



JACK SEGAL ACADEMY
of Beth Yeshurun

endowed by
RHONA and BRUCE CARESS

PARENT

HANDBOOK

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Dear Jack Segal Academy of Beth Yeshurun Parents,

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

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

Parents can expect the school will:

- strive to maintain a safe, secure, and welcoming environment for their children.
- effectively communicate through newsletters from teachers and administration, academic and social emotional updates (report cards, personalized learning plans, test scores, etc.).
- notify parents in a timely manner if their student is encountering academic difficulties and will be informed of follow-up plans, actions, and strategies.
- make a reasonable and sustained effort to accommodate their child's needs and differences, within the bounds of its professional capacity to do so.
- communicate to parents the school's limits and constraints, as soon as they become known, in its ability to be effective in helping their child to be successful academically or socially.
- Make recommendations, if necessary, for outside professional intervention, and may also make such professional recommendations a requirement for continued enrollment.
- will model respectfulness and civility in all its student/parent contacts.

The school can expect that parents will:

- support, encourage, and help the academic and social emotional lives of their children.
- agree to be supportive and responsive to the school's academic and disciplinary decisions.
- collaborate with faculty and staff on concerns relating to their children.
- model integrity for their children; that parents will listen to, supervise, and hold their children accountable.
- register dissatisfactions and complaints in a responsible and fair manner.
- respect the confidentiality regarding the school's interactions with other families, including any academic assessments or disciplinary processes and consequences.
- be actively involved in volunteer opportunities throughout the school year.
- make timely payments of tuition and other expenses.
- support school fundraisers such as annual fund and gala.
- Read and follow the protocols and guidelines outlined in the Parent Handbook.

Parenting for your Child's Success

- Start your child's day on a positive note (nourishing breakfast, leave the house on time).
- Establish a set bedtime for school nights.
- Don't over-schedule after-school activities.
- Establish a daily homework schedule and provide a quiet place to do homework.
- Check your child's backpack, homework folder, and the Homeroom app daily for correspondence. Read the "Express" and all emails from Jack Segal Academy on a regular basis.
- Establish routines and boundaries at home.
- Make reading and family conversation part of your daily routine.
- Be supportive of your child's efforts and accomplishments and don't set unreasonable expectations. Use positive reinforcements.
- Help your child develop proper respect for faculty and staff. If you disagree with the child's teachers, do not do so in the child's presence or through a note your child can read. Communicate directly with your child's teacher.
- Help your child understand that you support the school rules, regulations, and the consequences for breaking these rules and regulations.
- Please make certain that your child is on time for school each day.

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

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

Jennifer LeVine, Head of School

Megan Uzick, Principal of Elementary School

Ariel Rozen, Principal of Jewish Life and Admissions Advisor

Jenny Mark, Director of Early Childhood

Mission Statement

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

Vision Statement

Through an unparalleled integrated religious education Jack Segal Academy will be the premier Jewish day school in Houston, TX.

1. Students will develop their natural curiosity, problem solving skills, critical thinking, creativity & technology skills.
2. The emotional well-being of our students will be nurtured to develop a strong sense of self, Jewish identity, and commitment to the Jack Segal Academy Life Skills.
3. Students will build a sense of compassion for the community we live in, embracing Jewish values, and the principles of Tikkun Olam.
4. Leadership, faculty, and staff will demonstrate their commitment to professionalism and best practices.
5. The leadership and board will ensure the financial health of the school through prioritizing the growth of our endowment and participation in the annual fund.

Statement of Commitment to Israel

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

Diversity, Equity, and Inclusion Statement

We believe that a diverse and inclusive learning and working environment is an integral part of Jack Segal Academy. We recognize and value the experiences that diversity of gender, race, ethnicity, religion, socio-economic class, family structure, age, and ability within our school community contribute to a Segal education. We create a school culture that embraces and celebrates differences. Jack Segal Academy admits families and employs faculty of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students and faculty at the school.

