



**JEWISH COMMUNITY DAY SCHOOL
OF RHODE ISLAND
PARENT-STUDENT HANDBOOK
2018-2019**

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**jewish community
day school of rhode island**

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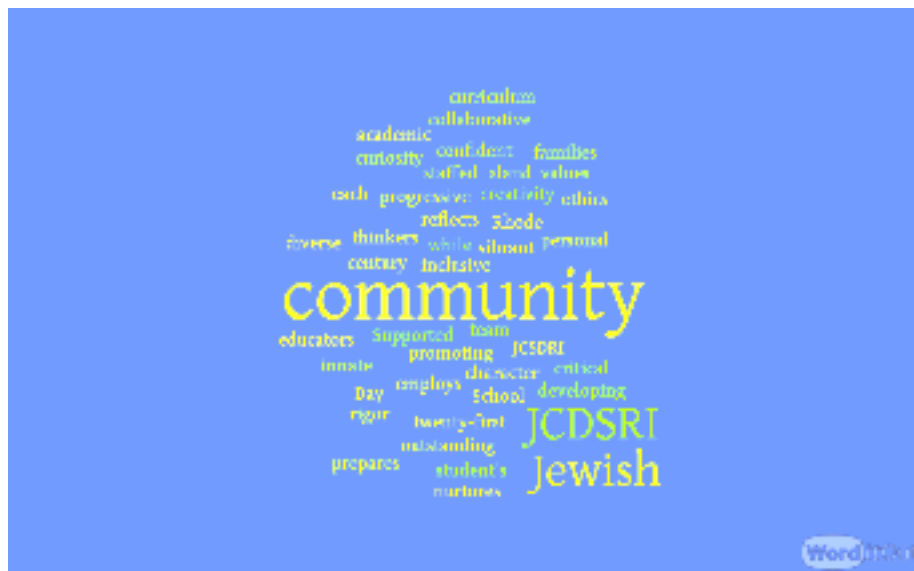
INTRODUCTION TO THE HANDBOOK

The JCDSRI Parent and Student Handbook is part of our ongoing effort to foster a healthy partnership with parents, based upon our mutual interest in the educational and personal development of children while they are students at our school. The Handbook sets out for parents, guardians and others responsible for JCDSRI students (referred to in this book as “parents”) the values, programs and policies of our school.

We encourage parents and students to consult this Handbook for guidance regarding school rules, policies, procedures, and expectations. Our school is a vital, constantly changing entity, evolving as circumstances require. Accordingly, JCDSRI may modify its procedures and expectations from time to time. Every family and student is required to sign the Receipt Page (see Appendix 1) at the end of this Handbook.

MISSION STATEMENT

The Jewish Community Day School of Rhode Island prepares confident, collaborative, critical thinkers for the twenty-first century. We employ a progressive curriculum that nurtures each student’s innate creativity and curiosity while promoting academic rigor and developing personal character. Supported by an inclusive community of families and staffed by an outstanding team of educators, JCDSRI reflects the values and ethics of a vibrant and diverse Jewish community.



VALUES

At the Jewish Community Day School of Rhode Island, our core values shape the culture of our school, thus creating an environment in which children and adults alike are safe, respected, and challenged. Our core values, on which all our expectations rest, are:

- *Kavod*: Respect
- *Hesed*: Kindness
- *Achra'yut*: Responsibility
- *Kehillah*: Community

JCDSRI CODES OF CONDUCT - DERECH ERETZ

Our core values and mission statement provide the foundation on which the JCDSRI community expectations rest. We recognize that providing excellent educational experiences for our students requires that we maintain strong and respectful home-school relationships. This section of the Handbook describes what parents can expect of JCDSRI, as well as what JCDSRI as an institution expects of parents and students.

Upon completion of reading this Handbook, parents and students are asked to sign Acknowledgement Form 1 (Appendix 1) and return it to the school office by the first week of school, indicating that they have read the Handbook and agree to the Codes of Conducts outlined below.

Faculty and Staff Code of Conduct

All JCDSRI faculty and staff are expected to behave respectfully, act with kindness, engage in safe and appropriate behavior, and recognize the profound responsibility that comes with being educators and role models. Faculty and staff will acknowledge the importance of *derech erez* (how one conducts oneself in a respectful manner) in ethical decision making and the personal values of honesty, integrity, responsibility, tolerance of diverse opinions, and service to others. JCDSRI faculty continually work to align their pedagogy and curriculum with the school's mission and strive to meet the academic, social, emotional, and spiritual needs of their students. It is expected that our educators will facilitate quality learning activities that teach and reinforce our fundamental values. This includes accepting our school's pluralistic approach to Jewish life, endorsing a focus on critical thinking and problem solving, and supporting their students' engagement in challenging learning experiences. JCDSRI teachers uphold high standards of academic integrity and adhere to our confidentiality guidelines and to the mission and values of our school.

