



STEPHEN S. WISE
ELEMENTARY SCHOOL

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STEPHEN S. WISE
ELEMENTARY SCHOOL

Dear Parents,

Welcome to the 2010-2011 school year at Stephen S. Wise Temple Elementary School! My staff and I are excited to begin a new school year, as we continue to build on our successes and “Celebrate What’s Right.”

As we begin our important work, I am counting on you to collaborate in our development of excellence in all students. I strongly believe that we need to strive for excellence in everything we do here at Stephen S. Wise Elementary School, and share the philosophy that “Excellence is the result of caring more than others think is wise, risking more than others think is safe, dreaming more than others think is practical, and expecting more than others think is possible.”

Your first task as my partner in creating excellence is to read through the pages of this handbook to truly understand our school community values and expectations. I encourage you to thoroughly examine each section of the handbook, and invite you to come in and share with me your thoughts and ideas about both our overall school and your specific child.

I am thrilled to be the leader of this amazing team of talented teachers, highly qualified administrators, dedicated office staff and engaged parents. Together, we will accomplish great things for our children!

Kol Tuv,

Tami Weiser

Mission Statement

Built upon a foundation of educational excellence, essential academic skills, and Jewish ethical and spiritual values, Stephen S. Wise Temple Elementary School cultivates the growth of inquisitive minds, caring hearts, and kind souls. Recognizing that each child possesses unique gifts, our school nurtures creativity, encourages individual development, and inspires a love of learning. As members of this Reform Jewish community, our students establish a strong personal identity and commitment to the highest ideals of American democracy, the Jewish people and the State of Israel.

Stephen S. Wise Temple Elementary School Expected School-wide Learning Results

- Students will develop academic competencies
- Students will develop knowledge of and commitment to Reform Jewish life
- Students will express themselves creatively through the arts
- Students will develop work habits and study skills to prepare for lifelong learning
- Students will develop social, emotional, and physical skills
- Students will develop social responsibility
- Students will develop education technology skills

VALUES PROGRAM

Celebrate What's Right

הכרת הטוב

Wise School Culture

The Los Angeles Jewish community embodies a wealth of national and ethnic diversity. It is home to Jews from Israel, Iran, Russia, South Africa, Mexico, India, Argentina, Brazil, Poland, China and Guatemala, and includes mixed-faith, mixed-race Jewish families. Wise reflects the diversity of Los Angeles.

At Wise, we welcome Jews from all backgrounds, and we strive to reflect their diverse Jewish experiences in our community programs and school curriculum. To successfully integrate all members of our community, we expect all our parents to demonstrate an open mind and a caring heart, cultural sensitivity, a positive attitude toward Jewish diversity, and a willingness to embrace all cultures as part of our collective family. Diversity has the potential to enrich the human experience, and provide our children with the sophistication and skills to navigate our increasingly complex and diverse global world, and become worldly citizens of the United States.

We recognize that the following five principles are essential to building a strong, healthy, vibrant, and cohesive community:

1. Engaging in the Community

Our School and Temple provide a variety of exciting and interesting opportunities to engage in the life of the community. We encourage everyone to be actively engaged in our programs and practices, and welcome the thinking and creative input of each of our parents.

2. Contributing Time and Resources

Volunteer service is an essential component of spiritual practice, community strength, and family pride. To this end, we expect families to dedicate their time to the elementary school by serving on committees, volunteering in the classroom and engaging in social action. When parents actively participate in our community, they send a message that they value and support the School they have chosen for their children.

3. Supporting School Policies

Our rules have been instituted to ensure the safety, comfort, and success of our families and students. We expect everyone to follow these rules, so that we may provide the best possible environment for families to thrive. Help your child understand the importance of school rules and communicate support of the school's expectations.

4. Demonstrating Sensitivity

We expect our community to demonstrate sensitivity to those around them. Show sensitivity towards different cultural norms and model compassion towards others in front of your child. To ensure everyone's comfort, we ask people to speak English when around those who do not share another language, and we ask those who speak only English to be flexible with and understanding towards those who slip into their mother tongue.

5. Embracing Diversity

We believe all human beings should be treated with respect and valued for their unique attributes and culture. We embrace the diversity of our community and accept differences among our families.

The Wise Way: Be Wise Not Only in Words but Also in Deeds!

PARENTS PROMOTE CHILDREN'S SUCCESS IN SCHOOL

Each child is important. As an educational and religious institution, we rely on a close partnership with each child's family to help our students become people full of curiosity and wonder, ready to face the challenges of life and to reap the benefits of their education. To support the school's efforts, we offer the following suggestions to parents as they guide their children during the formative years.

- **Use positive reinforcement** when children meet expectations. **Praise the effort your child makes** when attending to a task as well as praising the completed task itself.
- **Closely supervise screen time** of all kinds. Select TV programs carefully and limit the time children spend viewing TV, using computers and playing video games. Avoid exposure to inappropriate subject matter and violence.
- **Monitor your child's use of the Internet.** Be aware of the amount of time your child is spending on the Internet and the specific Websites that he/she is accessing. Know the nature of Internet interactions and transactions in which your child is engaged. Monitor email, Instant Messaging and social networking activities.
- **Adhere to an established bedtime on school nights.** Children who do not have adequate rest, come to school tired. They do not have the energy to sustain concentration on their studies, vigorous physical activity on the playground or positive social interactions with their classmates.
- **Provide opportunities for your child to make decisions.** In order for children to learn to make wise decisions, parents need to establish a balance between setting limits and offering choices. Parental trust and recognition help children to develop maturity, self-confidence, and the ability to make responsible, independent choices.

