



INNOVATIVE SCHOOL
TEMPLE BETH SHOLOM

PARENT HANDBOOK
POLICIES & PROCEDURES
ELEMENTARY LEVEL
2024 - 2025

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Welcome to the Innovative School of Temple Beth Sholom Community! The childhood years are critical in developing deep value systems, positive dispositions toward learning, and healthy social and emotional behavioral attitudes. Our teachers strive to provide a meaningful foundation for learning and developing in a loving, nurturing, and enjoyable environment within the framework of a Jewish setting. We are dedicated to the intellectual, spiritual, social, physical, and emotional development of your child.

The Innovative School of Temple Beth Sholom is a Reggio inspired Reform Jewish community dedicated to joyful learning.

ELEMENTARY LEVEL

Our Foundation Level learners progress seamlessly to the Elementary Level. We work to support and develop our learners as individuals as well as members of a whole group. We create rich and multifaceted Judaic and secular education within innovative 21st century environments. These learning opportunities, along with intentional teacher practices, encompass the core knowledge requirements and standards in a social constructivist, learner-centric, and visible setting.

We believe our children have rights. Those rights are met through social constructivist practices. This approach suggests that humans construct knowledge from their experiences. These practices address purposeful, social, representational, autonomous, and emotional needs that all children have. We practice intellectual goal setting, whole-child, and personalized approaches to learning. We see these practices as paramount to developing children's attention, engagement, and perseverance.

OUR SHARED VISION

We are committed to the Jewish value of *Tikkun Olam*, making the world a better place. Our Jewish roots ground us and influence how we live, how we approach problems, and how we make decisions. We believe every child in our school deserves a high-quality Jewish experience that nurtures his or her spiritual, social, emotional, cognitive, linguistic, and physical development while supporting the competencies that will shape his or her mind and disposition for further learning and growing. We know that children learn best when nurtured by close, trusting relationships – we realize that relationships are the threads that weave the fabric of our community and value creating strong partnerships among staff, families, and children.

REGGIO EMILIA APPROACH

The philosophy and practice of The Innovative School of Temple Beth Sholom are informed by the social constructivist theory and the approach developed by Loris Malaguzzi in Reggio Emilia, Italy. As a Reggio-inspired school, we view the child as an active participant, collaborator, and communicator. Children learn to ask questions, catalogue what they already know, and look for answers to their important questions. As children are valued and honored in this dynamic process, they discover more of who they are; they discover their skills and their needs and learn to work with others to create, imagine, design, and process.

PARENT TEACHER ORGANIZATION (PTO)

The Parent Teacher Organization (PTO) is funded and run by The Innovative School of Temple Beth Sholom parents. It is perhaps the single best way to become involved in your child's school. The PTO is an open forum for any parent who would like to be involved. The level of commitment is up to you!

We welcome creativity and outside thinking to create an environment unlike that of any other school. There are many events run by the PTO throughout the year. Some are fundraising events which help us implement many ideas including: Snow Day and Grandparent's Day. Other funds support our Innovative School of Temple Beth Sholom vision through professional development programs. All funds raised go directly back to the school to enhance your child's experience. The Innovative School of Temple Beth Sholom is a family, and participation is ALWAYS welcome! You can volunteer to help with our events, or even chair an event based on your interest. You can also support the PTO with just your membership. The PTO is about working together toward a common goal while creating meaningful experiences and environments for our children.

TEMPLE MEMBERSHIP

If one or both parents are Jewish, your family may choose to join Temple Beth Sholom at no additional cost for membership when your child is enrolled in The Innovative School of Temple Beth Sholom. Please call Craig Berko at 305.538.7231 ext. 230 or email Craig@tbsmb.org to begin the application process.

AFTER-SCHOOL ENRICHMENT & SUPPLEMENTARY PROGRAMS

The Elementary Level school day is from 8:15 a.m. to 3:00 p.m. for all Elementary grades. On Wednesdays, grades K-5 are dismissed at 3:30 p.m. You may choose to sign up for Extended Care/Enrichment Programs after school. Choosing a stimulating and meaningful after-school program is a very important decision. Our outstanding extracurricular, skill-based classes keep children ages two through eleven active and engaged.

We offer a variety of academic enrichment activities, indoor and outdoor games, and creative art experiences to challenge children and make learning fun. Through these activities, children can hone in on existing talents or find new interests. Providing our programs in a safe and engaging environment is our priority. The children in each program are supervised by a staff member certified by the Florida Department of Children and Families.

