to lead with confidence and to make decisions based on Jewish values
- creates a moral compass that will guide students throughout their lives

ASSOCIATIONS AND AFFILIATIONS

1. Jewish Federation of St. Louis
2. ISACS, the Independent School Association of the Central States
3. Prizmah, the umbrella organization for Jewish schools
4. ISSL, Independent Schools of St. Louis
5. NAIS, the National Association of Independent Schools

➤ Organizational Structure

Mirowitz is managed by a Board of Directors, which is responsible for the mission, direction, funding and overall support of the school. In addition, the Board selects, supports and evaluates the Head of School.

The Head of School has responsibility for all school operations, including administration of all personnel practices and procedures, recruiting students, defining and implementing the curriculum, and the school's financial well-being. The personnel responsibilities include hiring, retaining, terminating, evaluating, promoting and disciplining staff members, and providing them with the tools to be successful in their roles at Mirowitz.

The Head of School is supported by an administrative team:

Cheryl Maayan: Head of School

Rabbi Scott Slarskey: Director of Jewish Life

Gaby Tullman: Director of Instruction and Support Services

Margo Newman: Director of Development

Patty Bloom: Director of Admissions and Marketing

Lee'at Koertel: Associate Director of Admissions

Rick Schmidt: Middle School Coordinator

Becky Lerner: Hebrew and Israel Education Coordinator

Kathy McDonald: Business Manager

Andrea Newstead: Director of Technology

Mary Wagoner: Office Manager

Kara Dudley: Business Assistant

PARENT TEACHER ORGANIZATION (PTO)

The mission of the Parent Teacher Organization (PTO) of Saul Mirowitz Jewish Community School (Mirowitz) is to strengthen, enhance, and encourage the educational and social environment for each student's school experience. We volunteer for school functions, raise money for some school expenditures and support our teachers. By encouraging parental involvement in the school, the PTO also creates community among school families and supporters. All parents and legal guardians with a child enrolled at Mirowitz, and all current faculty and staff are welcome members of the PTO.

Saul Mirowitz Jewish Community School 2019-2020

AUGUST 2019						
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SEPTEMBER 2019						
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DECEMBER 2019						
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JANUARY 2020						
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Regular Schedule
Lower School 8:30 am – 3:30 pm
Middle School 8:00 am – 3:30 pm

August 6 - 12, 2019	Faculty Orientation
August 12, 2019	Bounce Back 4 – 6 p.m.
August 13, 2019	First Day of School (KDG ½ day 8:30-11:45)
August 19-23, 2019	Middle School Trip
August 29, 2019	Curriculum Night
September 2, 2019	Labor Day – NO SCHOOL
September 30 – Oct. 1 2019	Rosh Hashana – NO SCHOOL
October 8, 2019	Erev Yom Kippur – NOON DISMISSAL
October 9, 2019	Yom Kippur – NO SCHOOL
October 10, 2019	9:30 Start (No before school care)
October 14 – 15, 2019	Sukkot – NO SCHOOL
October 17, 2019	Sukkot Family Picnic
October 21, 2019	Shemini Atzeret – NO SCHOOL
October 22, 2019	Simchat Torah – NO SCHOOL
October 29, 2019	Sneak a Peek – 6:30 – 8:30
November 7, 2019	Parent Conferences – NOON DISMISSAL
November 8, 2019	Parent Conferences – NO SCHOOL
November 18 - 22, 2019	ERB Testing
November 27- 29, 2019	Thanksgiving Break – NO SCHOOL
December 4, 2019	Middle School Open House
December 15, 2019	Chanukah Extravaganukah
December 22, 2019	1 st Night of Chanukah
Dec. 23, 2019 - Jan. 3, 2020	Winter Break – NO SCHOOL
December 29, 2019	8 th Night of Chanukah
January 6, 2020	School Resumes
January 17, 2020	Teacher Recording Day – NO SCHOOL
January 20, 2020	Martin Luther King Jr – NO SCHOOL
February 10, 2020	Tu B'Shvat
February 14, 2020	Professional Development – NO SCHOOL
February 17, 2020	Presidents' Day – NO SCHOOL
March 9, 2020	Erev Purim / Fast of Esther
March 10, 2020	Purim
March 19, 2020	Parent Conferences – NOON DISMISSAL
March 20, 2020	Parent Conferences – NO SCHOOL
April 8 -17, 2020	Passover – NO SCHOOL
April 21, 2020	Yom HaShoah
April 28, 2020	Yom HaZikaron
April 29, 2020	Yom Ha'atzmaut
May 12, 2020	Lag B'Omer
May 25, 2020	Memorial Day – NO SCHOOL
May 27, 2020	8 th Grade Graduation
May 28, 2020	LAST DAY OF SCHOOL – NOON DISMISSAL
May 29-30, 2020	Shavuot – School campus closed
June 1-2, 2020	Teacher Reporting Days

FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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MAY 2020						
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JUNE 2020						
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- NO SCHOOL
- NOON DISMISSAL
- NO SCHOOL
Professional Development Day

2:30 p.m. DISMISSAL:
November 15, 22, 2019
December 6, 13, 20, 2019
January 10, 24, 31, 2020

Return to 3:30 dismissal-February 7, 2020

1/28/2019

GENERAL INFORMATION

➤ SCHOOL HOURS

All students are expected to arrive at least ten minutes before class so that they can take care of transitional items before academic time begins. If your child is tardy, you must report to the office upon arrival and sign in your child.

- **Elementary: Monday-Friday, 8:30 am – 3:30 pm; early-release Fridays, 8:30 am – 2:30 pm** (dates are noted on the calendar)
- **Middle School: Monday-Friday, 8:00 am – 3:30 pm; early-release Fridays, 8:00 am – 2:30 pm** (dates are noted on the calendar)

➤ ATTENDANCE

Regular attendance is vital to success in school. Education is a total process based on continual communication and shared responsibilities among parents, students, teachers, and the school. In elementary school, patterns are formed that will affect a child later in life. Therefore, regular and prompt daily attendance is expected.

Missouri School Law

Parents have both a legal and moral responsibility to require and promote regular daily school attendance. Under the Compulsory School Attendance subsection, the burden of responsibility for school attendance is placed on the parents. Every parent, legal guardian, or other person in this state having charge, control, or custody of a child between the ages of 7 and 16 years shall cause the child to attend regularly some public, private, parochial parish, or home school not less than the entire school term of the school which the child attends...(RSMo 167.031). Nonattendance by such child shall cause such parent, guardian, or other responsible person to be in violation of the provisions of section 167.061...(RSMo 167.031). Any parent, guardian, or other person having charge, control, or custody of a child, who violates the provisions of section 167.031 is guilty of a class C misdemeanor...(RSMo 167.061).