PARENTS PROMOTE CHILDREN'S SOCIAL GROWTH

- **Provide many opportunities for peer relationships.** Help your child learn to accept all members of their class and remain open to developing many friendships. Exclusive relationships are harmful as they create dependency and are hurtful to others.
- **Promote positive peer interactions.** Reward considerate behavior with others. Leave room for your child and his/her friends to handle their relationships and work out solutions to problems without constant adult intervention.
- **Avoid over-planning time after school or on the weekend.** To develop self-initiative, children need practice in determining how to spend their time. Balance is needed between after school activities, play dates, time with family, and time to be alone.

PARENTS SCHEDULE CHILDREN'S SOCIAL ACTIVITIES

As a Jewish Day School, it is our hope that the holiday traditions and customs taught in the classroom and Sanctuary will carry over to the home. Many of our families celebrate Shabbat. Out of respect to those who choose to do so, the school requests that birthday or other parties not be scheduled on Friday evenings.

Birthdays are special days in a child's life. The school and the teachers are glad to share in acknowledging a child's happiness in growing a year older. Parents are encouraged to follow the guidelines below to ensure that there are no hurt feelings among our students:

- Classroom celebrations of birthdays and other occasions should be appropriate to the school setting in accordance with school policy and WPA guidelines. Contact the classroom teacher a week in advance to arrange for a convenient time to share birthday treats with classmates when planning a celebration in school. A simple, nourishing treat that reflects concern for food allergies is appreciated. Birthday gifts or individual gifts or favors to the students should not be exchanged at school.
- Party invitations should not be distributed at school, nor should a teacher be asked to do this. A class roster, including students' addresses and telephone numbers, is provided within the first weeks of school and can be used for sending invitations. We suggest that if the majority of children in the class are being invited, then all children in the class should receive an invitation. It is expected that families respond to all birthday invitations.
- A meaningful way to celebrate a birthday is to support the WPA Library Committee's Birthday Book Program. The family donates a book to the library in honor of a student's birthday and a beautiful bookplate is placed in the book. The student is the first to borrow that book and share it with the family. For years afterwards, students can show with pride their birthday books on the library shelves which other students have read and enjoyed.
- **Children's parties should include age-appropriate activities. Make sure that the movie, activity, or whatever else is planned for a child's party is appropriate to the child's age and experience. Take care to plan events that are not too sophisticated, too stimulating, too frightening or too elaborate.**

DRESS CODE

Wise has a clearly articulated and well-defined dress code that all students are expected to follow.

Parents hold the primary responsibility for ensuring their child is following the dress code.

General Standards:

Students are expected to wear clean clothes and to be well-groomed when they come to school.

Specific Requirements for All Students in Grades K-6:

- Navy shorts, pants, jumpers, skirts, or skorts. **Shorts and skirts must be mid-thigh length or longer.**
- Short sleeve or long sleeve polo shirts with collar; Short sleeve or long sleeve cotton blouses or oxford shirts. Wise logo or plain; white, navy, or pale blue shirts
- School sweatshirt, or sweatshirts in navy or grey
- Outer jackets in plain navy, gray, or white
- Closed shoes appropriate to the school environment (black, white, gray, or navy); With laces or Velcro closing; No slip-ons; No color trims; No patterned shoes
- Cuffed socks or anklets. Navy or white tights or leggings.
- Simple hair accessories in blue or white only
- Water resistant rain boots and rain slickers may be worn only on rainy days.

Chorus shirts may be worn on practice or performance days only

P.E. Uniform Requirements for Students in Grades 4-6:

- P.E. clothing may be worn during P.E. class on P.E. days only, it may not be worn all day.
- Shorts: Plain navy school shorts OR the royal blue Wildcats Athletics shorts
- T-shirts: Plain white crew neck T-shirts or T-shirts printed with the Wildcats logo
- Sweatshirts: Navy blue, gray, or white with school logo
- Sweat pants: Navy blue with school logo may be worn only in cold or inclement weather

Students May Not Wear:

- Clothing with designer labels or logos of any size or color
- Clothing that does not provide appropriate coverage
- Cut-offs of any kind
- Excessive jewelry
- Hoop or dangling earrings
- Colored nail polish or makeup
- Hair color or styles that detract from the academic environment

All students are expected to wear uniforms and outerwear as described in this handbook. Variations to the approved code of dress for daily wear and Physical Education activities are not allowed.

The dress code that the school has adopted will be enforced at all grade levels.

Consequences:

First Offense:	Verbal reminder of dress code
Second Offense:	Written note or email to parents
Third Offense:	Parent Conference with teacher

Recurring infractions of the dress code will require a family meeting with a school administrator.

STANDARDS FOR STUDENT CONDUCT

The following Standards for Student Conduct have been established. **A Wise student represents the school in all activities on or off campus, and is expected to behave in a way that brings credit to the school.**

At the beginning of each school year, a copy of this document will be distributed and discussed with all students at every grade level. It will be sent home to be reviewed by students with their parents. A signed copy of the Standards for Student Conduct will be returned to the school and kept on file throughout the school year as confirmation that students understand their obligation to comply with the school's conduct standards.