Professional Accreditations, Affiliations, and Licensing

- National Association of Independent Schools (NAIS)
- Independent Schools Association of the Southwest (ISAS)
- Houston Association of Independent Schools (HAIS)
- Texas Private Schools Association (TPSA)
- Texas Association for the Education of Young Children (TAEYC)
- National Association for the Education of Young Children (NAEYC)
- National Elementary School Honor Society (NEHS)
- The Jewish Federation of Greater Houston
- Prizmah Center for Jewish Day Schools
- Congregation Beth Yeshurun (CBY)
- Anti-Defamation League (ADL) and No Place for Hate
- Caring Schools Network through Harvard Graduate School of Education
- National Business Officers Association (NBOA)

Licensing—Early Childhood Program

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

Important Contact Information:

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

Reference - Pre-School identification number 203993

Administrative Team

The Administration oversees the daily operations of the school program. Should you have any questions or wish to discuss any aspect of the program, you are encouraged to speak with that member of the administration who has a responsibility in the particular area you would like to address. We are happy to engage with you and address areas that fall under our respective duties and responsibilities, as outlined in the following section.

Here is a contact list for questions that are not specific to your child(s) classroom:

Area / Topic	Contact Information
Elementary School Program (i.e. academics, programming, carpool, uniforms, standardized testing, report cards, conferences)	Megan Uzick – muzick@segalacademy.org

Jewish Life, Judaic Studies, and Hebrew	Ariel Rozen – arozen@segalacademy.org
Early Childhood Program	Jenny Mark – jmark@segalacademy.org
EDE/ASA/Camp	Karla Morales – kmorales@segalacademy.org
Health Protocols	Nurse Mia Sananikone – msananikone@segalacademy.org
Social/Emotional	Alexandra Newman – anewman@segalacademy.org
Student Support and Enrichment	Leslie Pesis – lpesis@segalacademy.org
Admissions	Ariel Rozen – arozen@segalacademy.org
Billing and to Purchase Hot Lunch	Business Office – business@segalacademy.org
Donations and Marketing	Erica Goldberg – egoldberg@segalacademy.org
School Communications (Express, texts, website, calendar, etc.)	Erica Goldberg – egoldberg@segalacademy.org
Change of Address/Information	Melissa Garrett – mgarrett@segalacademy.org
Volunteer Opportunities	Mills Briese, PTO – pto@segalacademy.org
Life Cycle Announcements	Erica Goldberg – egoldberg@segalacademy.org
Campus, Security, and Overall Running of Jack Segal Academy	Jennifer LeVine – jlevine@segalacademy.org



JACK SEGAL ACADEMY
OF BETH YESHURUN
START *learning* HERE.

2024-2025 CALENDAR

- 4-9 – JCC Houston-hosted Maccabi Games
- 12-16 – Faculty In-service
- 18 – Meet the Teacher / Jack Segal Academy Naming Ceremony
- 19 – EC - Kinder Parent Orientation
- 21 – First Day of School / EDE
- 27 – 1st - 5th Back to School Night

2 – No School - Labor Day

- 2 – Early Dismissal Erev Rosh Hashanah
- 3/4 – No School - Rosh Hashanah
- 10 – Early Dismissal - Conferences
- 11 – No School – Conferences/Erev Yom Kippur
- 16 – Early Dismissal - Erev Sukkot
- 17/18 – No School - Sukkot
- 23 – Early Dismissal - Shemini Atzeret
- 24/25 – No School - Shemini Atzeret/ Simchat Torah

- 22 – Early Dismissal
- 22 – Grandfriends’ Day
- 25-29 – Thanksgiving Break

- 20 – Early Dismissal
- 23-31 – Winter Break
- 25 – 1st Night of Hanukkah
- 30-31 – Segal Winter Camp

- 1 – No Camp - New Years Day
- 2-3 – Segal Winter Camp
- 1-6 – Winter Break
- 6 – Faculty In-service
- 7 – School Resumes
- 20 – No School - MLK Day

AUGUST 2024						
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NOVEMBER 2024						
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DECEMBER 2024						
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JANUARY 2025						
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FEBRUARY 2025						
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APRIL 2025						
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MAY 2025						
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JUNE 2025						
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JULY 2025						
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- 1 – Segal Academy Gala
- 14 – No School - Conferences
- 17 – No School - Presidents’ Day
- 28 – No Shabbat in Freedman Levit

- 14 – Purim
- 14 – No Shabbat in Freedman Levit

- 11 – Early Dismissal – Passover
- 11 – No Shabbat in Freedman Levit
- 14-18 – Passover Spring Break
- 21 – School Resumes