We provide a healthy snack for After-School Enrichment.

- **After-School Enrichment | 3:00 p.m. to 5:00 p.m. (EXCEPT Wednesdays)**
- **Extended Day | 5:00 p.m. to 6:00 p.m.**
- **Early Drop Off Club | 7:30 a.m. to 8:15 a.m.**

To enroll in After-School Enrichment, Extended Day and/or Early Drop Off Club, please use the separate enrollment contract available online at www.innovativeschool.org/programs/after-school/

Siblings of Elementary Level learners may be dropped off during Elementary Level Drop Off (8:15 a.m.). These siblings MUST be enrolled in this complimentary service. Please email Brad@tbsmb.org to enroll your elementary level child's sibling.

RABBI LEON J. KRONISH SCHOOL FOR LIVING JUDAISM (SLJ) | JLAB

As the next step on your children's Jewish journey, the Rabbi Leon J. Kronish School for Living Judaism (SLJ) takes a modern approach to engaging our students by creating personal, meaningful connections to Jewish faith, traditions, and spirituality. We firmly believe a Jewish education is not a stand-alone experience and encourage interactive family participation. We strive to raise the bar, creating deeper bonds between all our students and their families through innovative and enriching Jewish experiences both in and out of the Temple. Our dedicated clergy and staff seek to integrate Jewish culture and knowledge through language and Jewish practice to provide the foundation for a seamless progression from childhood to adolescence, initiating a welcome desire for lifelong Jewish learning. For more information, please call Barb Shimansky at 305-532-4756, Ext. 232.

POLICIES AND PROCEDURES

I. ACADEMIC INFORMATION

A. Non-Discrimination Policy

Our school admits learners of any race, religion, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the learners at the school. Our school does not discriminate based on race, color, gender, national and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

B. Registration Policy

Our school believes that all learners have a right to the highest quality Jewish and secular education possible. All current elementary level learners will be eligible for priority registration for the next school year. Our school leadership team reserves the right to determine if our school is an appropriate fit for your prospective learner. We require re-enrollment annually for each learner.

C. Promotion to Next Grade Policy

The State of Florida requires a minimum of instructional hours to be eligible for promotion to the next grade level. Our school's leadership team reserves the right to retain any learner.

D. Special Rights Policy

We believe and understand that all learners have strengths and areas for growth, as well as all learners benefit from each other's strengths and growing needs. All learners are welcome at The Innovative School. If it is determined by the school's leadership team that a learner needs a facilitator to support his or her development or should not be in this setting because his or her learning needs cannot be met, a decision will be made to engage a facilitator (at parent's expense) or to leave the school and be released of the remainder of the Enrollment Contract Agreement. Implementation of that decision will be done promptly, at the discretion of the school leadership, to ensure a smooth transition for the learner. We welcome all learners to our school. If an education plan is required, we will work with your family to ensure that we can meet the needs of your learner.

E. Assessment and Progress Policy

1. Learner Assessment

The Innovative School is committed to accurately assessing learners' progress throughout the year. We believe this is best accomplished using a variety of techniques over the year. Teachers assess children's literacy and math skills using a variety of tools and techniques, such as running records, sound-letter surveys, unit assessments, quizzes, and classroom observations. These ongoing records inform daily decisions and are communicated to families during conferences and in progress reports in December, March, and June.

2. We assess your learner's progress through the Altitude Learning platform. Each family will be onboarded at the start of the school year. Parents and educators have access to this information. Two formal Parent/Teacher Conferences will be set annually during the fall and spring semesters. Additional conferences may be requested.

F. Standardized Testing Policy

We use NWEA's MAP Assessment beginning in First Grade. <https://www.nwea.org/>

G. Home Learning Policy

Home learning expectations vary by teacher and grade, although all learners should read and be read to each day. It is our belief that sometimes home learning is necessary to continue the learning for the next day. Home learning will always be relevant to what is happening in school and will allow parents to continue to be a partner in their child's education. We believe that home learning should never be overwhelming or burdensome to our learners and families. When this experience is overly stressful, the negative impact will outweigh the benefit.

In general, the amount of home learning increases each year as learners become more able to complete independent work. In grades 3rd through 5th, home learning is assigned most school nights in math and reading. We expect this home learning to be completed on time. Teachers consider other important activities that happen after school. Please let your child's teacher know if the work is becoming overly stressful or if it is taking away from other activities including family time. Home learning will always be relevant to what is happening in school and will allow parents to continue to be a partner in their child's education.