- Students will be punctual to all classes and school events.
- Students will participate attentively and respectfully in all activities, services and assemblies.
- Students will respect the authority of their teachers and cooperate with classroom procedures.
- Students will treat all school and temple staff with equal respect.
- Students will adhere to the standards for student conduct in all forms of interpersonal communication.
- Students will practice wise and responsible behavior when using technology.
- Students will respect the feelings, work, and property of others. **Name calling, bad language, and other forms of harassment will not be tolerated.**
- Students will adhere to the required dress code.
- Students will move throughout the school in an orderly manner when classes are in session.
- Students will not display or use cell phones, toys, electronic devices, ipods or other trading or playing cards, comic books or other such items during the school day.
- Students will take care of all parts of the school environment, including classrooms, bathrooms, eating areas, cubbies/lockers, playgrounds.
- Students will adhere to these conduct standards on field trips and wherever they are recognized as members of the Wise community.

Recess, P.E. and After School Sports:

- Students will use all playground equipment appropriately.
- Students will return playground equipment to the proper place in the proper manner.
- Students will play cooperatively by taking turns, following game rules and including others.
- Students will attempt to resolve conflicts with civility and are advised to seek adult assistance when needed.
- Students will remain in designated areas during all recess periods.

DISCIPLINARY PROCEDURES

Every student is made aware of the school rules. They are discussed and reinforced throughout the school day and year, in the classrooms and at special assemblies. Children operate best in an environment where clear expectations and mutual respect are the rule. Although we understand that children make mistakes, it is our goal that they will learn from their mistakes as they grow in self-awareness and self-control.

Consequences:

Warning: The supervising adult will make the student aware that she/he is behaving inappropriately by issuing a specific verbal warning.

Conference: After a second infraction, the student will meet with the teacher and parent. A plan to modify the behavior will be created and communicated to the parents and child.

Administrative Action: If inappropriate behavior continues, a conference will be held with an administrator to review the steps that have been taken to date and to determine what further action needs to be taken to correct the behavior. These may include suspension and expulsion.

Suspension:

- A pattern of inappropriate behavior will lead to suspension if previous attempts to change the behavior have failed.
- Certain severe offenses will lead to immediate suspension without prior warning. These may include severe disruption of instruction, disrespect for authority, fighting, harassment, endangering oneself or others, theft and vandalism.
- Parents will be expected to pick up their children immediately upon notification. The infraction will become part of the student's record.
- When a student returns to school following a suspension, the parents and the child will meet with an administrator.

Expulsion:

- Students who refuse to abide by the Standards For Student Conduct through extreme or repeated violations may be denied permission to continue at Wise.

Students are expected to abide by the Standards for Student Conduct whenever they are on the Wise school campus and at all school-related events. By adherence to these principles and standards, our students will thrive and be proud members of our Wise community.

SCHOOL POLICIES

Parents, in cooperation with school faculty and administration, help to create an atmosphere in which students do their best work. Consistency of expectations between school and home nurtures the elementary school child and enhances emotional, social, and educational growth.

Communication and cooperation between school and home are integral to the success of our School. The following information details the responsibilities of members of the Wise community. Please familiarize yourself with the school's policies and procedures.

School Attendance and Tardiness

- All students are expected to arrive in class at 8:00. Attendance is taken in the classroom each day at 8:05 and students are marked tardy if they arrive after attendance is taken.
- **Parents should avoid scheduling medical or dental appointments during school hours.** Family trips should be planned during school holidays.
- In the case of emergency, parents may pick up students from school prior to regular dismissal time. They must first go the school office to sign a consent form. **For security reasons, students may not be excused from school without the parent's completion of the Early Dismissal Form.**
- If someone other than the parent is sent to pick up a child from school, the parent must inform the school office, in advance, of the names of the authorized adult(s) and their relationship to the child.

Consequences:

- 1) If a student is tardy five times, the parents must meet with the teacher to determine strategies to help the child arrive to school on time.
- 2) If a student continues to be tardy, the family will meet with an administrator to review the steps that have been taken to date and to determine what further action needs to be taken to correct the behavior.

Absences

- Excused absences include illness, family emergencies, and religious holidays.
- If a student is absent five (5) days or longer due to illness, a written doctor's excuse must be brought to the school office before the child can be readmitted (State of California Education Code).
- All school events are considered part of the school curriculum. Students are expected to attend and participate in all aspects of the program.
- **If a student's absence exceeds two days,** parents may request class assignments by calling the school office. Assignments must be requested before 10:30 a.m. and may be picked up at the end of the school day. Assignments will not be faxed from the school office.

Returning from Absence

- Following an absence, it is the child's responsibility to obtain missed class notes and assignments, and to make up missed work. Tests may be made up when the child returns to school.

Parent Absence from Home

- When parents plan to be out of town, it is extremely important that the school be notified. A written note containing the names of the adults in charge at home, and the adults who have been given permission to pick up the child, as well as the telephone number where parents may be reached, should be sent to the office before the parents leave.

Temporary Exemption from Physical Education or Other Scheduled Activities

Any child who is to be excused from Physical Education or any other school activity, must bring a note from home to the school office stating the reason why and the duration of the exemption. This note will be kept on file and the information will be communicated to the appropriate teacher. A student who is excused for Physical Education activities will also be restricted from active play at recess.

Any child who is to be exempt from physical activity for an extended period of time (more than one week) should provide the school office with a note from a doctor. This note will be kept on file in the Nurse's office. The school must receive a note from the doctor when the student has been cleared to fully participate in physical activity on the yard, in Physical Education classes and on an athletic team.