- 13 – PreK - 5th Celebration of Learn
- 19 – Segal Academy Graduation
- 20 – Early Dismissal - Last Day of School
- 21-23 – Faculty In-service
- 26 – Memorial Day

- 2/3 – Shavuot
- 4-6 – Camp Segal PreCamp
- 9 – Camp Segal First Session begins

- 4 – No Camp – 4th of July
- 28 – Camp Segal Last Session begin:

EXTENDED DAY ENRICHMENT (EDE): EARLY CHILDHOOD 7:30AM – 8:30AM
AFTER SCHOOL EDE: MONDAY – THURSDAY UNTIL 5:30PM | FRIDAY UNTIL 5:00PM
EARLY DISMISSAL TIMES: INFANTS – THREES 11:30AM | PRE-K – 5TH 12:00PM
 CALENDAR DATES ARE SUBJECT TO CHANGE

POLICIES AND PROCEDURES

School Hours

- Elementary School: Kindergarten – 5th 7:45 am – 3:30 pm; PreK—8:45am – 2:00pm
- Early Morning Care: Early Childhood 7:30 am
- Early Childhood (CDO-Threes): 8:30am-12:30pm
- Early Childhood (Infants): 8:30am-4:00pm
- Extended Day Enrichment (EDE): Monday – Thursday – afterschool until 5:30 pm
- Extended Day Enrichment (EDE): Friday - afterschool until 5:00 pm

Elementary School Carpool

Safety is our number one priority when it comes to carpool and dismissal. We ask that each of you respectfully follow the system outlined below for drop off and pick up.

Morning Drop-off

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

Arriving for Afternoon Carpool

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

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

Dismissal Procedures

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

- Turn off cell phones and avoid using them throughout the carpool procedure.
- Please submit all requests for early pick up in writing to your child's homeroom teacher by 12:00 pm.
- We cannot call for students after 2:45PM from class - they will go to carpool.
- The carpool line begins moving at 3:15 PM.
- Place your vehicle in park and turn off your engine while loading your children.
- Only the driver should place items in the trunk of the car.

- Unless motioned to do so by the teacher-on-duty, do not pull out before the cars in front of you are loaded and ready to proceed.
- Once carpool is over, students who have not been picked-up will be taken to the lobby.
- Please respect reserved parking spaces and do not park in them at any time.

Pre-K Carpool

Students are to be dropped off utilizing the carpool line in the circle drive between 8:30-8:45 am. Parents may walk students into the building on the first day of school.

Afternoon carpool will begin at 2:00pm, unless your child is registered in Extended Day Enrichment or After School Activities. Please remember pick-up is not a time to have a conference with your child's teacher, but you may always email or schedule a phone call.

Arrival and Dismissal Procedures—Early Childhood Program

Infant and CDO

Children are to be walked to the classroom between 8:30-8:45 am and picked up from school at 12:30 pm (CDO)/4:00 pm (Infants) by their parents or appropriate designee, unless they are signed up for Extended Day Enrichment. Children pre-enrolled in early morning care can arrive in their classrooms (Infants) or room 5 (CDO) at 7:30 am.

Please remember pick-up is not a time to have a conference with your child's teacher, but you may always email or schedule a phone call.

TWOs and THREEs

Children are to be walked to the classroom or dropped off in carpool between 8:30-8:45 am. In the event of rain, we will run a morning carpool in the circle drive. Children pre-enrolled in early morning care will be walked to the classroom starting at 7:30 am.

At 12:30 pm, TWOs and THREEs will be taken out to carpool in the circle drive, unless they are signed up for Extended Day Enrichment. Please remember pick-up is not a time to have a conference with your child's teacher, but you may always email or schedule a phone call.

Guidelines – Early Childhood Carpool

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

Teachers are on duty and must focus their attention on the safety of the children. For afternoon carpool, when loading children, your car motor must be turned off, and you should not be on your cell phone. We ask that you not get out of the car, but instead, let the teachers assist your child. At dismissal time, once your car is full, you should pull

forward to fasten seatbelts. Never pass another car in line; cars must pull out in the same order that they are in line and not pull out in front of those ahead of them. We ask that children enter and exit ONLY on the side of the car facing the school building.