➤ Family Vacations

Families are asked to schedule family vacations during school breaks so as not to interrupt the educational progress of the child or the forward motion of the class as a whole.

➤ Tardies

Students are expected to be ready for instruction by the start time of class. This requires arriving ten minutes in advance to organize papers, turn in homework, make necessary restroom visits, ready pencils and check in with classmates and teachers. Academic start time for elementary school is 8:30, requiring 8:20 arrival, and for middle school is 8:00, requiring 7:50 arrival. Tardies will be marked at the start of academic time.

➤ School Responsibilities

The school will keep accurate records of student daily attendance as required by Missouri State Law and will implement a procedure for notifying parents/guardians of excessive student absences/tardies.

➤ **Communication**

An email will be sent to notify parents/guardians of a child's absence after 5 days, and again after 10 days of absence. These emails are intended to inform parents/guardians of accumulated absences/tardies over the course of the school year. A conference to discuss the impact on student learning may be requested.

Each teacher will be responsible for monitoring student attendance and notifying parents/guardians when a student's academic progress is being adversely affected by excessive absences/tardies.

Although the activity and/or interactions between teacher and student, or student and student, can never exactly be duplicated, whenever possible, teachers will help students to make up work missed and will grant appropriate credit for that work.

➤ **AFTERCARE**



AFTERCARE AND PRE-CARE PROGRAM

We are pleased to offer Aftercare for our students in Kindergarten through Eighth Grade. The atmosphere is enjoyable, structured and safe. To provide the best care possible, it is important that we know how many children will be in Aftercare on any particular day and period of time. Monthly advanced registration is required and drop-ins will only be accommodated if there is adequate staff coverage.

Each day in Aftercare, students are provided with a kosher, healthy snack, outdoor play (weather permitting) and time for homework. When not working on homework, students have the option to do art projects, play games, read and spend time with their friends.

Please direct questions to the Aftercare Teacher (aftercare@mirowitz.org).

***** NEW *****

PLEASE NOTE OUR NEW STRUCTURE AND FEES FOR THE 2019-20 SCHOOL YEAR

Aftercare requires monthly advanced registration in order to provide adequate staff.

Registration is available ONLY through our Mirowitz app.

Payment may be made for half sessions (1 ¼ hour) or full sessions (2 ½ hours).

Drop ins are accepted pending availability and drop in rate is invoiced to the family.

Balance must be current to use aftercare.

- **SESSION 1: 3:30 - 4:45 PM**
PRE-PAID RATE: \$8.25
DROP IN RATE: \$10
- **SESSION 2: 4:45 - 6:00 PM**
PRE-PAID RATE: \$8.25
DROP IN RATE: \$10
- **FULL SESSION: 3:30 - 6:00 PM**
PRE-PAID RATE: \$16.50
DROP IN RATE: \$20
- **LATE PICK-UP FEE AFTER 6:00 PM: \$15**

➤ **Pre-Care**

Pre-Care is available from 7:30-8:00 am for a fee of \$5.00 per child. It is complimentary for students attending Aftercare the same day or Middle School families with younger children who need to be dropped off early with the middle school child.

There is no charge for students arriving between 8:00-8:20am and we encourage families to come early so that students can have a zero-hour recess, activating their brains for a day of learning.

➤ **SAUL MIROWITZ JEWISH COMMUNITY SCHOOL CODE OF BEHAVIOR**

Mirowitz is a unique learning and spiritual community that maintains ethical expectations for our students. The description that follows outlines the behavioral boundaries for these expectations. When a student oversteps the boundaries, it is our intention to educate and enable a change of direction in behavior.

Mirowitz to be a place that embraces the Jewish values of:

1. *Bitachon*: ביטחון: We trust others and behave in ways that help others feel safe and build trust.
2. *Limud*: לימוד: We seek to learn and support the learning of others.
3. *Kavod*: כבוד: We respect ourselves, others, school property and our learning community.
4. *Tikkun*: תיקון: When we see something can be improved, we seek to make it better.
5. *Hakarat Hatov*: הטוב הכרת: We seek out the good in each other and ourselves and call attention to it in positive ways.
6. *Simcha*: שמחה: We seek to be joyful and strengthen the joy of others.

The faculty commits to serve as role models by treating students with dignity through listening, working with parents, and maintaining the objective of educating students to help them grow as *b'nai adam*, אדם בני , human beings.

○ **DISCIPLINE WITH DIGNITY**

In keeping with the goals and mission of Saul Mirowitz Jewish Community School, we want to ensure that each person in our community is treated with respect to promote personal and community growth. Within the walls of the school, we expect every member of our community to make Mirowitz a place of safety for our bodies, feelings and property; a place of learning and growth; and a place of kindness and respect. In order to meet our goals, the following rules govern our behavior while at school:

- Students will be treated with respect and dignity, and must show respect in return to peers and adults.
- Students are expected to contribute to a productive learning environment for themselves and others.
- Students are expected to maintain a physically and emotionally safe environment for peers and adults.
 - You may not do anything that causes you harm or could potentially cause you harm. We define "harm" in a broader sense than merely physical.
 - You may not do anything that harms another person or could potentially harm another person.
 - You may not do anything that harms property or potentially harms property.
- Aggressive behavior toward another individual, whether physical or verbal, warrants an immediate response and may be grounds for dismissal for that day.

When a teacher feels that one of these rules is not being followed, he/she will bring the behavior to the attention of the child in a quiet and dignified manner that invites correction. In the event that the behavior becomes a continual disruption to the class, the child will be sent to the office of the head of school. The parents will be called to be part of a collaborative problem-solving effort.

If the behavior continues without any progress or resolution, a student may be sent home for the rest of the day. The student may not return until a parent-teacher -student-head of school conference is held. Mirowitz recognizes that despite the good intentions and best efforts of the students and staff, some students will choose not to participate in the educational process in a productive manner. When a student demonstrates a lack of commitment or inability to modify his/her behavior, an intervention plan will be developed, written and signed by the parent/teacher/student and administration. Continued lack of commitment and any unresolved issues may result in an evaluation to determine whether Mirowitz is the appropriate school for the student.

➤ **PARENT VISITATION AND VOLUNTEERING**

The partnership between home and school is a cherished and valued aspect of Mirowitz. Parents are always welcome to visit a classroom after making arrangements with the teacher and/or head of school. Volunteering in your child's class is encouraged and welcomed. Please make arrangements with your child's teacher for classroom volunteer opportunities. Volunteers are asked to contribute positively to the learning environment and respect confidentiality if working with students.