Lunches

- Children may bring their lunches each day or receive a preordered lunch each day.
- In accordance with Temple practice, lunches may not contain any pork or shellfish.
- Hot lunches are available daily through advance sales. Forms are distributed in August/September.

ADDITIONAL INFORMATION

Field Trips

Field trips are scheduled during the school year to enhance the classroom curriculum. Prior to a field trip, an announcement is sent home providing specific information about the excursion as well as a consent form that must be signed and returned.

Homework

One of the school's main goals is to help children develop proper work habits, promote their growth in assuming responsibility for their work, and encourage independent behavior. To achieve this goal, homework is assigned regularly throughout the school year. To encourage children to be responsible for recording and completing assignments, students in grades 2-6 are provided with a homework assignment book. Teachers regularly check each child's book to see that assignments are recorded accurately. Parents are asked to supervise their child's homework preparation and to review the assignment book regularly.

We ask parents to ensure that their child has a suitable place for study that is free from such distractions as television, the telephone, and email. A regular homework schedule should be maintained. It is expected that most children will be able to complete their homework independently. While parental supervision and support are encouraged, teachers need to see the products of their students' efforts in order to properly evaluate their performance and their progress. On occasion, direct parental participation in specific assignments will be invited.

Homework is ordinarily assigned each night, Monday through Thursday. The degree of difficulty of assignments and the time required to complete them will vary depending on the individual child. Teachers inform students of due dates for all assignments well in advance and carefully monitor children's progress throughout the duration of long-term assignments. If a child consistently needs more than the maximum time allotment to complete most assignments, the parent should notify the teacher. If the child misses more than three homework assignments, the teacher will contact the parent by phone or, in the upper grades, through a homework notice. **Please do not fax forgotten homework to school.**

The following time allotments to complete homework in all subjects are offered as general guidelines:

Kindergarten	On occasion (for special projects)
Grades 1 and 2	Up to 30 minutes
Grades 3 and 4	Up to 1 hour
Grades 5 and 6	Up to 1 1/2 hours

Parent Conferences

Parents are encouraged to make appointments for conferences with their child's teachers at any time they feel the need for additional information regarding the child's progress. A telephone message for a teacher may be left with the school secretary in the school office.

Formal conferences are scheduled between parents and the child's teacher in the fall and spring, on the dates below. At the conference, parents and teachers review the child's progress and discuss strengths and areas of growth. Conferences provide an excellent opportunity for the teacher and parent to develop ways of supporting the child's learning experience.

Wednesday, November 3 - 1:00 p.m.; Thursday, November 4, all day
Wednesday, March 9 - 1:00 p.m.; Thursday, March 10, all day

Progress Reports

Students receive written progress reports twice a year, in January and at the end of the year. At each grading period, teachers evaluate student effort and behavior in addition to academic performance.

Standardized Testing

In the spring, the Educational Records Bureau Comprehensive Testing Program (CTP 4) is administered to students in grades 2 - 6. This test measures our students' achievement in language arts and math relative to the performance of students in independent schools nationwide. Children's test scores are made available to parents. Additionally, our students' reading and writing skills are assessed individually at specific intervals during the year.

Annual Giving

The Annual Giving Campaign supplements the amount received from tuition and fees to provide a comprehensive educational environment at Wise. Gifts to the School's Annual Giving Campaign provide funds for student enrichment, faculty advancement and program enhancements. The fund is supported by gifts from parents, grandparents, faculty and staff. Every gift is important to the school and all donors are appreciated and acknowledged. We appreciate all that you have done in the past, and look forward to your heartfelt commitment and continued support.

CARPOOL

When dropping your children off at school or picking them up, it is your opportunity to model attitudes and behaviors of respect and safety. By observing how you respond to the drop off and pick up rules and procedures, your children will shape their own responses to similar situations. Carpool is less stressful and more efficient for everyone when all drivers cooperate.

ALL YOU REALLY NEED TO KNOW ABOUT CARPOOL

General Policies:

- Cell phones MAY NOT be used while driving on campus.
- Drivers are ALWAYS expected to follow the directions of security/parking/staff.
- Use the stairs to enter or exit from the upper level of the parking structure. The ramp is for cars only. DO NOT WALK UP OR DOWN THE RAMP.
- Students MAY NOT walk to Casiano Drive for pick up. Drivers will be ticketed.
- RAINY DAYS: If it is actually raining at pick-up time, parents are to meet their children in their classrooms; if it is not actually raining at that time, regular carpool procedures will be followed.
- Early Dismissal Days: Regular carpool procedures will be followed and students in Grades K-6 will be dismissed at 12:00.
- If a barricade is blocking the entrance to the 1st level of the parking structure, PLEASE DO NOT WAIT. The security officers will diligently watch for empty parking spaces and move the barricade when one is available.

Morning Carpool:

- Arrive between 7:30 and 7:55 a.m.
- Faber Field is supervised beginning at 7:30 a.m. Playgrounds are not supervised before that time.
- Cars may not park or travel through the circle during this time.
- Drivers MUST pull up as far as possible in the carpool lane before dropping off children.
- Drivers should not get out of their cars. Designated staff will help children out of cars and remove backpacks from baggage areas.
- Drivers may not park their cars or wait in the carpool drop off area. Parking is available in the parking structure or the ECC lot during this time.
- Students must be dropped off in the designated carpool area. They may not be dropped off in the parking structure or in front of the circle.
- Children should exit the car through the door on the right side of the car.
- Cars may not be parked along the curb until AFTER 8:15 a.m.