H. The Support Team

The Support Team is a group of educators and specialists who strategize with classroom teachers to support the needs of individuals and small groups of learners. Examples of areas that the team might target include organization, social skills, confidence, specific academic skills, and self-expression. The team may suggest modifications to existing curriculum and routines to better support individuals. Working with children who are ready for greater challenge or to pursue a topic in more depth is another area that the team considers.

I. Learning Plans

If a learner is struggling in the classroom, needs accommodations, and/or is not making satisfactory progress, parents/guardians may be contacted and asked to attend a meeting.

During the meeting, the Support Team and the families work together to create an Individualized Learning Plan as needed to help the child be successful. The school may also suggest additional medical, psychological and/or educational testing. The school will provide support with the referral of resources. The school will work with families to assess learners' success and will monitor the results of any interventions. Additional meetings will be scheduled as needed. If the parents/guardians fail to participate in the process, to provide the requested support, or if the process has not been successful, the parent(s)/guardian(s) may be released from the Enrollment Agreement and the registration of the learner may be revoked. This determination is at the sole discretion of the Head of School.

II COMMUNITY GUIDELINES

A. Behavioral Expectations

The school recognizes that at times learners will “miss the mark.” At those times, the school will work with learners to institute logical consequences that focus on learning and repair.

When disciplinary issues arise, your child’s teacher(s) will work directly with your child to address the issues and develop supportive strategies to work through the issue at hand.

We will promptly communicate with you should a problem arise, that cannot be solved directly with your child. Additionally, your learner’s teacher(s) will communicate to the administration if further guidance is needed in solving the issue.

You are expected to be available and committed to working with our school leadership team to correct and resolve any situation regarding your child’s academic or behavioral conduct.

Failure to abide by collaborative plans to resolve disciplinary issues may lead to suspension of the student or ultimately expulsion. While The Innovative School is committed to progressive discipline in the hopes of resolving and addressing disciplinary issues, the school reserves the right to impose suspension or expulsion where such action is necessary for the well-being of the other students, staff, and community.

When behavior issues occur between learners during school hours, it is the responsibility of the school administration and teachers to address them. During after-hour school celebrations, teachers are generally “off duty” and parents/guardians have the responsibility for supervision of their own children, unless they are expressly told otherwise.

Ongoing Concerns

When the behavior of a learner escalates or repeatedly becomes problematic, the school may contact the parents/guardians to set up a conference to assess the function of the behavior. At that time, the school may also establish a behavioral plan. Behavioral plans are a coordinated effort by the Support Team and families to help learners meet school behavioral expectations which may or may not impact a learner’s ability to meet academic benchmarks. As part of this program, the school may require medical, psychological, and/or educational testing. The behavioral plan is part of a process intended to give learners every opportunity for success. The school will monitor the results of the plan, create an Individualized Learning Plan and additional meetings with the families will be scheduled as needed. Parents/guardians are expected to participate actively in the process, provide the requested support,

and maintain open and constructive communication with the school. If, in the determination of the Head of School, the process has not been successful and/or the learners' participation in the school is negatively impacting the ability of other children to learn and/or threatening the safety of other students and/or faculty and staff, the learner may be asked to leave the school or denied re-enrollment.

B. Dress Code Policy

Our school dress guidelines seek to strike an appropriate balance between individual self-expression and appropriateness for school. For safety purposes, sneakers or sturdy shoes are best (no crocs or flip flops). In addition, no tank tops or bare midriffs are permitted. Please make sure all shorts and skirts are of appropriate length. Parents will be asked to bring their child a change of clothes if not dressed appropriately.

C. Classroom Visitation Policy

While we have an open-door policy for school visits, we ask you to schedule visits directly with your child's teacher and check in at the office prior to going to the classroom. Visits to the classroom should be of limited duration and frequency in order not to distract from the learners' progress and class lessons.

D. Toys and Electronics Policy

Children are not allowed to bring toys or electronics to school without the teacher's permission.

III ATTENDANCE

A. Drop Off

Drop off begins promptly at 8:15 a.m. We start the day all together at 8:20 a.m. for a community meeting in the Chapel. Classes start promptly at 8:30 a.m., Monday through Friday. Parents and learners arriving after 8:30 a.m. will be required to go to the school office to sign in. Lateness and absences are monitored by the Department of Education and are part of your child's permanent record. They count heavily in Middle School admissions.

All holidays including Jewish holidays are listed on the school calendar.