Release of Children—Early Childhood Program and Elementary School

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

Parking

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

Dress Code – Elementary School

Statement of Purpose:

While there are a variety of reasons schools choose for their students to wear uniforms, the strong sense of community that occurs from wearing a school uniform is one that is cited repeatedly. Additionally, it was found that students display more pride in their school and their school spirit is elevated when students wear a school uniform.

Students (Kindergarten-5th) are required to follow school dress code Monday-Friday.

Monday – Thursday

Tops:

- Jack Segal Academy spirit shirts (may be worn with dress code bottoms Monday – Thursday). For those wishing to purchase additional spirit shirts, please order through the online [Segal Academy Spirit Store](#).
- Solid color polo shirt (**navy or white** only)

Bottoms:

- Khaki or navy shorts or pants
- Khaki, navy, or former BYDS plaid skirt or skirt* (no tutus, tennis skirts, ballet skirts, etc.)
- Former BYDS plaid jumper* with white button down (broadcloth blouse)
- Navy or khaki polo dresses*

*navy modesty shorts must be worn underneath

Friday: Am Yisrael Chai

On Fridays, we come together as a community to celebrate *Am Yisrael Chai* and wear white polo shirts and navy dress code bottoms.

Outerwear

Solid color (navy, gray, white, black) jackets, hoodies, sweatshirts with no logos or school logo

Shoes and Accessories

- Athletic shoes are required (no boots, sandals, slip-on or light-up shoes)
- Kippot are required for boys only during Hebrew and Judaic studies classes and any programming in the synagogue
- The length of dress code bottoms should not be more than 3'' above the knee
- Waistlines must meet the student's waist
- Jewelry should be simple and not distracting (smart watches/hats are not permitted)
- The school will not assume responsibility for any jewelry lost at school
- Only natural hair color will be acceptable
- Hair must be kept clean, neatly groomed and out of the eyes

Free Dress Day (when announced)

- Jeans/Slacks/Athletic pants, Capris, without rips or holes (no spandex/yoga pants)
- Midriff must be covered when arms are raised
- Shirts may not be longer than shorts (no inappropriate slogans/advertisements)
- All other uniform guidelines still apply on free dress days

Dress code standards are based on neatness, cleanliness, and modesty. The final determination of appropriateness rests with the school administration.

Dress Code Violations

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

Dress Code—Early Childhood Program

While there is no formal Dress Code for the Early Childhood program, we ask that you dress your child in clothes that are comfortable and appropriate for preschool activities. They will likely be getting dirty and need to be free to move about the playground. In addition, please avoid tights, overalls, or belts. Closed-toe shoes, preferably with a rubber sole, and socks, are safest and best. Sandals, Crocs, natives, and cowboy boots are not appropriate.

We invite our Early Childhood Students to also wear spirit wear.

Toileting—Early Childhood Program

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

Lost and Found

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

Attendance

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

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

Elementary students are expected to make up any work missed while gone.

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

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

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

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

Examples of acceptable excuses for tardies and absences are:

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

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

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

Absences and Homework—Elementary School

If your child is absent, please call the school office by 9:00 am to request homework. It is crucial that you give the teacher ample time to arrange for any homework pick-up. Parents may not go from room to room on their own to retrieve their child's work, so advance notice is essential. Homework will be left at the reception desk no later than 3:30 for parent pick-up.

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

Absence from School—Early Childhood Program

Please communicate with your child's teacher explaining any absence. If you know of an absence ahead of time, please let the teachers know.

Lateness—Early Childhood Program

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

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

Extended Day Enrichment (EDE) and After School Activities (ASA)

Jack Segal Academy offers a variety of after-school activities (ASA) throughout the year for a separate fee, in addition to our Extended Day Enrichment (EDE). Information

regarding specific activities, enrollment, schedule, and fees are available from our Director of Camps/EDE/ASA. For the most up-to-date information, please refer to the school website.