Student Code of Conduct

We expect that JCDSRI students will practice behavior that is conducive to learning and that reflects our school's core values. This includes treating others with respect and kindness, exhibiting responsibility, and honoring our community. Students will acknowledge the importance of *derech erez* (how one conducts oneself in a respectful manner) in ethical decision making and the personal values of honesty, integrity,

tolerance of diverse opinions, and service to others. Students are required to adhere to their classroom rules outlined in collaboratively-created agreements, to all-school expectations, and to the mission and vision of our school. When a JCDSRI student breaks his/her classroom's collaboratively-created agreement, fails to follow our all-school precepts, or makes a mistake, our educators approach these situations as a learning opportunity for a student to practice reflection, accountability, and repair. Repeated disregard of school values or situations that we believe are dangerous or destructive may require additional responses. Please refer to the section "Student Behavior Procedures" under JCDSRI Community Guidelines on page 16 for further information.

Family Code of Conduct

JCDSRI believes that a positive and constructive working relationship between JCDSRI and the families of our students (including parents, students, legal guardians, or other people associated with students) is essential to the fulfillment of the school's educational purpose and responsibilities to its students. As such, families of JCDSRI students agree to support our progressive educational program that nurtures students' creativity and curiosity while promoting academic rigor and the development of personal character. This includes accepting our pluralistic approach to Jewish life, endorsing a focus on critical thinking and problem solving both in and out of school, and supporting their children's engagement in challenging learning experiences. Families will acknowledge the importance of *derech erez* (how one conducts oneself in a respectful manner) in ethical decision making and the personal values of honesty, integrity, responsibility, tolerance of diverse opinions, and service to others. Families will treat JCDSRI administrators, faculty and staff and Board Members, as well as other members of the JCDSRI community, with respect and courtesy in all forms of communications, including face to face, written, electronic and social media communications.

If the parents' or other family members' behavior, communications, or interactions in or out of school (including during school-sponsored events) is disruptive, intimidating, aggressive, or otherwise seriously interferes with JCDSRI's safety procedures, responsibilities, or accomplishment of its educational purpose or program, then the school reserves the right to dismiss the student and/or family from the community. In addition, JCDSRI reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events for other reasons that the school deems appropriate. Any determination under this paragraph shall be in the school's sole discretion. In the event of a serious infraction or emergency situation, JCDSRI can act immediately, without resort to the Conflict Resolution Policy for Families. In all other circumstances, the matter will be resolved in accordance with the Conflict Resolution Policy for Families (found on page 17).

ACADEMIC INFORMATION

Communication with the School

For questions concerning your child and/or classroom events or curriculum, contact the appropriate classroom teacher, via their email address. Teachers do not regularly check email during school hours (7:45-3:30), so if the matter is urgent or the information is timely, please call the school office directly and an administrator will relay the message to the teacher.

For questions concerning the JCDSRI calendar, special school-wide events, parent-teacher conferences, hot lunch, facilities, or school policies, contact Eileen Ellis, Executive Assistant to the Head of School (eellis@jcdsri.com). Please notify the School Office in writing of any change of address, phone number, email or other information on school records, as well as any changes in legal conditions.

Communication from the School

The school has a policy of a 24-hour response time, however, we value our school employees days of rest, so please do not expect a response to emails received after 2:30 on Friday until Monday.

Every Friday, JCDSRI families will receive an email communication from the school. Approximately twice a month (often more), parents will receive an email from your child's teachers with information about classroom learning and activities. Once a month, we will focus on "Classroom Stories;" this will help you to be informed of activities in other grades as well as of all-school highlights and "nuts-and-bolts" information. Finally, parents - as well as those in our broader community - will periodically receive a short letter from our Head of School, Andrea Katzman. We invest much effort in creating an accurate and clear flow of information to our families. We encourage you stay informed by reading carefully each and every message that the school sends to you.

The JCDSRI school website, www.jcdsri.com, contains our **school calendar**, as well as other pertinent information. It is updated regularly and we encourage you to visit it often.