➤ **PARENT/TEACHER COMMUNICATION**

Conferences

Formal Parent/Teacher conferences are scheduled by the school in the fall and spring. Please note the dates of these conferences on the school calendar. Teachers are available for scheduled informal meetings to answer parent questions at mutually convenient times before or after school. Please contact the teacher directly to schedule an appointment.

Parental Absences

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

➤ **ARRIVAL AND DISMISSAL PROCEDURE**

You are encouraged to park your car and come inside with your child at arrival or dismissal. Join us in the lobby for coffee each morning, look for new student work displayed on bulletin boards, and connect with other parents.

- **Safety in parking lot:** In order to maintain the safety of our children, cell phone use is not permitted in the school parking lot unless parked in a designated space.
- **Arrival:** Drop off your child in the front of the building. Enter through the south entrance on Mason Road, turn right and loop around the perimeter of the parking lot, pulling up around the curb to the designated area. Please exit the same entrance. If you walk your children into school, please park in the **South Parking Lot** so you do not walk through the carpool line to enter the building.

- **Dismissal:** All students will be picked up in the back of the building. Parents should enter at the north entrance on Mason Road to B'nai Amoona and go straight, looping to the back of the building. You will be directed by a faculty member to pull forward to a designated space where a teacher will load your child/carpool into your vehicle. You will pull forward and exit either onto Conway or through the front of the building to Mason Road. Children will be supervised until they get in the cars. Faculty and staff will assist in carpool.

We encourage you to stay and play on the playground with your children. You will be responsible for their supervision after school hours.

You are welcome to park and escort your children to the car. For safety reasons, no children are allowed to enter the parking lots unescorted. After 3:40 p.m. all remaining students are required to go to after care.

Our faculty members are forbidden to place a child in a car in which the driver is speaking on the phone. If you have an emergency call, please pull out of line into a parking space until it is complete and then reenter the carpool line from the rear.

➤ **SIGN IN/SIGN OUT PROCEDURE**

Students should arrive no later than 7:50 a.m. for Middle School and 8:20 a.m. for Elementary School so that they will be ready to start their school day on time. If a Middle School student arrives after 8:00 am or an Elementary School student arrives after 8:30 am in the morning, you will need to park, walk your child inside to the office and sign in, as we do not have greeters at the front door after 8:30 a.m.

If a student must leave before the close of the school day, the student should bring a note from his/her parent to the office before 8:30 a.m. The parent must come to the office and sign out (and sign back in, if appropriate) the student.

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

➤ **MESSAGES**

Students cannot be summoned to the telephone during the school day. If you need to communicate with your child, please call the office and leave a message. The office will deliver the message through the teacher. Calling the office as early as possible is advisable.

➤ **SNOW DAYS**

In the event of snow or inclement weather, cancellation or delayed start information will be sent to you via an automated telephone announcement, text and e-mail. You can also check news channel 5-KSDK.

➤ **ROOM PARENTS**

Each class at Mirowitz is enriched by parental involvement and support. Activities are made more special with the involvement and participation of our parents. To help coordinate these parent efforts in teamwork with the school and teachers, room parents have been recruited and serve for the entire school year. Each class has at least one room parent.

➤ **TZEDAKAH**

In accordance with Jewish tradition, we ask each family to set aside something (money or canned food) each week for *tzedakah*. Students should bring the donations to school on Friday for collection. Students participate in decisions regarding how to direct the collected money. All food is donated to the Harvey Kornblum Jewish Food Pantry.

➤ **HOMEWORK**

Homework encourages student initiative, develops independent learning skills, and allows time for practice and application of what has been learned in school. A reasonable amount of homework is expected of all students. At the beginning of each school year, parents will receive a Homework/Partnership Plan from your child's teacher which outlines the responsibilities of parents, teachers and students. Homework will be assigned by your classroom teachers and will be discussed at Curriculum Night. As a general rule, add a "0" to your child's grade level to determine the appropriate homework time. The following are suggestions for parents:

- Provide a clean, well-lit, private space in which to work. Some children learn best if they sit at a desk; others can only concentrate on the floor. Determine what is best for your child.
- Make sure the space is well supplied with paper, pencils, pens and, if needed, references (dictionary, atlas, etc.).
- Make a place for school materials at home and keep them in a clearly visible place.
- Provide time for study.
- Provide a timer that your child can set each study time, if appropriate.
- Be a coach and supporter, not a "doer."

➤ **CORPORAL PUNISHMENT**

No person employed or engaged by Saul Mirowitz Jewish Community School may inflict or cause to be inflicted corporal punishment as a means of discipline upon a pupil attending our school. A violation of this policy is grounds for dismissal.

Corporal punishment is defined as the purposeful infliction of bodily pain or discomfort by an adult upon a student as a penalty for disapproved behavior. Physical force or restraint, used by a school employee to protect someone from physical injury, to disarm a student, or to protect property from damage is not considered corporal punishment.

➤ **VOLUNTEER SERVICE EXPECTATIONS**

All families enrolled at Mirowitz are expected to:

- Participate in the Annual Fund Campaign.
- Volunteer to help with school-sponsored events.
- Support periodic campaigns and initiatives for facilities or endowment.
- Participate in the Parent Teacher Organization (PTO), volunteer, and attend social activities as specified at the commencement of each school year.

➤ **STANDARDIZED ASSESSMENTS**

Standardized assessments are administered to children at school in order to assess an individual child's present academic level, as well as the achievements of the class and the school as a whole. These tools are carefully analyzed so that we can plan educational strategies for individuals and for the school. A standardized test is not based on what this or any school teaches. The best

understanding of standardized test results comes through comparing the individual child's scores over the course of several years.

Our school utilizes the Educational Records Bureau (ERB) standardized testing in grades 3-8 as well as the Avant assessment for Hebrew proficiency in grades 3-6.

➤ **SOCIAL WORK SERVICES**

Jewish Family and Children's Services (JFCS) is pleased to provide an experienced Licensed Clinical Social Worker at Mirowitz. The social worker is guided by professional standards and a code of ethics established by the National Association of Social Workers. The social worker will be onsite twice a week to conduct educational, emotional and social awareness activities, work with small groups, class groups and social and/or emotional issues. The social worker will also serve as a resource to parents and staff.

➤ **CONSULTANTS AND REFERRALS**

Should an academic or behavioral problem develop in school, parents will be contacted. If the school feels that outside consultation is required to meet the needs of the student, parents will be asked to make the necessary arrangements. Consultations are at the parents' expense.