COMMUNICATIONS

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

- Please formulate all communication to school employees with the individual's initial of their first name followed by their last name@segalacademy.org.
- Students may not accept or make phone calls during the school day. All messages to students are through the school office or their teacher's e-mail, when possible.
- Teachers cannot be interrupted during teaching time, times of supervision such as carpool or playground duty, or while walking through the hallways, for a parent question or conference.
- **All teachers and staff will make every effort to respond to your communication requests within 24 business hours.**
- **Parents should refrain from contacting teachers or staff after 7:00 pm unless there is an emergency.**
- **Only in the case of an emergency, will teachers and staff members conduct school-related business by phone, e-mail, or text during Shabbat or during any of the Jewish holidays. Please respect our observance by not contacting teachers and staff members during those times.**
- If a situation occurs in your family that could affect your child emotionally during the school day, such as a death in the family, parent absence, separation, or divorce, please alert your child's teacher, the counselor, and the administration as soon as possible.

Addressing Concerns

When parents are concerned about educational, social, or safety issues, staff interactions, or other issues concerning their child, they should bring the issue to the school's attention. The school will make every effort to address parent concerns in a timely manner.

Issues can be handled in the most effective manner if parents present their concern in the following order:

1. Make an appointment and/or email to discuss issues with the child's teacher.
2. Make an appointment and/or email to discuss issues with the appropriate Administrator:
Elementary School: Megan Uzick
Early Childhood: Jenny Mark
Jewish Life: Ariel Rozen
3. Make an appointment and/or email with Head of School, Jennifer LeVine If your concern is not resolved.

A school is only as strong as all the people involved – children, staff, and parents. We all

have a responsibility to work together to solve problems.

Blackbaud

For information on grades, progress reports, attendance, school enrollment forms, and directories log in to your Blackbaud account.

Parent - Teacher Conferences

- Parent-Teacher conferences are held two times each year, or, as needed. Notices are sent to parents in advance of the meeting.
- Additional conferences may be scheduled according to need.
- Conferences are an opportunity to review class grades, behavior, and personalized learning plans.

Social Media

Please follow the school on Facebook and Instagram to be kept apprised of pictures, special events, and daily happenings in the school. You may also join Segal Connect, a private Facebook group, for current families and faculty to ask questions and see school updates, closures, and information from our PTO.

ACADEMIC MATTERS

Classroom Placement

Due to the numerous considerations that go into student placement by the Teaching Staff, School Counselor, Student Achievement Team Coordinator, and Administration, we do not guarantee parent requests for class placement. The school makes every effort to create classrooms that balance students academically, emotionally, behaviorally, and socially. Administration thanks you in advance for your trust in Jack Segal Academy.

Curriculum

The development of a child is multifaceted; the intellectual, emotional, and physical, all require care and nurturing for the formation of a healthy child. The school recognizes this process by utilizing best teaching practices designed to address the age group served, with attention to the national and state education standards.

Core curricular subjects include Language Arts, Mathematics, Social Studies, Science, Hebrew, and Judaic Studies.

In addition, students are also exposed to physical education, coding/robotics, music, library, and art.

Assessments and Report Cards

Early Childhood – PreK

Early childhood – PreK students have daily informal assessments of their development. These observations take place through purposeful play and teacher guided activities. All assessments are transferred into conference report forms and gone over during parent-teacher conferences twice a year, in addition to parent communication as needed.

Kindergarten-5th Grade

Kindergarten-5th grade students receive formalized reports cards (twice a year), mid-semester check ins (twice a year), and personalized learning plans (twice a year). Report cards are based on citizenship, participation, homework, and informal and formal assessments. Personalized learning plans document specific learning strategies for success and growth.

MAP Growth Testing (K-5th)

MAP Growth Testing provides teachers with accurate and actionable evidence to help target instruction for each student or groups of students regardless of how far above or below they are from their grade level. Testing is administered three times a year. Testing dates and scores will be communicated to parents. For any questions, please reach out to our Student Achievement Team Coordinator, Leslie Pesis lpesis@segalacademy.org.

ERBs (3rd-5th)

ERBs are given to students once a year in 3rd-5th grade. ERBs are another snapshot of student progress in language arts and mathematics. This is also one of the standardized tests requested by middle schools for acceptance.

For any questions regarding personalized learning plans, MAP Testing, or ERBs, please reach out to our Student Achievement Team Coordinator, Leslie Pesis lpesis@segalacademy.org or our Elementary School Principal, Megan Uzick muzick@segalacademy.org.