B. Procedures for Absences and Tardiness

It is important that healthy children come to school every day! When children are frequently absent, they miss important instruction in their classes. It may be difficult for them to catch up on projects and missed experiences.

If a child will not be attending school, parents should notify the office by phone between 8:00 and 9:00 a.m. When the learner returns, a doctor's note or written explanation of the absence should be submitted to the school office. If the child's absence was due to an infectious disease, a physician's note is required for re-admission. Please note that attendance patterns are an important consideration for most middle school applications. Parents must notify the classroom teacher and the office in case of a planned absence.

Regular attendance and arriving at school on time are REQUIRED.

One of the most valuable life skills a student can learn is to take responsibility for **arriving at school every day on time**. This skill can easily be accomplished and will transfer as a valuable asset for the future. Promptness to class allows the teachers to begin the instruction on time for everyone. **Tardiness to class is defined as not being physically in school by 8:30 a.m.** Tardiness of individual learners interrupts instructional time for all, is disruptive to other learners, and is disrespectful of our teachers and staff. Please help support your children in learning habits that will help them be successful at school and throughout life.

Please note that if a learner has more than 5 unexplained tardies (after 8:30 a.m.), it counts as one unexcused absence. Learners may be responsible for completing their assignments in a negotiated time frame.

Please note that if a learner has more than 10 unexcused absences, they may not be promoted to the next grade, in accordance with state law.

If your child is ill, please notify the school office at 305.532.4756.

C. Pick Up Procedures

Pick up is at 3:00 p.m. every day except Wednesdays. On Wednesdays, dismissals are at 3:30 p.m. Please be on time when picking up your child. Carpool starts promptly at 2:50 p.m. **If you are late (after 3:15 p.m.) you must PARK and walk into the school office to sign your child out. In addition, a late fee will be assessed.** A learner will not be released from the premises to anyone but you or adults authorized by you, **no exceptions**. Pick up authorization is submitted to the school office prior to the start of the school year. We must have written authorization for any changes in pick-up instructions. If you know you will be out of town and unable to pick up your learner, you must inform the school office by email or phone call regarding their care giver and transportation. This will help us better care for your learner while you are away.

If a child must leave school before dismissal time, parents or authorized caregivers must sign the child out in the school office. No child will be released without an authorized adult to accompany them.

If you are going to be away from home for an extended length of time, please leave a forwarding address and telephone number where you can be reached. Please include the name, address, and phone number of the adult(s) who will be responsible for your learner while you are away.

IV. COMMUNICATIONS

Ongoing communication between home and school is vital in supporting your child's learning and development. One of the biggest challenges a school can face during the year, is maintaining an easily accessible, two-way stream of communication with its families. The staff views our children's families as allies and realizes the importance of partnering with families to build the child's sense of well-being in the classroom. Relationships are a central focus in our philosophy. When adults treat each other respectfully, children learn positive socialization skills. All communication within our Innovative School of Temple Beth Sholom community shall be carried out in a positive and respectful manner. Families are encouraged to visit, email, call, write and participate in their child's classroom and Temple Beth Sholom community-wide events. The Innovative School's expectations about the behavior and actions of parents/guardians include both on and off campus behavior and actions.

Employment changes are shared with the community when it is appropriate for both the individual teacher or staff member and for the school at large. This practice follows legal and professional norms, and we ask that you respect the personal and professional boundaries of an employee. Please keep in mind that staff changes are a normal part of any healthy school community.

A. Respectful Events Policy

Temple Beth Sholom of Miami Beach holds **services, events and programs** for its members and the public, occasionally sponsors events with or for other organizations, and occasionally provides its facilities to others for their events. The following policies cover all those situations, which are collectively referred to below as “Events” or “an Event.”

These policies apply to speakers, staff, volunteers, congregants, attendees, observers, vendors, and media representatives. (For staff, our employment policies control in case there is a conflict between those policies and the following policies.)

1. Policy

Temple Beth Sholom is committed to promoting a safe and hospitable environment for Events, in which attendees and participants are treated respectfully. Therefore, Temple Beth Sholom prohibits communication or conduct that is offensive, degrading, coercive, or disruptive, or that has the purpose or effect of interfering with an individual’s reasonable participation in or enjoyment of an Event. Communication and conduct prohibited by this policy includes, but is not limited to, harassment based on age, ancestry, caregiver status, citizenship, color, creed, criminal history, atypical cognitive or physical abilities, family status, gender expression, gender identity, marital status, mental or physical impairment, military discharge status, national origin, parental status, partnership status, political beliefs, race, religion, sex, sexual orientation, sexual preference, status with regard to public assistance, uniformed service, veteran status, other group identity, or other characteristic protected by law.