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

➤ **DIFFERENTIATION**

Children learn at different rates and in different ways. Teachers employ a variety of instructional strategies and accommodations in order to meet the learning needs of each child.

➤ **FIELD TRIPS**

Saul Mirowitz Jewish Community School offers many opportunities throughout the year for students to participate in educational and cultural activities in the community. Parents will often be asked to provide transportation for these special events. The trip is designed for your child and his/her class. **Parent chaperones may not bring siblings.** The following are field trip guidelines to help make the trips safe and enjoyable for everyone.

- **Each child under the age of 8, weighing less than 80 pounds or under 4'9" tall must be in a car/booster, as required by Missouri law.**
- Elementary school children may not ride in the front seat of a car, unless it is your child.
- Drivers must abide by all traffic laws, including speed limit.
- Due to students' allergies and dietary needs, you may not serve food in your car.
- While driving students, you may not talk on your cell phone.
- You may not make any unauthorized stops while driving Mirowitz students.
- Please use discretion when selecting music or radio stations. No movies may be shown while driving.
- The number of children permitted in the car shall not exceed the number of shoulder-strap seat belts in the vehicle.
- If there is ever a cause to be concerned about the safety of the car or the people in the car, the driver is encouraged to pull off the road, remind the children of the rules for appropriate field trip and carpool behavior, rearrange the children in the car and/or, if necessary, call for help.
- Each student must have a signed Field Trip Permission Form on file in the office.

- Drivers must provide a copy of their driver's license and current insurance card prior to each field trip.

➤ **BACKPACKS**

Each child needs a lightweight backpack with a full zipper at the top for daily folders, work, etc.

➤ **BRINGING MONEY TO SCHOOL**

If money must be brought to school for any reason, please send a check in a sealed envelope marked with the child's name. Your child's homeroom teacher will collect any money that is brought to school, unless you have been specifically directed to send those monies to the school office.

➤ **PROGRESS REPORTS AND REPORT CARDS**

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

- Elementary School report cards are distributed two times a year - in January and in June.
- Middle School report cards will be issued on a trimester basis, three times a year.

➤ **SAFETY AND SECURITY**

Safety drills are scheduled regularly throughout the school year. Children and staff are fully instructed in all cautionary regulations to provide for maximum safety. We do not print our plans, but please contact Andrea Newstead (anewstead@Mirowitz.org) if you have questions. You can help us keep our students Mirowitz students safe by only letting people in the building if you know them. If you SEE something, SAY something!

➤ **STUDENT RECORDS**

We must have permission and release forms on file to operate legally and effectively. Some of these must be updated annually. Forms include: emergency, medical, health and inoculation, publicity release, field trip permission and permission to pick up. Files will not be released to outside sources without your written permission; *student pediatric and immunization forms cannot be released by the school under any circumstances* due to HIPAA regulations.

➤ **TRANSGENDER BATHROOM POLICY**

In keeping with the recommendations of the [American Medical Association](#), the [American Academy of Pediatrics](#), and in line with best practices from a recent [National Education Association endorsed guide](#) Mirowitz allows students to use bathrooms that are consistent with their gender identity.

➤ **ABUSE AND MOLESTATION POLICY**

1. STATEMENT OF POLICY

- It is the purpose and intent of the Saul Mirowitz Jewish Community School ("Mirowitz") to provide a safe, secure environment to teach and care for the children and students of our school. Our goal is to protect children from sexual abuse, child molestation or any type of inappropriate sexual behavior by employees or volunteers and to protect employees and volunteers from false accusations. It is the further policy of "Mirowitz" to train all staff in the recognition, prevention and reporting of child abuse.

2. DEFINITION

- According to Missouri state law, a child is defined as an unmarried person under the age of 18. "Abuse" means the infliction, other than by accidental means, of physical, sexual, or mental injury against a child by any person eighteen years of age or older.

3. SCOPE AND RESPONSIBILITY

- The policy and procedure set forth will apply to all people who give supervision or have custody of minors or who have opportunity to have contact with minors in school facilities or school sponsored activities as a representative and agent of the school.
- Any actions taken or communications with others, regarding suspicions of allegations of child abuse, must be documented and reported appropriately.
- Confidentiality must be maintained in all incidents.
- For purposes of the policy, "parent" will be used to mean natural or adoptive parent or legal guardian.

4. EMPLOYEE HIRING, TRAINING AND SUPERVISION

- For all newly hired staff, at least two references will be included in their personnel file.
- A criminal background check will be performed on all newly hired staff.
- All new staff must participate in an orientation program that includes a review of child abuse prevention policies and procedures within 30 days of beginning their responsibilities. This program will include written material explaining Mirowitz policy, procedure and regulations. Those attending will by their signatures acknowledge having received and read a copy of the Mirowitz Child Abuse Prevention Policy, and the signed copy shall remain in the staff member's personnel file.
- Training opportunities dealing with the prevention of child abuse will be available, ongoing and required.
- Supervisory staff may make unannounced visits to each program/class to assure that standards and procedures are being maintained.
- Volunteers are those who are not paid by the school on a full-time or part-time basis, and are serving in a position on behalf of and as an appointed representative and agent of the school involving the supervision or custody of minors. Volunteers (effective for those volunteering after June 2019 will go through the following screening process:
 - Complete a confidential application form
 - Complete a consent to release confidential information
 - Background records check
 - Interview by appropriate staff member
 - Possible Criminal Records Check*

Criminal records checks for volunteers may, at the discretion of the school, be limited to any criminal activity involving the following: (1) a minor; (2) child molestation; (3) any type of sexual offense; (4) any type of pornographic or obscene material; (5) any type of physical violence; and (6) suspected child abuse.

In addition to the above requirements, a volunteer must be known to Mirowitz staff for at least six (6) months, unless the person is a parent volunteering.

A volunteer who does not meet these membership requirements may serve only upon approval of the Head of School.

5. RELATIONSHIPS WITH CHILDREN

- Employees should be alert to the physical and emotional state of all children each time they report for work.
- Adults will be present, or nearby, and available on each floor and in the hallways where minors are present. Reasonable efforts will be made to have two (2) adult workers present,

or nearby, with preschoolers, children and students during school activities. Reasonable effort shall be made to assure that one adult is not left alone with one minor. Reasonable effort will be made to place preschoolers, children and students in rooms with view windows or open doors for all teaching/learning activities.