Homework Guidelines

- Home study is assigned to help students become self-reliant and self-directed.
- Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.
- Homework time will vary in length and intensity depending on the student's grade level.
- Students are expected to complete all homework assignments. Homework is a necessary part of serious academic study and should be completed on time.
- Academic and/or behavioral consequences can be applied when homework is not completed.
- Parents should supervise the completion but should not do the assignments.
- Students are allowed extended time to complete assignments when given an excused absence.

- Some students may have an individualized plan where homework is modified and extended time is allowed.
- All individualized plans must be approved by the Student Achievement Team Coordinator and Principal of Elementary School.
- Participation in extracurricular activities is not a valid excuse for incomplete or late homework assignments.
- Students are responsible for getting homework assignments from their teachers.

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

Responsible Citizenship

- As parents and educators, we are dedicated to helping children to become responsible citizens.
- Students must learn not only responsible conduct behavior but also responsible academic behavior.
- Upper Elementary students are ultimately responsible for completing their own assignments and homework.
- Students are responsible for remembering to bring their own books, homework, assignments, and materials to class.
- Forgotten homework, books, materials, will not be delivered to the classroom.
- Students are not permitted to call home for forgotten books, homework, or materials.

Counseling and Intervention

It is expected that most students will be well adjusted and will move through the course of study at the rate of one grade per year. Special consultation with the Student Achievement Team, parents, teachers, and administration will be arranged if students experience academic, emotional, or behavioral needs requiring intervention. All intervention plans must be approved by the Student Achievement Team Coordinator and the Principal of Elementary School or Director of Early Childhood.

Experiential Learning

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

EXPECTATIONS FOR BEHAVIOR

Conduct Standards

Jack Segal Academy expects the highest standards of conduct and respect for students and their parents at all times.

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

Teachers will make every effort to guide students toward personal responsibility and the decision-making skills needed to function in the real world. Any student who does not abide by the school rules, or whose conduct is such that the learning process or welfare of the other students is adversely affected, is subject to disciplinary consequences.

Most discipline will be handled in the classroom or by the special area teacher, but any serious or persistent problems will be referred to administration. Both teachers and administrators may interview any student regarding discipline problems without prior notice to the parents or guardian. Consequences for serious or repeated misconduct can include but are not limited to loss of privileges, suspension from school, or school-initiated withdrawal.

Students will strive to:

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

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

Bullying

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

Bullying involves repeated physical, verbal, non-verbal, emotional, technological (cyber bullying), psychological attacks or intimidation to another person or persons to intentionally hurt the other person, whether that hurt is physical/emotional/psychological.

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

Jack Segal Academy of Beth Yeshurun is proud to be an Anti-Defamation League No Place for Hate school and a member of the Caring Schools Network through Harvard Graduate School of Education.

Child Abuse

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

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

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

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

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

Technology and Internet Use

Jack Segal Academy of Beth Yeshurun Students have access to the Internet and technological devices in order to improve and support their education by providing access to global information and prepare them for tomorrow.

Any student who abuses this privilege by accessing or using threatening or inappropriate material will be subject to disciplinary action. Information students send or receive via computer resources may be viewed by others with or without parental knowledge. All students with their parent or guardian must read, sign and return the Jack Segal Academy of Beth Yeshurun *Acceptable Use Policy* to their homeroom teacher before being granted access to technology.

JEWISH LIFE

Hot Lunch Program

Jack Segal Academy of Beth Yeshurun is pleased to offer a robust hot lunch program for all our students. To order hot lunch, please go into your Blackbaud account or contact the business office. Our PTO organizes parent volunteers to help distribute lunch daily. If you are interested in volunteering, please contact PTO.

Challah

On **Fridays, we have challah** delivered from The New York Bagel Shop for your child to bring home. Challah can be ordered WEEKLY or EVERY OTHER WEEK. Please go into your Blackbaud account or contact the business office to order.

Kashrut Policy

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

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

The following symbols are universally recognized as reliable and are acceptable for Jack Segal Academy:

HKA: Houston Kashruth Association



O/U: Union of Orthodox Jewish Congregations



O/K: Organized Kashrus Laboratories



Kof-K Kosher Supervision



Texas K



cRc (Chicago)



Additional information can be found on the **Houston Kashruth Association website:** www.kosherhouston.org.