Afternoon Carpool:

- All drivers picking up children will be expected to have visible name cards, which have been provided to you by the school, on the dashboard of their car on the passenger side.
- If an emergency or variation in plans occurs wherein a driver other than the one expected by the child(ren) is sent for pick-up and a name card can't be used, the parent should inform the office prior to pick up time.
- Drivers will be asked their names by the security guards and children will be alerted that their ride has arrived.
- No cars will be allowed in the designated carpool pick-up area before 3:25 p.m. All cars picking up carpool will be stopped and held in the circle until the children arrive at carpool.

Kindergarten:

- Kindergarten students will be walked to carpool at 2:30 p.m.
Kindergarten carpool drivers may arrive between 2:10 p.m. and 2:30 p.m.
- Drivers with Kindergarteners in Extended Day and After School Clubs will park and sign out their children as usual at the conclusion of these activities.
- ALL cars for kindergarten pick up must leave the circle by 2:50.

Grades 1-6

- Grades 1-6 students will be walked to carpool at 3:30 p.m.
Grades 1-6 carpool drivers may arrive between **3:10 p.m. and 3:30 p.m.**
- Students will be brought to the Plaza and remain with their classes until their carpool arrives and their names are called.
- CARS MAY NOT BE LEFT UNATTENDED IN THE CIRCLE OR IN THE CARPOOL LANES.
- Upstairs parking spaces may be used for only 10 minutes at pick-up time. CARS PARKED BEHIND TEACHERS' CARS **MUST BE MOVED NO LATER THAN 3:45 p.m.** as many teachers have personal or professional obligations immediately at the end of the school day.

FAILURE TO COMPLY WITH CARPOOL POLICIES WILL RESULT IN SERIOUS CONSEQUENCES. In keeping with the procedures adopted by the consortium of reputable private schools in our community, the following policies regarding carpool violations will be enforced:

- 1st Violation:** Driver will receive a warning/reminder and the parent will be required to meet with the Director of Education, Metuka Benjamin.
- 2nd Violation:** A note will be placed in the student's permanent file and the parent will be required to meet a second time with the Director of Education, Metuka Benjamin.
- 3rd Violation:** Enrollment contract for the student for the subsequent year will not be issued.

Carpool parents will have a one week grace period to acclimate to our carpool procedures. During the week of September 2, security guards will issue warnings to violators of carpool procedures, but no citations will be issued. Citations for violations will be issued beginning the week of September 7. Parents are responsible for informing all members of their household who drive carpool of these procedures.

PLEASE REMEMBER THAT PATIENCE IS A VIRTUE

HEALTH AND SAFETY PROCEDURES

Emergency Cards

In case of a medical emergency, if parents cannot be reached immediately, the information on the back of the school registration card assures that the school will provide medical care according to the parents' instructions. Please make sure that the adults that you have named on the registration card as emergency contacts are informed of their roles and responsibilities.

Please notify the school office of changes in phone number(s), addresses or emergency contacts. Parents are responsible for keeping their own emergency information updated in the school office. Enrollment at Wise confers upon the school the obligation to proceed with emergency care if the parent(s) cannot be immediately contacted. The school bears no liability for the decisions made in the event that parents cannot be reached.

Family Emergencies

If there is death or illness in the family, parental separation or divorce, or a parent's extended absence from home, the principal should be notified. This will give the school personnel the opportunity to provide assistance and support for a student who may need it. Confidentiality will be maintained.

Communicable Diseases

To protect both students and staff, parents are requested not to send children who are ill to school. The child should be observed at home and taken to a doctor, if necessary, to prevent extended illness or absence from school. Parents should make arrangements for their child to be picked up from school if, in the judgment of the school nurse, the child is too ill to complete the school day.

When an adult or child member of the school community has a communicable disease including, but not limited to, conjunctivitis, head lice, impetigo, scabies, tuberculosis, hepatitis, pinworm, German measles, mumps and chickenpox, it must be reported to the school nurse at once. When such an event occurs, the school will make every effort to contact families of the individuals who have been exposed. While protecting the privacy of the patient is important to everyone, protecting the health of the entire school community must receive the highest priority.

Returning to School

Upon returning to school following an absence due to illness, the child must bring a doctor's note verifying that the child has fully recovered and is no longer contagious.

Medical Records

First graders new to the school must have a *Report of Diagnostic Examination and School Certificate* on file. Forms are available in the nurse's office. Parents of students who attended Wise during the previous year need to keep their child's Report current.

Immunization Records

All students new to the school must have on file a completed record of immunization compliance including DPT or DT(4), polio(3), measles (10 day), mumps and rubella. If your child receives additional immunizations during the year, or if there is additional information that should be listed on the health card, please inform the school nurse. **A student may not attend classes without complete and updated health records on file.**

Medications

All prescribed medications must be left in the nurse's office along with the following information:

- Instructions regarding dosage
- Times and frequency of administration
- Name and telephone number of physician prescribing the medicine
- A note authorizing the school nurse to administer the medication to the student

Children may not carry medications with them during the school day. They may not bring medications to class.

School Nurse's Hours - Monday through Friday 7:45 a.m. - 3:45 p.m. Telephone: 310-889-2212

DISASTER PREPAREDNESS

Our buildings are maintained in excellent condition and provide safe shelter. On site we have sufficient water, food and blankets for the entire staff and student community for a 72-hour period. The staff has been divided into emergency teams. They are trained to provide immediate care to those who might be injured and to check that all water and gas mains have been inspected.