6. REPORTING PROCEDURES

- Observed or reported child sexual abuse or child molestation should be reported immediately to the Head of School. Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect abuse, you should talk with the Head of School to see what steps could and should be taken to protect the child and help the family.
- All allegations will be taken seriously and school staff will take appropriate action in accordance with the laws of the State of Missouri, insurance policy requirement, and based upon advice of legal counsel.
- The official spokesperson for the school in any of these matters will be the Head of School or his/her appointee. No other staff member shall speak to the media in an official capacity.
- Staff will document (in writing, with date and signature) all efforts in the handling of any incident.
- Staff will not deny, minimize, or blame any individual involved in allegations. Staff will cooperate with authorities.
- Mirowitz may report suspicions of child abuse to the proper authorities. The Head of School will be notified of all instances of child abuse.
- In the event the reported incident involves a Mirowitz employee or Mirowitz volunteer, the Head of School will immediately remove the person from all Mirowitz activities. The Head of School may reinstate the employee when allegations have been cleared to the Head of School's satisfaction.
- All appropriate staff will be informed that a possible incident has occurred and that the required notifications have been made. It is in the best interest of the child, the involved staff and Mirowitz that this not be discussed between staff, with parents or outside the building. All questions should be directed to the Head of School.
- The Head of School will review the situation with legal counsel for guidance.

7. RESPONSIBILITIES TO PARENTS

- The Head of School will look into any parent complaint or concern immediately and thoroughly and communicate results back to the parents. Documentation of the investigation and communication to the parents will be retained by Mirowitz and kept permanently on file in the Head of School's office.
- It is the responsibility of parents to pick up their child at the dismissal of school. Parents must notify Mirowitz in writing, in person or by phone when different arrangements for pick-up are being made. A child will be withheld from a parent only if a court order is on file.

RITUAL PRACTICES/JEWISH HOLIDAYS/DRESS CODE

➤ PRINCIPLES

- “We believe in the ultimate potential of each student’s intellectual, spiritual, social, emotional, and physical growth, and we bring that potential to life through...strong Jewish knowledge and self-assurance...built on a foundation of the tenets of Judaism, including a commitment to the autonomy of the individual in belief and practice...and the broadest possible commitment to Jewish inclusion.” (Extracted from Merger Agreement and By-Laws)
- Saul Mirowitz Jewish Community School is a modern, pluralistic, diverse, egalitarian Jewish Community Day School, striving to insure that each family’s customs and rituals are honored and respected and that the diversity of our students is celebrated.
- With every action, including eating, we each have the power to create holiness. Through consciousness of the way our food is grown and brought to our table, through the Jewish tradition of kashrut, and through healthy choices, we hope to nourish a commitment to the sacred and an appreciation for the food we eat.
- Our curriculum is coordinated with our policies to teach students how and why the policies are consistent with Jewish values and how they embrace both Jewish tradition and modern Jewish practice.
- Our choice of lunchroom facilities is consistent with the full implementation of this policy.
- Our policies are written as we intend to enforce them.

➤ SCHOOL LUNCH PROGRAM

All food served as part of the school lunch program will be prepared in a supervised kosher kitchen. Meat and dairy will be served on different days.

Food served as part of the school lunch program will be locally sourced or organic. Food will be cooked on site from scratch, using healthy ingredients and methods. Milk will be hormone free and antibiotic free.

➤ LUNCH BOXES, LUNCH AND SNACKS

Each child is responsible for bringing lunch to school each day unless he/she is purchasing lunch. Lunch menus will be sent by email to parents each month, beginning in early August through the remainder of the school year. Thereafter, menus and order forms should be completed by the 15th of the preceding month. ***Sharing and trading food is never permitted so that allergies and other dietary observances are respected.*** Please check the Food and Kashrut Policy included in this Handbook for food restrictions. Lunches sent from home are **not** refrigerated and cannot be heated. Please include an ice pack, and the necessary utensils and napkins for each lunch.

Students are encouraged to bring a healthy snack to eat mid-morning (no candy or chips). Fruit, vegetables or cheese sticks are popular snacks.

➤ **FAMILY CHOICES**

Families can choose to order lunch from the school's kosher, healthy lunch service, or they will be able to bring their own lunch or snack from home. All family choices will be honored in a dignified way, free of judgment and monitoring, and reflective of our commitment to respecting diverse family definitions of Jewish practice. Students will not bring pork, pork products, shellfish, or shellfish products to school. Parents are encouraged to consider not mixing meat and dairy in meals sent from home.

➤ **NUT FREE, PEANUT FREE**

For the safety of our students, products that contain tree nuts or peanuts may not be present at Saul Mirowitz Jewish Community School. This includes personal snacks or lunches that students bring to school.

○ What to look for on labels:

▪ **Not acceptable for school:**

“Contains peanuts and/or tree nuts”

“May contain peanuts and/or tree nuts”

▪ **Acceptable for school:**

“Made in a facility with peanuts and/or tree nuts”

“Made on a shared equipment with peanuts and/or tree nuts”

****Please be sure to remind all of your children's caretakers of our nut free status to ensure that they pack appropriate foods in your child's lunch. If items are included in a child's lunch that is not within school guidelines, a friendly call to the child's family will be made to clarify new requirements****

➤ **FOOD SHARING**

The school maintains a **no-sharing** policy of personal food for reasons of health, kashrut, and respecting family choices in their children's diet.

➤ **CURRICULUM**

Students at Saul Mirowitz Jewish Community School will learn and be able to articulate how eating is holy, and how and why their school has a thoughtful, intelligent and inclusive food and kashrut policy that embraces both Jewish tradition and modern Jewish practice.

Students will be involved in planting, tending and harvesting some foods in an organic garden in the schoolyard. They will learn about seasonal foods, cook them in culinary class and be able to articulate why it is Jewish to eat foods that leave a smaller carbon footprint on this earth.

➤ **SCHOOL EVENTS**

Food at all major school-led events (e.g. gala) will be kosher.

➤ **DRESS CODE**

- **DAILY:** Students of Mirowitz are expected to wear appropriate clothing. Students are required to wear closed-toe shoes for outdoor safety and shirts that can be tucked in to cover their tummies. No backless shirts or halter tops are permitted. Athletic shoes and socks must be worn on Physical Education days. If a child is wearing a t-shirt, its message must be respectful. Any reference to drug or alcohol use, violent behavior or weapons is inappropriate and is not allowed.
- **MIROWITZ MONDAYS:** Students are asked to wear their Mirowitz t-shirt or sweatshirt on Mondays. All new incoming students will receive one t-shirt before the first day of school.

Additional t-shirts and sweatshirts are available for purchase (two times a year) in youth and adult sizes.

- **FRIDAYS:** Students are asked to wear a blue or white shirt on Fridays to welcome Shabbat.