If you have **questions** about a symbol not printed above or about a particular product, please contact Ariel Rozen, Principal of Jewish Life and Admissions Advisor at arozen@segalacademy.org.

Allergy Policy and Procedures for Managing Students with Food Allergies

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

School's Responsibility

- Elementary School is not a nut-free environment. Elementary students may bring peanut products for snacks and lunches unless otherwise notified by the homeroom teacher.
- Neither the Early Childhood Program or the Elementary School serve peanut butter, nuts or any type of nut products.
- Food sharing among students is not permitted.
- Teachers are responsible for making all the children in their classroom aware of any child's food allergy so they can all work together on food safety.
- All staff members are trained to understand the hazards of food allergies, are made aware of common symptoms and are trained to use an EPI Pen, if necessary, in an emergency.
- Thorough hand washing will be required after eating for all students.
- Early Childhood teachers will help the students wash hands, faces, and wipe clothing after eating.
- The school nurse will provide a confidential list of all students who have allergies to the school administration and classroom teachers no later than the first day of the current academic year.

Family Responsibility

- Parents of students with food allergies should set a meeting with any teacher who has daily contact with their child to discuss/educate them on the individual child's food allergy, prevention, medications, and emergency procedures.
- All food given to the child at school by the school **MUST** be pre-approved by the parent.
- A food allergy care plan must be submitted yearly to the school nurse and signed by the parent and doctor.

Birthdays – Elementary School

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

- Parents may coordinate with the homeroom teacher a day to bring in an appropriate treat that follows our kashrut and allergy policies. Teachers will use their discretion as when to distribute the treat throughout the school day. Treats may only be given to the homeroom class, not to the whole grade or siblings.
- Please **do not expect teachers or other staff members to deliver presents, flowers, balloons**, etc. to your child's classroom.

- **No presents are to be exchanged** at school.
- Parents are **not to send invitations or any type of 'thank you' notes** to school.
- In respect of our Jewish values, we respectfully ask that you refrain from holding your child's celebration on Shabbat or Jewish holidays.

Birthdays – Early Childhood

Each student will have the opportunity to come up on the bimah during our Kabbalat Shabbat Service on Friday closest to their birthday. We encourage parents to join us every Kabbalat Shabbat, but more so on these special occasions. Parents may coordinate with the teachers an appropriate treat that follows our kashrut and allergy policies.

Shabbat Servies

Early Childhood – PreK Shabbat services are held on Fridays at 9:15am. Parents are welcomed and encouraged to attend.

Kindergarten – 5th grade Shabbat services are held Fridays at 10:00am. Parents are welcomed and encouraged to attend.

SAFETY AND SECURITY

School Security and Visitors

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

To provide additional protection for students, the school utilizes Raptorware V-soft (Raptor) to guide visitor and volunteer management. The Raptor system will identify any person who is a registered sex offender or otherwise restricted from being on campus. The system will then alert an administrator who will decide whether to allow the visitor access to the facility.

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

- All maintenance workers who are not employed by the school will need to enter the facility through the front office and have their identification scanned, they must also register in the official visitor registration book.
- Outside maintenance workers must always be escorted while working in the building.
- No parents/visitors are allowed access to the classrooms or other areas of the building without the approval of staff.

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

Emergency Drills

Throughout the school year, students and faculty will partake in emergency drills in order to be best prepared for an emergency situation. These drills include fire, lockdown, inclement weather, and shelter in place. For more information about emergency drills, please contact administration.

Custody Changes and Legal Documents

Any legal changes to custody must be immediately brought to the attention of the Head of School and a copy of the legal documents must be submitted. All documents are kept confidential.

Emergency Closing Notification

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

Firearms

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

Confidentiality

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

Restrictions on Using the School Directory Email & Address Lists

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

brought to the attention of the Head of School.

HEALTH AND WELLNESS POLICIES

Clinic Health Policies

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

In the case of injuries requiring special accommodations, parents must communicate with the school nurse before the student returns to school.

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

Health policies may be adjusted based on pandemic protocols.

Accidents/Injuries

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

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

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

To create and maintain a safe and healthy environment for the students, we request your cooperation in providing current health information of every child. Before the beginning of the current school year, the required health forms must be completed and on file in the school clinic.