Communication is critical in the case of an emergency. In the case of an earthquake, fire or other crisis, you will be notified by our automated telephone system about the status of the children and how to proceed as parents. During such times, out of state phone service may be more reliable than the phone system within the State of California. For that reason, Stephen S. Wise Temple has arranged for an out-of-state contact number. In the event of a major disaster, we will make our first calls to our out-of-state contact to let them know how we are and will keep them informed of our status on a regular basis. Parents may contact them to find out what is happening at the Temple and may also give their number to family members. Our contact, Temple Albert in Albuquerque, New Mexico, will be happy to take and relay messages about family members. Temple Albert's number is (505) 883-1818.

Our Disaster Preparedness Policy requires that we keep a three-day supply of daily medications that are necessary to a child's health in the nurse's office. The medication must be in a pharmacy container, clearly labeled with the following information:

- Student's name
- Name of medication
- Dosage and frequency
- Name and telephone number of physician prescribing the medication
- A note authorizing personnel to administer the medication

(This is in addition to the daily medications described under Health and Safety procedures)

All medications must be replaced prior to their expiration dates.

**The Mildred and Jack Diener Memorial Library
Stephen S. Wise Temple Elementary School**

The library serves our schools, the parents of our students, and the Temple community through an extensive collection of 25,000 volumes of Judaic and general studies books.

Beginning in kindergarten, students are introduced to the children's collection and learn how to handle, care for, and check out books. Most importantly, through regularly scheduled story hours in the library, students are encouraged to love reading. All students come with their classes into the library for workshops and lessons, story hours and writing classes taught by or facilitated by the librarian. Students also enjoy reading, browsing, and studying in the library before and after school hours or at lunch time.

Ways to Encourage Your Child's Love of Learning:

- Visit our library (or any library) with your child/children to let them select books they wish to read or wish to have you read to them.
- Establish a daily routine which includes reading for pleasure—for many families this is at the child's bedtime.
- Give **yourself** time for reading. Children are encouraged and inspired by seeing their parents read.
- Let the time you set aside for reading to your child be a time of relaxation and pleasure.

Caring for Books:

The librarian thanks all students and parents in advance for caring for the school's books and for returning books and materials on time so that other readers may enjoy them.

Library Hours:

Monday - Thursday:	7:30 a.m. - 4:00 p.m.
Friday:	7:30 a.m. - 3:45 p.m.

SUPPORT SERVICES

Referral for Services

The Student Study Team is chaired by the Student Academic Services Coordinator and is composed of the Administrative Team, the Counselor, and the Resource staff. Its purpose is to respond to teachers' concerns about their students' academic achievement, classroom behaviors, and social interactions. Teachers may submit a Request for Consideration Form to the Student Academic Services Coordinator. The Student Study Team then gathers and considers available information about the child in question. Following discussion with the teachers and examination of student work, measures may be recommended to address the student's needs. Responsibility may be assigned to one or more team members to implement the recommendations. A variety of strategies and services to provide appropriate academic support, enrichment, or social growth opportunities may be recommended. Parents may be encouraged to seek a comprehensive evaluation or to arrange for supplemental support services outside of the school. Monitoring and follow-through is accomplished through the coordinated efforts of the team. The Student Academic Services Coordinator maintains and updates files of students discussed at Student Study Team and collects independent testing results and reports of outside services provided to students. While the staff makes recommendations, parents are always included in the decision-making process.

The Counseling Program

The Counseling Program at Wise is supervised by a qualified and experienced school counselor who provides guidance and support services as follows:

- **Meetings are held with students**, individually or in groups, to improve communication and social skills and to provide problem-solving strategies.
- **Resources are provided** for teachers and administrators to effectively handle children's social and emotional needs. Behavior management and motivational strategies are suggested.
- **Parent conferences are held** with parents, teachers and administrators for the purpose of helping students succeed at school.
- **Parent discussion groups are conducted** on topics of concern at each grade level.
- **Families are supported** during times of crisis, separation, divorce and illness.
- **The school is linked** to outside community counseling resources.

Tutoring

Most children who attend Wise do not need outside tutoring. When a child is not keeping up with his or her work or when a child is having difficulty grasping information and concepts, the parent or teacher may ask the Student Study Team to consider the nature of the child's needs and to recommend an appropriate course of action. In some cases, outside tutoring may be indicated.

To help parents avoid spending money and time unnecessarily, and to assure that the child receives appropriate benefits from tutoring, please observe the following practices when considering engaging the services of a tutor:

- Meet with an administrator and the teacher to discuss the issue and to develop a plan.

- Obtain a list of referrals for tutors from the Student Academic Services Coordinator to assist you in selecting the most appropriate person for the needs of your child.
- Make sure that the tutor receives specific information regarding the purpose for tutoring so that the services provided match the child's identified needs.

School policy does not permit teachers to tutor students enrolled in their classes or in their grade level. As teachers are asked to refrain from directly recommending tutoring services or specific tutors to parents, we ask that parents refrain from asking teachers for such recommendations. All such requests and referrals are coordinated by the Student Academic Services Coordinator. Teachers may not tutor students on the School Campus.

ANNUAL EVENTS AND SPECIAL ACTIVITIES

Wise takes pride in celebrating students' achievements, Jewish and American holidays and wonderful school spirit. The list below describes many of the activities that have occurred regularly over the years. Many of them will appear on this year's calendar. Their success is measured by your enthusiastic support and participation.