➤ **BIRTHDAYS AND CELEBRATIONS**

Given the diversity of Jewish observance within the Mirowitz community, please be aware that scheduling birthday celebrations on Shabbat or other Jewish holidays may mean that certain classmates/friends will not be able to participate.

Mirowitz encourages families to include the entire class when sending invitations to a birthday party. We would be happy to pass out the invitations at school when every child is invited. Arrangements must be made with the classroom teacher for in-class birthday celebrations.

In honor of birthdays or celebrations, please consider sponsoring challah or donating a book title for our librarian to purchase for our library. Each book will have your name and the honoree printed on a bookplate on the inside cover. You can also choose a book already catalogued and in the library.

Birthdays and celebrations will be a time to celebrate **without food** at Mirowitz. Our creative faculty has developed a list of non-food party ideas that will protect our students from food allergy dangers, and keep our students healthy and fit.

➤ **JEWISH HOLIDAYS**

Mirowitz will be closed for the Jewish holidays designated as “chag.”

Please note that Mirowitz **does not** celebrate Halloween, Valentine’s Day or St. Patrick’s Day at school, as all have origins in non-Jewish traditions. Please help by not sending items pertaining to those days with your child to school.

Mirowitz will be closed during *Pesach* (Passover) for Spring Break.

HEALTH POLICIES/CONFIDENTIALITY

➤ HEALTH POLICIES

The School is committed to maintaining a healthy environment for children and their parents as well as the staff and community, in general. The Health Promotion Policy supports this commitment.

The minimum requirements of this Health Promotion Policy address the following topics:

- immunizations
- physical examinations
- communicable diseases including reporting
- disease prevention
- exclusion from School due to illness and reentry guidelines

*Any term used in this policy to reference a health care provider or practitioner applies to the child's primary health care provider and does not refer to the child's parent who may be a licensed healthcare provider.

➤ IMMUNIZATIONS

The following is required for school attendance:

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

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

The following list gives exceptions to the above rule:

- The student is in the process of completing the immunizations required and has a return appointment scheduled with the health care provider to do so.
 - In this instance,
 - 1) A parent **MUST** obtain a Department of Health Immunization In Progress Form (Imm.P.14) which has been signed by the physician or Public Health Nurse that shows that the student is in the process of completing the immunization(s) required and has a return appointment scheduled with the health care provider.
 - 2)The form **MUST** be on file in the school office.
- The student cannot receive the immunization for medical reasons
 - In this instance,
 - 1) A parent **MUST** obtain a Department of Health Medical Immunization Exemption Form (Imm.P.11A) which has been completed and signed by a currently licensed and practicing pediatric practitioner, family practice practitioner or pediatric osteopathic practitioner certifying that either the immunization would seriously endanger the student's health or life **OR** the student has documentation of laboratory evidence of immunity to the disease(s) in question.
 - 2) An explanation for the exemption from one of the practitioners listed in the previous paragraph (number 1) must accompany the form and **MUST** be on file in the School office.

NOTE: For those students who have a history of having had measles, mumps or rubella disease

and have not been immunized, unless laboratory testing has been done to confirm the fact that the student is immune to the disease, immunization against the disease is required.

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

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

What records are maintained by the School?

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

PHYSICAL EXAM REQUIREMENTS:

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

➤ **COMMUNICABLE DISEASES**

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

A communicable disease is defined as an illness or disorder that can be transmitted in various ways from a person or animal to another person, either directly or indirectly. Missouri statutes list those diseases that **MUST** be reported to the Department of Health, usually by physicians or public health medical staff but may be done by school officials and refers to these diseases as "reportable". The more familiar "reportable" diseases include Chickenpox, Fifth Disease, Pediculosis (Head lice) outbreaks, Scabies and the vaccine-preventable diseases.

Other diseases are communicable but are not listed as "reportable" by the Department of Health. Examples of these diseases include impetigo (a skin infection), conjunctivitis (pink-eye), ringworm (a fungus infection), strep throat, pinworms, mononucleosis and influenza-like illness or the flu.

If an outbreak of a reportable communicable disease as defined by State Statute occurs in the school setting, the school staff will notify parents/guardians, as appropriate.

Parents/guardians are expected to report to the school office the incidence of any communicable disease occurring in the home: both those that are reportable by State Statutes and those that are not reportable to the State.

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

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

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

NOTE: Adherence to good handwashing technique and compliance will be monitored by the administration of the school. Modifications of the rules and circumstances requiring the use of gloves may be made, as needed, to ensure compliance with the Policy.

➤ **ILLNESS MANAGEMENT**

The parent/guardian will be contacted when signs of illness are observed in a student during the school day. (For more information, see below: “When should a student stay home or be sent home due to illness.”)

Whenever possible, the ill student shall be kept isolated from the other students until the parent/guardian arrives but will be closely supervised by designated staff so that changes in the student’s status will be noticed readily.

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

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

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

- **Exclusion:** Fever defined as temperature of one hundred degrees Fahrenheit (100 F) or higher.
- **Return:** Although most illnesses in children are viral and do not require antibiotics or a doctor's visit, a child with a febrile illness should not return to school until **fever free for 24 hours (without having had acetaminophen or ibuprofen) and otherwise feeling well.**

- **Exclusion:** For the sake of this policy, diarrhea is defined as more than one abnormally loose or watery stool, decreased form in stool, or increased frequency of passing stool that is not associated with changes in diet or medication or stool that is white or gray or contains blood not explainable by dietary changes, medication, or hard stools. Students with a diarrheal illness should not be attending school.
- **Return:** Once the diarrhea resolves, when the student seems otherwise well, is back to normal with regard to eating, drinking, and level of comfort, and when stool cultures, if indicated, are negative. Students whose stools remain loose but who are otherwise well and whose stool cultures are negative need not continue to be excluded. When the origin of the diarrhea is in question, an explanatory note from the student's health care provider will be required by the school before the student returns.

- **Exclusion:** Uncontrolled coughing or difficult or rapid breathing.
- **Return:** When the cause for the symptoms has been identified by a health care provider, the student is on appropriate treatment, and the student is well enough to participate fully in the educational day. An explanatory note from the student's health care provider may be required by the school staff before the student returns.