2. Application and Examples

Critical examination of beliefs, including critical commentary on another person’s views, does not by itself constitute hostile conduct or harassment. One of the underlying rationales of this policy is to promote the free exchange of ideas, not to inhibit it.

Following are some examples of conduct that would violate this policy:

- Yelling at or threatening speakers, attendees, or staff
- Any significantly disruptive conduct
- Repeated interruption of a speaker or performance
- Creation of an atmosphere of harassment or intimidation, including but not limited to stalking (whether physical or virtual)
- Conduct or communication that would offend a reasonable person, including but not limited to unwelcome attention; remarks or conduct having sexual innuendo; humor involving race, sex, or other classifications; comments intended or construed as being derogatory to an entire class of persons.

- Actual, threatened, or implied retaliation against a person for complaining about a violation of these policies or for cooperating with an investigation into a complaint.

3. Procedure

Persons who are the targets of, or witnesses to hostile or harassing conduct, should contact Event staff. If safe to do so, targets and witnesses may also demand of offenders that they stop the offensive conduct or communication.

No person shall be retaliated against for complaining in good faith about a violation of these policies or for cooperating with an investigation into a complaint.

Reports of hostile or harassing conduct will be promptly addressed. If Event staff is unavailable to receive a report, then suspected violations of this policy may be reported to one of the following individuals:

- Executive Director
- Senior Rabbi

The identities of those participating in an investigation and the information they provide will not be shared with individuals who do not have a legal or legitimate need to know.

Persons found in violation of this policy may be asked to leave the event and may not be welcomed back to future events.

B. Parent and School

You must notify the school promptly if:

- Your child has a communicable disease
- You will be out of town
- Your home routine is to change in any way (so we can be responsive to your child's needs)
- Your address or phone numbers at home or work change
- You wish to change or add to the emergency numbers we are to use
- There is any change in your child's transportation (see release authorization section)

You must provide copies of court orders affecting guardianship, custody, or authorization to the school promptly.

If you have specific classroom questions regarding your child, please speak with your child's teachers first. If you feel further discussion is needed, we will set up a meeting with you, the teacher, and the head of school.

C. Cell and Text Message Communications

We ask that you not text your child's teachers during the school day. Your child's teacher will reply to your email or phone call within 24 hours. If you have an emergency, please contact the school office directly.

We require our school professional team to turn off their cell phones so that they are attentive to and present with our learners. We request that our learners' families and home caregivers turn off cell phones during drop off, pick up, in our school hallways, classrooms, family shabbats, special events, and playgrounds too. Our learners' physical and emotional health are paramount within our community.

Your learners are not permitted to use cell phones during school hours.

D. Media Policy

You are not permitted to post photographs and/or videos of anyone other than your own family members online. Parents and family members are not permitted to create websites or social networking profiles to discuss aspects of the Elementary Level, or otherwise disclose information online that the Elementary Level, at its sole discretion, would find offensive or inappropriate. Finally, you are not permitted to disclose online any confidential information pertaining to the school, its employees, its learners, or school activities.

E. Photo and Video Permission

The Innovative School of Temple Beth Sholom may photograph and/or video a child for any lawful purpose including, but not limited to advertising, school promotion, placement on the school website, and teacher instructional and professional development. Questions regarding our Photo & Video Policy may be addressed to Margie Zeskind, Head of School.

F. Website

The Innovative School website provides a wealth of information regarding our program, the school year, upcoming events and more. To access the website please visit the www.innovativeschool.org. To view your child's academic progress, please login to the Altitude Learning Platform.

G. Publications to Know and Read

Weekly Reflections

A weekly reflection is posted on the Altitude Learning Platform each week by your child's teacher and the Elementary Level Director.

The Golden Suns Report

The Golden Suns Report is emailed to families twice a week on Tuesdays and Fridays and contains articles of interest from the Leadership Team and PTO as well as highlights of upcoming events.

School Wide E-mail Announcements

In addition to Altitude posts and The Golden Suns Report, you may receive email announcements and invitations for events generated by the school office.

H. Social Media

The school shares stories and updates about the Innovative School on Facebook and Instagram. Please follow us @innovativeschooloftbs.