Art Show. Children's art work produced throughout the year is displayed in the Spring. Each child has at least one work on exhibit.

Back to School Nights. Parents meet with classroom teachers and specialists to learn about grade level objectives, curriculum, standards, homework and grading practice. Administrators discuss the school's philosophy, policies and programs. This "parents only" event provides an opportunity for parents to meet the other parents of Wise students.

Grades 1, 2 and 3	Tuesday, September 14 2010
Grades 4, 5 and 6	Wednesday, September 15, 2010
Grade K	Tuesday, September 21, 2010

Book Fair. A WPA event to encourage students and parents to purchase books for their home libraries or as gifts. Proceeds support the library.

Hebrew Program. Our fourth grade students share their accomplishments in Hebrew at the end of the year by performing for their parents.

Midor L'Dor.(Generations Day) This event celebrates grandparents or very important people in our students' lives. Our students host their special guests in a number of shared activities.

Maccabi Games. A full day of games and activities for all students culminates the Physical Education program and celebrates the school year. Held at a community park, the day includes formal events, recreational activities and an all-school picnic.

Mitzvah Celebration. First graders share their understanding of the theme, Mitzvah. Each class actively performs a variety of Mitzvot for the benefit of the community.

Multicultural Celebration. Grade 2 students culminate their study of representative cultures from around the world.

Open House. Parents and children come to school to review the year. Student work is displayed in the classrooms and throughout the school. Children take great pride in sharing their work with their parents on this occasion.

Grades 3 - 6	Wednesday, June 1, 2011	6:30 pm
Grades K - 2	Thursday, June 2, 2011	6:30 pm

Purim Carnival. A day of rides, entertainment, food and fun for the entire family. Sponsored by the Temple, proceeds from the Carnival are used to support the Temple's educational and youth programs. Held annually on a Sunday to coincide with Purim.

Tu B'Shevat Celebration. Grade three students and their parents celebrate the "Holiday of Trees".

WISE PARENT ASSOCIATION (WPA)

The Wise Parent Association is a vital part of your child's school experience, and maximum parent involvement is critical to the WPA's effectiveness as a support organization for our school. Through the efforts of WPA members, programs such as the Purim Carnival and the Book Fair, are made possible. An important part of the WPA's work involves fundraising for the enrichment of our children's education as well coordinating social activities to help our broader community.

WPA Meetings for the 2010 – 2011 School Year

We encourage each and every parent in our school to attend the Wise Parent Association meetings as this is the first step in getting involved in your child's education by hearing reports from our Principal, Tami Weiser, and other school administrators; learning about upcoming programs and events; and most importantly, volunteering your time to help out in an activity that will be enjoyed by our entire community. Your ideas, input and attendance are needed and appreciated. Working together to make our school the best it can be for our children is our primary goal.

All WPA meetings for the ES are held in Taub Annex near the Sanctuary and begin at 8:15 a.m. and usually end at 9:30.

Thursday, October 7, 2010
Thursday, November 18, 2010
Thursday, January 13, 2011
Thursday, March 3, 2011
Thursday, May 12, 2011

WPA Elected Officers 2010-2011

President	Paola Gancman
Parent Network	Paola Gancman
School Services	Cheryl Banton
ES Events	Dana Ehrlich
ECC Events	Debra Siegel
Community Events	Holly Binafard
Community Services	TBD
Recording Secretary	Michelle Farhadi
Treasurer	Nicole Rubin

If you wish to contact the Executive Board please email us at wpa@wisela.org

Parent Network

Paola Gancman

Grade Level Representatives

Grade Level Representatives act as a liaison between the Vice President and each classroom's Head Room Parent. This position is the communication link between the School, Executive Board, and the parent population. This position requires a commitment for the entire school year. Grade Level Representatives will also be responsible for organizing Grade Level Shabbat events and the Grade Level Staff Appreciation Day. There is one Grade Level Representative per grade.

Room Parents

Room Parents are responsible for communicating with the Grade Level Representative and the classroom teacher. Room Parents act as a liaison between the Grade Level Representatives, the Administration and classroom parents. These positions require a commitment for the entire school year. Room Parents can sign up for these positions at the beginning of the school year. There are two Room Parents per classroom.

School Services

Cheryl Banton

A. Book Fair

The annual Book Fair is an event every child in our school looks forward to in the fall. Work with Scholastic Books to assemble a large bookstore with thousands of titles in Hershenson Hall. The 5- day event is held the week of October 25.

B. ES and ECC Lunch Program

Coordinates and selects lunch program with caterer, the administration and the WPA. Duties begin in July and continue throughout the school year.

C. Frozen Yogurt

Chair coordinates the weekly frozen yogurt program. Chair is the liaison between the frozen yogurt vendor, the WPA, and the school office. Chair is responsible for recruiting volunteers to distribute frozen yogurt on Mondays. Duties are ongoing throughout the school year.

D. School Apparel

Chair coordinates the sale and distribution of school merchandise. The Chair and committee members are responsible for filling orders throughout the school year, creating fliers and finding opportunities to sell merchandise.

E. Lost and Found

Sorts and identifies lost school items. Duties are ongoing throughout the school year.

F. ES and ECC Hospitality

Responsible for organizing buffets for various school functions and recruits volunteers to help bake and prepare the food offerings. Duties are ongoing throughout the school year.