- **Exclusion:** Redness or yellow color of the eyelids or lining of the eyes, irritation of the eye, swelling of the eyelids or crusting, discharge or drainage from the eye, increased tearing, sensitivity to light (one or both eyes may be affected with any of the symptoms)
- **Return:** When the cause of the symptoms has been identified by a health care provider, and the student has been on appropriate treatment, if indicated, for 24 hours, and there is no drainage, unless the cause for the drainage is linked to allergies. In the case of allergies, an exception to this exclusion may be made if there is a current note in the student's health file from the student's health care provider that the student has allergic conjunctivitis. In all other cases of eye symptoms described under the exclusion section, an explanatory note from the student's health care provider may be required by the school before the student returns.

- **Exclusion:** Drainage from the ear(s).
- **Return:** When the cause of the drainage has been determined by a health care provider, and the student has been on appropriate treatment, if indicated, for 24 hours, and there is no drainage. An explanatory note from the student's health care provider may be required by the school before the student returns.

- **Exclusion:** Unusual skin spots or rash or areas that are crusted or yellow or dry or gummy or draining or blistered or yellow color to the skin.
- **Return:** A note from the student's health care provider may be required before the student returns to school indicating that the cause of the rash has been identified, that the student is not contagious and the student is able to participate fully in the educational day. If the cause of the rash is contagious and medication has been prescribed, in addition to a note from the student's health care provider, the student is to have been taking or using the medication for a full 24 hours.

- **Exclusion:** Sore throat or trouble swallowing
- **Return:** When the student has been on appropriate treatment for 24 hours, without fever for 24 hours, and is able to participate fully in the educational day. An explanatory note from the student's health care provider may be required by the school staff before the student returns.

- **Exclusion:** Headache with stiff neck
- **Return:** When evaluation by a health care provider finds no evidence of a communicable disease, or, if communicable, 24 hours after appropriate treatment has been initiated and the student is no longer communicable and is able to participate fully in the educational day without discomfort or fever.

- **Exclusion:** Vomiting illness (two or more episodes of vomiting in the previous 24 hours)
- **Return:** When the student has been free of vomiting, resumes normal activities and diet for 24 hours, and is free of fever for 24 hours. A note from the student's health care provider may be required before the student returns to school indicating that the cause of the vomiting has been identified, that the cause is not contagious and the student is able to participate fully in the educational day.

- **Exclusion:** Severe itching of the body or scalp or scratching of the scalp that may be symptoms of lice or scabies.
- **Return:** If the student has head lice, the Head Lice Policy will be followed. If the cause of the symptoms is unknown, a note from the student's health care provider will be required before the student returns to school indicating that the cause is not contagious, the student is able to participate fully in the educational day, and the student has been on treatment, if indicated, for 24 hours or longer, depending on the nature of the condition.

- **Exclusion:** On-going, severe, recurrent pain that interferes with participation in the school day or may be indicative of a more serious health problem
- **Return:** When a health care provider has identified the cause of the pain, treatment has been initiated, and the student can participate fully in the educational day. A note from the student's health care provider may be required before the student returns to school.

➤ **POLICY FOR USE OF PROTOCOL MEDICATION**

It is anticipated that there may be situations which arise during the school day that necessitate treatment of a child for minor injury or physical symptoms that develop. Protocols have been established with approval of the MIROWITZ consultants.

- Guidelines for protocol medication administration, including indications for use, will be followed.
- Protocols will be reviewed and modified as needed.
- The medications/ treatments included in the protocols will be administered only with written consent from the parent/guardian. Consents will be renewed yearly.
- Only one dose of a medication covered under the protocols will be given during any school day. If symptoms are not relieved, the parent/guardian will be notified.
- The school will attempt to notify the parent/guardian in advance, when possible, that oral protocol medication is to be given before it is given so that the parent/guardian is aware of their child's complaint. This contact will also reduce the likelihood of medication being administered sooner than recommended. It is most important that a parent/guardian notify the School office if a medication was given to their child before school, other than that which is taken regularly.
- If a student requires oral protocol medication on two consecutive days, parents **MUST** be contacted before medication will be given.
- School personnel designated by the School Administration to administer medication/ provide treatment following protocols will maintain documentation on each child who requires treatment or medication covered under the protocols. MIROWITZ medical consultants will not be on-site during medication administration and the medication will be administered by a non-medical MIROWITZ staff person.

ACETAMINOPHEN ADMINISTRATION GUIDELINES

Only to be used for:

- Fever greater than 101
- Discomfort associated with: Flu symptoms, Sore throat, Earache, Headache
 - **Menstrual cramps*
 - **Adjustment of braces*
- Only one dose of EITHER acetaminophen or ibuprofen may be given per day. If student requires medication on two consecutive days, parents must be contacted before medication can be given.
- **DO:**
 - Check allergies
 - Check for parent consent. *If no consent, do not give!*
Attempt to contact parent before administering to avoid double dosing.
If parent requests administration and no consent is on file, get a witness to the conversation and then administer.
Document time, dose and reason for administration on illness/injury log.

TOPICAL MEDICATION ADMINISTRATION GUIDELINES

- **DO:**
 - Check allergies
 - Check for parent consent. *If no consent, do not use!*
Attempt to contact parent to inform them of incident or injury.
If parent requests treatment and no consent is on file, get a witness to the conversation and then administer.
Document time, dose and reason for administration on illness/injury log

- Polysporin: To be used for local treatment of minor abrasions, breaks in the skin.
- Bactine: To be used for minor abrasions/cuts/insect bites.
- Baking soda/ Meat Tenderizer: To be used as a paste for insect stings.
- Dacriose/sterile water: To be used as an eye irrigation solution.

➤ **POLICY ON CONFIDENTIALITY**

Individual health records are maintained by the School in order to provide students with the most appropriate health care while in the school setting. Information regarding students and their families is essential for the assessment, intervention and management of health related issues. The aim of this policy is to safeguard the privacy of students and their families regarding personal health information which is shared with the School.

WHAT IS THE DIFFERENCE BETWEEN THE SCHOOL HEALTH RECORD AND THE EDUCATIONAL RECORD?

The health record contains information that has relevance to the health status of the student and is considered the property of the health care provider who is entering the information. Examples of information which may be included in a health record are immunization records, health screening results, health history, medication orders and physical examinations. As the “owner” of the health record, the health care provider is responsible for the maintenance and security of that record. Our designated staff and the student’s health care provider are considered the owners of their respective medical information.

The educational record may contain information such as progress reports, attendance, and application information. Information contained in the student’s health record and the educational record has significance when considering the overall health and well-being of the children. For this reason, it is imperative that the student’s health record and the educational record be kept current and accessible to our designated staff. Consent for access to the educational record will be obtained from parents/guardians annually and will be kept on file in the student’s health record.

WHERE ARE THE HEALTH RECORDS KEPT?

The health records are kept in a locked file in an area designated by the administration of the School.