I. Altitude Learning Platform

Our Elementary Level families are **required** to remain logged on to the Altitude Learning Platform's parent portal. As a parent, you have access to Stream, where you will find updates on your child's learning throughout the year. Families have their own profiles and logins on the Altitude Platform. After logging in, you can check Stream for the latest learning updates, and view your child's progress. Educators and the Elementary Level Director will often stream home reflections and individual assessment posts. This information will only be available on the platform (not through emails). **If you are not signed into the platform, you will miss very important information about your child's classroom experience.** New families are required to attend the Altitude Learning Parent Onboarding session prior to the first day of school.

J. Room Parents

Early in the school year, the PTO enlists the support of class parents to organize class phone trees and help delegate other class related jobs. Room parents are a huge support to teachers and help foster constructive family involvement in the classroom.

K. Important All School Gatherings

School gatherings reinforce community among parents, children, and staff. Throughout the year, we will have a schoolwide Curriculum Night, Earth Summit, Coffee and Conversations, Parent Series, and Book Clubs. Please save the dates for these meaningful events.

L. Class Group Chats

Ongoing communication between home and school is vital in supporting your child's learning and development. One of the biggest challenges a school can face during the year is maintaining an easily accessible, two-way stream of communication with its families. Class Group Chats were established to support communication from school to home with the guidance of the Room Parents.

The main purpose of the chat group is and should remain to only include school and class updates.

- Irrelevant topics, as well as religion and politics, no matter how strongly you may feel about current events, are not to be posted.
- Unless there's really an emergency or an announcement the members need to know first thing in the morning, please refrain from sending any messages on the group chat late in the evening.
- If you need to discuss problems that should be between you and another parent, do not share with the whole chat group.
- Be sensitive and think twice before sending out certain messages. Passive-aggressive remarks have no place in the chat group. In case of tension, remember that everyone must act accordingly and always speak in a respectful and mindful manner.
- You may not post screenshots of anything that does not relate to school communication on the class group chat.

Room parents will be asked to take down or block any communication on the class Group Chat that violates any of the above rules or anything they think is inappropriate. If you wish to share anything other than school related communications, you should create a separate chat and keep the information private.

The staff views our children's families as allies and realizes the importance of partnering with families to build the child's sense of well-being in the classroom. Relationships are a central focus in our philosophy. When adults treat each other respectfully, children learn positive socialization skills. All communication within our Innovative School of Temple Beth Shalom community shall be done positively and respectfully.

V. HEALTH and SAFETY

A. Illness Guidelines

Exposure to many contagious diseases is a normal part of childhood. The most common illnesses are associated with the upper respiratory system, including ear infections, and the gastrointestinal system. To manage and prevent disease spread, you are expected to strictly observe our 48-hour Wellness Policy.

B. Sickness

Please keep your child at home if he or she exhibits any of the following symptoms the evening or morning before school:

- body temperature of 100.4 degrees or higher
- undiagnosed skin rash
- sore throat, discharge from eyes or ears
- conjunctivitis (pink eye)
- open sores or lesions which cannot be covered, including mucus membranes
- vomiting or diarrhea
- parasitic diseases like lice, scabies, or worm infestation
- persisting pain or discomfort of any kind
- requirement of fever or pain medication

C. Infection Prevention

Hand hygiene is the most effective method for prevention and transmission of pathogens. Regular hand washing, particularly before and after certain activities, is one of the best ways to prevent the spread of germs to others. Therefore teachers, learners, and you, should wash hands with soap and water:

- when entering the classroom in the morning
- before preparing or eating food
- after using the restrooms (or assisting a learner in the bathroom)
- before or after treating a cut or wound
- after blowing your nose, coughing, sneezing, or wiping a learner's nose
- after touching garbage

Using hand sanitizer should not be an alternative for hand washing with soap and water.

D. 24-Hour Wellness

This policy is in place to ensure the well-being of all our learners. For 24 hours prior to re-entry to the school your learner must: (a) have normal body temperature, fever free without medication (b) experience 24 hours free from any episodes of diarrhea or vomiting, and/or (c) have completed the first 24

hours of a course of antibiotics or a treating physician's recommended period, whichever is longer.

It is impossible to prescribe how to deal with every symptom a learner might present. Therefore, in the best interest of a learner that is not feeling well, and that of the other learners in his/her class, common sense should prevail, and you are encouraged to keep your learner home until he/she/they feels better.

In all cases, exclusion and re-entry of a learner shall be at the discretion of the head of school, which may include presentation of a note from a treating physician stating that the learner may return to school and resume normal activities. Learners being sent home for illness will be cared for in the school office until you have been notified and are able to take your learner home.