G. Library

The committee assists the school librarians in repairing and shelving books. Other duties include organizing book club events and operating the book donations program. Duties are ongoing throughout the school year.

Elementary School Events

Dana Ehrlich

A. Grades 3-5 Winter Dance

This is an event for our Grades 3-5 boys and girls and their special date. Create, plan and execute all of the details for this special night.

B. Midor L'Dor

Works with the Principal and school staff to organize Generations Day. This event is in November

C. 6th Grade Graduation Party

Grade 6 parents only. Organizes party to celebrate 6th Grade Graduation.

D. Maccabi Games

Assists the PE staff in organizing and providing volunteers for the school athletic event in June.

E. Wildcat Awards Dinner

Assists the PE staff in organizing the annual sports awards dinner for Grades 4-6 after-school sports teams. The event is in late May.

F. Yom Hamoreh – ES

Committee coordinates luncheon honoring teachers and school staff in celebration of Yom HaMoreh, "The Day of the Teacher". The luncheon occurs in May. Work typically begins in January.

Community Events

Holly Binafard

A. ES and ECC Parent Gala

B. Purim Carnival

Help plan and execute the best Carnival in town. Selecting and organizing the carnival rides, set-up, food, décor and attractions. This is our communities' largest fundraiser.

Community Services

VP TBD

A. Wise Hearts

Each classroom room parent, with the teachers and the clergy provide assistance to school families for life-cycle events. Confidentiality is important.

B. SOVA

Chair and co-chair coordinates the collection of non-perishable food items donated by the families of the ECC and ES. Arrange for weekly delivery to the Valley SOVA distribution center. Duties are ongoing throughout the school year.

C. Social Action

Committee works with the temple to coordinate and promote social action events throughout the school year.

A. Grade Level Historians

Historians take photos throughout the school year at various classroom and grade level events. Photos are collected, passed on to the following year's historian and used in the 6th grade yearbook. Duties are ongoing throughout the school year. Use of digital photography preferred. The historian works with the Grade Level Representative. Two or more historians will be chosen for each grade.

B. 6th Grade Yearbook

Organize seven years of photographs in order to produce the 6th Grade yearbook. Work on the yearbook begins in September and continues until March or April. Members need to be able to attend meetings regularly to work on this project.

C. Team Parents

Chair meets with the Athletic Department to obtain information about each of the three sports seasons, and solicits parents of team members to become the team parent. Team parents set up phone trees and snack schedules, coordinate the team party and the coach's gift at the end of the season. Team Parents need to make sure photos are taken at the games for the Wildcats Banquet Video and Yearbook Committee.

Committee Chairperson: Coordinates all committee activities. Reports directly to the Vice President in charge. Is responsible for attending all WPA meetings. Parents needed from Early Childhood Center (ECC) and Elementary School (ES) as specified.

Committee Co-Chairperson: Provides support to the Chair. Is responsible for attending all WPA meetings. Parents needed from ECC or ES as specified.

Committee Member: Provides support to the Chair and Co-Chair. Strongly encouraged to attend WPA meetings. ES and ECC Parents are encouraged to participate at this level to get involved!

PARENT GUIDE TO SCHOOL CONTACTS

The teachers of Wise are the primary contact for parents who seek information regarding their children's curriculum, academic progress and classroom behavior. Parents are requested to address their questions and concerns to their children's teachers prior to contacting an administrator.

Mrs. Metuka Benjamin	Director of Education
Mrs. Tami Weiser	Principal
Dr. Marina Kheel	Vice Principal of Curriculum and Instruction
Mrs. Tanis Harris	Vice Principal
Rabbi Liat Yardeni-Funk	School Rabbi/Director of Judaic Studies
Mr. Jason Kelly	Head of Athletics K-12
	Dean of Students
Mrs. Esty Gross	Director of Hebrew Studies K-12
Mrs. Malka Clement	Director of Hebrew Studies K-6
Ms. Susan Shachar	Director of Curriculum Development
	PACE Coordinator
	Mathematics Coordinator
Mrs. Lori Strauss	Director of Student Support Services K-12
	Counselor, Grade 6
Mrs. Norma Freeman	School Counselor, Grades K-3
	School Counselor, Grades 4-5
Mrs. Limor Dankner	Student Academic Services Coordinator
Mrs. Vivienne Friedman	Administrative Assistant to the Director of Education
Mrs. Beth Behar	Director of Admission
Mrs. Samantha Powell	School Registrar
	Associate Director of Admission
Mrs. Nancy Joseph	Office Manager
Mrs. Carol Vinstein	School Nurse

TEMPLE CLERGY:

Rabbi Isaiah Zeldin	Rabbi Eli Herscher	Rabbi David Woznica
Rabbi Ronald Stern	Rabbi Spike Anderson	Rabbi Lydia Medwin
	Cantor Nathan Lam	

SCHOOL AND OFFICE HOURS

Office hours:

7:30 a.m. - 5:00 p.m. Monday through Thursday
7:30 a.m. - 4:00 p.m. Friday

Classes are in session as follows:

Kindergarten	8:00 a.m. - 2:30 p.m.
Grades 1, 2, 3, 4, 5, 6	8:00 a.m. - 3:30 p.m.

Extended Day/After School Clubs, K 2:30 - 3:30 p.m.

Early supervision is available beginning at 7:30 a.m. on Faber Field. Supervision is not provided prior to that hour. It is important that parents be punctual in picking up car pools or individual students at their designated dismissal time.