WHO HAS ACCESS TO THE HEALTH RECORDS UNDER NORMAL CONDITIONS?

Health records may be accessed by:

- the parent/guardian of a student who is not of the age of majority or is not an emancipated minor upon written request to our designated staff, who will make a copy of the record for the parent/guardian or will arrange a mutually agreed upon time for the review of the record. Clarification of authority will be necessary prior to a review of a health record when legal custody is in question.
- designated staff.
- a student who is of the age of majority or is an emancipated minor upon written request to our designated staff.

WHO HAS ACCESS TO THE HEALTH RECORDS IN THE EVENT OF AN EMERGENCY?

Except in the event of a health or safety emergency, only the school’s designated staff may have access to the child’s health record without written consent of the child’s parent/guardian. In an emergency, the School administrator or designee will have access to the health record and may provide necessary information to healthcare professionals to aid in treatment of the child. In this situation, release of information can be made to appropriate parties without prior consent if the

release is necessary to protect the health and safety of the child or other individuals or if disclosure is to:

- the parent/guardian of a student younger than eighteen years of age
- a student who is of the age of majority or is an emancipated minor

CAN THE HEALTH RECORD BE RELEASED TO A THIRD PARTY?

Designated staff generated information contained in the student's health record will be released to those who have legal authorization to these records. Written consent from the child's parent or the legal guardian is required. Health information obtained from sources other than MIROWITZ health consultants will not be released unless required by law or review necessitated by Division of Family Services.

WHO IS REQUIRED TO MAINTAIN CONFIDENTIALITY OF INFORMATION PERTAINING TO STUDENTS AND/OR FAMILIES RELATIVE TO MEDICAL MATTERS INCLUDING HEALTH SCREENINGS?

Any person assisting with screenings or related activities or who is privy to the information obtained from these screenings by nature of their affiliation with the school is bound by the rules of strict confidentiality. Information may not be shared except as previously noted in this Policy. The ONLY exception to the rule of confidentiality is if a student shares information that indicates that the student is in imminent risk of harm or is a danger to him/herself or others. That information must be shared with those who need to intervene in order to protect the student.

➤ POLICY REGARDING STREP THROAT

If a case of Strep Throat has been reported in your child's classroom, parents will be informed so that they can be alert to the symptoms and treatment of this common illness should the need arise. Please contact your child's health care provider if you have questions or concerns regarding your child. If your child has been diagnosed with strep throat, please contact the school office.

➤ POLICY REGARDING HEAD LICE

If a case of head lice has been reported in your child's classroom, parents will be informed so that they can check their children **before they leave for school** each day for the next two weeks. Please note, that a child who has live head lice will be sent home to be treated. Once treated, they may return to school. If your child has been diagnosed with lice, please contact the school office.

POLICY FOR COLLECTION OF UNPAID TUITION

Purpose

To establish guidelines for collecting past-due tuition fees or other charges.

Operating Principles

Mirowitz has a fiscal responsibility to collect all debts owed to it.

Mirowitz wishes to work in a friendly and relationship-building manner whenever possible to achieve the resolution of debts owed to it.

Mirowitz wishes to take into account extenuating circumstances affecting the responsible party's present ability to pay as long as they demonstrate a "good-faith" willingness to pay.

Mirowitz recognizes a "good faith" desire to pay when a consistent payment is made on a balance due rather than no payment activity at all.

Mirowitz is willing to deny re-enrollment to or consider disenrollment of students in cases where the responsible party is unwilling or unable to resolve the debt within a reasonable period of time.

Procedure

- The school office is and shall continue to be the primary financial contact for the purpose of billing, receiving payment and issuing statements.
- When a balance owed to the school becomes 11 days past due, a \$25 late fee will be applied to your SMART account. If the balance owed exceeds 60 days, the office shall refer the collection information related to the debt to the finance committee chairperson.
- The finance committee chairperson shall designate a member of the finance committee to manage collections. The collections manager should be neither a parent nor a grandparent party of a currently enrolled student.
- The Collections Manager shall make their initial contact with the responsible party by mail. This letter should:
 - Be friendly and written in a tone that encourages resolution.
 - Inform the responsible party that their account has been referred to the finance committee
 - Invite them to review any charges they believe may not be accurate
 - Invite them to make phone contact if they are unable to immediately settle their obligation in order to establish a payment plan.
- If the responsible party has not paid the obligation or contacted the collections manager within 14 days after the letter is sent, the collections manager should make contact with the responsible party by phone. The phone contact should:
 - Verify that the letter had been received.
 - Determine if a payment has been made since the letter.
 - Verify the responsible party's agreement with the amount owed.
 - Determine any specific reason that payment has been withheld.
 - Discuss their intentions regarding making payment and help establish a mutually acceptable payment plan (options discussed below).
 - If the collections manager is unable to reach the responsible party by phone or if the responsible party is unwilling to discuss resolving the balance due, then the collections manager shall send a second letter by certified mail which should:
 - Request that the responsible party make immediate payment or contact the credit manager to discuss making a payment.

- Inform the responsible party that failure to make payment arrangements may result in denied admission for the following school year or disenrollment from school during the present year.

Debt Resolution Options

- **Promise to pay**
 - The responsible party may make a promise to pay the current amount owed in full with the next 30 days.
- **Payment Agreement**
 - The responsible party may enter into an agreement to pay the amount owed in a series of installments (i.e. 30, 60, & 90 days after the agreement). The responsible party may elect to send a check each month, provide a series of post-dated checks, or authorize a series of charges to a credit card.

Effect of Non-Payment

- Failure to answer collections notices sent by mail or by phone may result in denied re-enrollment and possible disenrollment from school.
- Failure to fulfill a Promise to Pay (without prior notice) shall result in a requirement to pay immediately or risk disenrollment and denied re-enrollment (until such time as the account is brought current). Additional time may be granted if advance notice is received that a payment will be missed.
- Failure to fulfill the terms of a Payment Agreement (without prior notice) shall result in acceleration of the agreement such that the balance becomes due immediately. Failure to pay will result in denied re-enrollment from school. Additional time may be granted if advance notice is received that a payment will be missed.
- **Re-Enrollment & Future Credit**
- A responsible party who has successfully completed a promise to pay or a payment agreement will be granted full opportunity to pay the next year's tuition using any currently available payment plan.

A responsible party who is making payments on a payment agreement and is current in their payment agreement or who has not entered into a payment agreement will be denied re-enrollment or required to pay current debt and future tuition in-full on or before the first day of school. In this scenario, the student will be allowed enrollment subject to space available at the time that payment is received.