E. Allergies and Special Medical Conditions

We require written notification for allergies, physical or health related conditions and notification if there are any specific treatment plans of which we must be aware. We have a Nut Free Policy at The Innovative School.

F. First Aid

Our school staff will perform basic first aid for minor injuries. This includes:

- cleaning wound with soap and water
- providing antibacterial ointment/Arnica gel as needed
- providing ice when necessary
- providing dressing, i.e., Band-Aid
- providing alcohol swabs for red ant bites

If you choose to have your learner use his or her own ointments and/or bandages, please send a labeled supply in to school with your learner.

G. Emergency Treatment

In case of an emergency, we will call 911. All learners are carefully supervised. We are trained and are current in Pediatric and Adult CPR and First Aid. However, accidents may happen. If your learner needs to be transported to the hospital, a staff member will stay with them until you arrive. All expenses are covered by you.

H. Medication

Only the trained administrative staff will be authorized to dispense daily prescription medication. Prescriptions from the learner's physician must be on file. Said medication will be stored in a locked cabinet in the school office and will be dispensed only after notation is made in a logbook. Documentation of the medication given to a child will be recorded with the following information: the date, time, and person administering the medication.

I. Health and Immunization

1. Immunization Policy

All learners must receive all the recommended vaccines according to the Florida State Vaccine Requirements. The only exception to this policy is for a valid, documented medical issue/condition with supporting documentation provided by a Florida licensed physician exempting a child from doses or further doses of a specific vaccine. No other exceptions to this policy will be accepted.

2. No Head Lice/No Nit Policy

We have a no head lice/no nit policy. If your learner comes to school with head lice or nits, you will be notified to pick him/her up from school. If you need supportive information on how to remove head lice and nits, the school will provide you with suggested protocols. Your learner will be checked upon re-entry into school before entering his/her classroom.

3. Developmental Screenings

Speech, hearing, and developmental screenings will be offered to learners attending our school with parental permission.

4. Learner File Policy Collection and Storage

All learner file forms will be in the Child File Packet. This packet will be available prior to the start of school to ensure that all the health records and immunizations can be completed in a timely fashion. You will be notified of the timetable to return all file forms to the school. All files are kept in the school office and in the individual classroom file boxes. These files will be locked at all times to ensure confidentiality. These files will be readily available to you and regulatory authorities upon request.

VI. GENERAL

A. Field Trips

All learners attending field trips will be transported in buses or other appropriate motor vehicles hired by Temple Beth Shalom for such events. Such buses or other motor vehicles must have sufficient seat belts for each learner being transported. The Innovative School professionals will always be in attendance on the bus or other vehicle hired by Temple Beth Shalom. If a learner is not being transported by the hired bus or vehicle, he/she will only be permitted to be transported by their parent or legal guardian. Neighborhood field trips can be walking trips.

B. Birthday Celebrations

Learners enjoy celebrating their birthdays in school. Please consult with your child's teachers to plan an appropriate celebration.

C. Invitations

1. Invitations to parties and other group activities can only be distributed to learners at school when his/her entire class is invited.

2. When extending invitations to a party, you should be sensitive to the feelings of those learners who are not on the invitation list.

D. Food Served at School and School Events

1. Kosher Style Facility

We are a kosher-style facility. Please do not send pork products and shellfish. Do not mix dairy and meat products. If you are sending food in with your child, please also make sure it is kosher style and nut free. In addition, if the school's lunch for that day is meat, do not send any dairy in.

2. Meal Service

Tuition includes healthy, fresh snacks and lunch prepared daily in our state-of-the-art kitchen by our school chef.

3. Nut Free Zone

The Innovative School promotes a Nut Free school. The school policy applies year-round to all areas of campus. Please do not send any food that contains peanuts/tree nuts or was processed in facilities that use any nuts.

4. Allergies

- a. It is your responsibility to inform the school, in writing, of your child's allergies.
- b. For safety reasons, we post learner's allergies in each classroom. However, the Innovative School cannot ensure that all foods within the school are allergen free for your child.
- c. Please do not send any identified foods on your learner's classroom allergy list.
- d. Please make sure your child is mindful that there are certain things he/she cannot eat.
- e. Please be sure that there is an EPI-PEN, or other required medications, with your child's teacher at all times. (See Section V. H. (Medications))

E. Finances

1. Tuition must be paid according to the payment plan chosen on the school Enrollment Contract. Prompt payment is required. In the event payments are not made when due or if there is an unpaid balance owed, we shall have the right to deny admission of your learner. We have the right to then fill your learner's place.
2. If your family experiences financial hardship, please notify us.
3. Scholarship assistance is available. The application is available on our website www.innovativeschool.org and must be submitted with your learner's registration.
4. We also accept various State and Federally funded programs that provide financial assistance. Please visit the School Choice website for more information.