Hearing and Vision Screening

The School Nurse will screen all PreK, Kindergarten, 1st, 2nd, 3rd, and 5th-grade students in hearing and vision yearly. Additionally, all students who are new to the school will also be screened. Any students needing further screening will be referred by the school nurse so that parents can obtain additional testing and follow-up.

Immunizations

All students of Beth Yeshurun must have vaccinations in compliance with the current Texas Minimum State Vaccine Requirements for Child-Care Facilities and Students Grades K-12. This will be attached to the medical forms or can be found on the Texas Department of State Health Services website. Students will not be allowed to attend

school or will be withheld from returning until a record is submitted with all up to date immunizations. Exemptions from immunizations for reasons of conscience are not accepted, only physician documentation of contraindication to vaccinations is allowed.

Medication Administration

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

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

Early Childhood students must have a signed doctor's note for any medication to be dispensed by the school (over the counter and prescription).

General Illnesses

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

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

State of Texas Communicable Disease Control Measures

- Chicken Pox: May return to school if the temperature is normal with no complications, lesions are dry, and 24 hours without any new lesions occurring.
- Fifth Disease: May return to school after fever subsides.
- Hepatitis (Infectious): Exclude until no fever and no jaundice, or statement of physician that person is noninfectious. Notify parents of classroom contacts, using approved form letter to advise consultation with M.D.
- Impetigo: Exclude until healed, until non-infectious, or until physician treatment has begun. Lice: Exclude until the hair is free of live organisms and nits.
- Meningitis (Meningococcal, epidemic-type): Exclude until the statement from a physician that person is non-infectious.

- Mononucleosis (Infectious): Exclude until recovered or released by a physician.
- Pink Eye (bacterial or viral conjunctivitis): Exclude until symptom-free or physician's statement that person is non-infectious.
- Poliomyelitis: Exclude until released by a physician.
- Ringworm- Scalp: May attend school provided person stays under treatment by a physician.
- Ringworm- Skin: May attend school provided person stays under treatment by a physician and areas are covered.
- Scabies: Exclude until released by a physician. All in the household should be treated at same time.
- Smallpox: Exclude until release by the City/County Health Department. Contacts must be successfully vaccinated or be excluded for 16 days.
- Streptococcal (Scarlet fever, Scarletina, or "Strep" a sore throat): Exclude until released by a physician.
- Tuberculosis: Exclude until released by a physician with treatment. Household contacts must have a released from a physician.
- Typhoid Fever: Exclude case, carrier and/or household contacts until released by City/County Health Department.
- Whooping Cough: Exclude until free of a cough, usually 3 to 5 weeks, or until released by a physician. Must be reported to the state.

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

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

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

Sign Color Key

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

SUPPORTING JACK SEGAL ACADEMY OF BETH YESHURUN

Annual Support

As with all private schools, **tuition alone does not cover the annual operating expenses** of Jack Segal Academy of Beth Yeshurun and we must seek outside funds from both family contributions and outside support.

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

tuition revenue and annual operating expenses.

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

To make a donation, please go to www.segalacademy.org/donate or contact Erica Goldberg, Director of Marketing and Development at egoldberg@segalacademy.org.

Board of Trustees

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

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

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

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

PTO

The school has an active and supportive PTO, whose aim falls under three main categories:

- Kehillah (community)
- Staff appreciation
- Volunteers

The PTO governing structure is comprised of a PTO Board, led by the PTO President and committee chairs to help fulfill the vision and purpose of PTO.

The success of the PTO hinges on the participation of all parents. Anyone interested in helping with one or more of the various volunteer opportunities or committee assignments should contact one of the current PTO leaders.

All parents are automatic members of the PTO and dues are included in the tuition.

ENROLLMENT

Re-enrollment – Parent Cooperation

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

Financial Assistance

To be sure we maintain the affordability of a Jack Segal Academy of Beth Yeshurun education, we remain strongly committed to offering financial assistance to any family demonstrating need. Parents must file a confidential financial application that includes disclosure of tax information. Be assured that the financial aid process will be managed in a confidential and respectful manner.

Financial Aid is based on financial need and is awarded annually. The school uses Blackbaud to process applications for financial aid. Blackbaud is a third-party agency utilized by independent schools nationwide to assist financial aid committees in evaluating need.

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

Withdrawal

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