F. Hurricanes/Other Unplanned School Closures

We follow Miami-Dade County Public Schools regarding hurricane and other unplanned school closures. In the event of an impending storm or other emergency, we will follow the decision of the Miami-Dade County Public School System. Follow your local media for updates regarding MDCPS closures or go to <https://mdcpsportal.dadeschools.net/> In the aftermath of a storm, school closings will be decided on a per-event basis. Please call us after 4:00 p.m. for an updated recorded message. The phone number is 305-532-4756. You may also log onto our website www.innovativeschool.org.

G. Smoking

Smoking is prohibited anywhere on our campus.

H. Lost Articles

The Lost and Found is in the school office on the first floor. To expedite finding any items, please provide the school office with a description and or photo of the lost item and visit the office during regular school hours. We recommend labels on apparel and other personal items to help the return of lost articles.

I. Custody

In compliance with Florida State Statutes, we require legal documentation as to who has legal custody in the case of a divorce. If there is no legal documentation, then both parents have the right to school records and pick-up of their child. It is the responsibility of the custodial parent to provide in writing any notification of special circumstances. This includes written permission for the non-custodial parent to pick up the child.

J. Security

Our facility is monitored by armed security. We will ask anyone we do not know for proper identification before allowing that person to take your child. We reserve the right to prevent anyone from entering the facility who is not authorized, approved, or documented.

K. Emergency Drills / Risk Management

We have a Risk Management and Emergency/Disaster Plan. We hold fire drills and lock down drills regularly throughout the school year. Please do not call the school during an emergency because we are tending to your learner.

L. Religious Observance

In keeping with our policy to educate children utilizing the principles and practices of Reform Judaism, the school celebrates Shabbat every Friday and observes religious holidays and events. Such observances may include preparing special meals, participating in celebrations or special lessons about the holidays or learning historic details connected to religious festivals and their observance. The school will be closed on religious holidays observed by Temple Beth Sholom, such as Rosh Hashanah and Yom Kippur. School families are encouraged to participate in Jewish themed events sponsored by Temple Beth Sholom throughout the year. Families are welcome to share in our Kabbalat Shabbat service on Friday mornings.

M. Governance

The school is run on a day-to-day basis by the Head of the School, with input from the Elementary Level Director, and where appropriate, the Support Team. The Elementary Level Curriculum is established by the Leadership Team in conjunction with the school staff members. Policies for the school are reviewed by the Elementary Level Subcommittee and approved by the Board of Trustees of Temple Beth Shalom. The Board of Trustees of Temple Beth Shalom is the Board of the School and is responsible for its operations.

N. Community

If you have a question or concern about curriculum or anything else classroom related:

Please do...

Reach out to your classroom teacher. If further discussion is needed, contact the Elementary Level Director or the Head of School to make an appointment. Please approach and address all parties in a respectful manner.

Please avoid...

Sending mass emails to your class, discussing on What's App class group chats, or posting about class or school issues on social media. Parents are encouraged to "try on" curricular changes when they occur, to allow for ongoing exploration and growth.



Standards of Ethical Conduct The Innovative School of Temple Beth Shalom

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement All instructional personnel, educational support employees, and administrators are required, as a condition of employment, to complete training on these standards of ethical conduct.

Reporting Misconduct by Instructional Personnel and Administrators All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. **Reports of misconduct of employees should be made to Jeff Graff, Executive Director of Temple Beth Sholom. 305-538-7231 ext. 231 or jeff@tbsmb.org**

Reports of misconduct committed by administrators should be made **to Jeff Graff, Executive Director of Temple Beth Sholom. 305-538-7231 ext. 231 or jeff@tbsmb.org.**

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in Staff Handbook, Parent Handbook and on our Web site at **innovativeschool.org**.

Reporting Child Abuse, Abandonment or Neglect All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections Any person, official, or institution participating in good faith in any act authorized or required by law or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTOOD, AND AGREED TO ALL OF THE ABOVE TERMS.

Date: _____

Learner's Name(s): _____

Parents/Guardians Names: _____

Signature _____

THIS FORM MUST BE RETURNED TO YOUR CHILD'S TEACHER BY AUGUST 21, 2024.