Administration, Faculty and Staff

Administrative Team:



Andrea Katzman
Head of School

akatzman@jcdsri.com
Availability: by appointment
Please contact Eileen Ellis
eellis@jcdsri.com



Harshita Lakhiani
*Business Manager and
Human Resources
Manager*

hlakhiani@jcdsri.com



Naomi Stein
Admissions Director

nstein@jcdsri.com
Availability: Monday-Friday
by appointment



Alison Walter
Development Director

awalter@jcdsri.com
Availability:
Monday-Wednesday or by
appointment



Eileen Ellis
*Executive Assistant to
Head of School*

eellis@jcdsri.com
Availability: Monday-Friday



Amanda Frisina
Administrative Assistant

afrisina@jcdsri.com
Availability: Monday-Friday



Peter Smith
Security & Plant Manager

psmith@jcdsri.com
Availability: Monday-Friday

Educational Team:



Jill Davis
Director of General Studies

jdavis@jcdsri.com
Availability:by appointment



Rhonda Mills
Judaic Studies Coordinator

rmills@jcdsri.com
Availability:by appointment



Kim Kimball
Director of Learning Services

kkimball@jcdsri.com
Availability: by appointment



Ruth Adler
Hebrew Language Consultant

radler@jcdsri.com
Availability:by appointment

Faculty:



Laurie Noorparvar
Pre-K General Studies Teacher

lnoorparvar@jcdsri.com
Availability:by appointment



Ilana Ohana
Pre-K & Kindergarten Judaic Studies Teacher

iohana@jcdsri.com
Availability:by appointment



Emily Dennen
Kindergarten General Studies Teacher

edennen@jcdsri.com
Availability:by appointment



Kareesh Bour
First Grade General Studies Teacher

kbour@jcdsri.com
Availability:by appointment



Sarah Shay-Davidson
1st Grade
Judaic Studies Teacher

sshaydavidson@jcdsri.com
Availability:by appointment



Jill Davis
2nd Grade
General Studies Teacher

jdavis@jcdsri.com
Availability:by appointment



Rhonda Mills
2nd & 3rd Grade
Judaic Studies Teacher

rmills@jcdsri.com
Availability:by appointment



Joe Mirsky
3rd Grade
General Studies Teacher

jmirsky@jcdsri.com
Availability:by appointment



Melynda Silva
4th Grade
General Studies Teacher

msilva@jcdsri.com
Availability:by appointment



Michelle Raskin
4th & 5th Grade
Judaic Studies Teacher

mraskin@jcdsri.com
Availability:by appointment



Kim Kimball
5th Grade
General Studies Teacher

kkimball@jcdsri.com
Availability:by appointment



Hillary Guttin
Assistant Teacher

hguttin@jcdsri.com
Availability:by appointment

Ronit Amit
3rd, 4th & 5th Grade
Hebrew Teacher

ramit@jcdsri.com
Availability:by appointment

Diane Cerep
Assistant Teacher
dcerep@jcdsri.com

Availability: by appointment

Specialists:



Susan Sugerman
Physical Education and
Health Teacher
Scheduling Coordinator

ssugerman@jcdsri.com
Availability:by appointment



Tiferet Sassona Rose
Design Lab Teacher and
Director of
TikkunXDesign

trose@jcdsri.com
Availability:by appointment



Mike Murdock
Music Teacher

mmurdock@jcdsri.com
Availability:by appointment



Joe Mirsky
Art Teacher

jmirsky@jcdsri.com
Availability:by appointment



Melynda Silva
Library

msilva@jcdsri.com
Availability:by appointment



Marcia Kaunfer
Hebrew and Judaic
Studies Consultant

Please contact school office
Availability:by appointment

Office Hours

The School Office is open from 7:45am until 4:00pm, Monday through Thursday. The building is open on Fridays from 7:45am-3:00pm.

Daily Schedule

School begins at 7:55am Monday through Friday and ends at 3:15pm for K-5 Monday through Thursday (dismissal is at 2:30 on Fridays). Pre-K has a different dismissal schedule and daily schedule which can be found in the Pre-K handbook. Recess is from 11:15-11:45. Lunch is from 11:45-12:15. 60% of the day is devoted to General Studies learning; 20% is devoted to Judaic Studies learning (includes holiday celebrations and prayer - tefillah); 20% is devoted to Hebrew (Lashon).

Families will receive their child's grade-level schedule from the classroom teacher during the first month of school. At least once a week the following specialties are offered to every student: Music, Art, Design Lab (TikkunXDesign), Physical Education and Health. Library is held for grades PreK-3 in the school library; for 4th and 5th grades it is incorporated into their General Studies curriculum.

Homework

At JCDSRI, the main purpose of homework is to provide students with an opportunity to reflect on their learning, to reinforce specific skills, and/or to deepen their understandings. Thoughtful homework can also provide an opportunity for parents to find out more about their child's learning and teachers' expectations. In addition, homework may provide children an opportunity to practice being responsible for their learning and work, to study independently, and to plan their time. These management skills are important for building executive function. Parents should expect that teachers will explicitly introduce, scaffold, and practice these skills with their students in class.

Children at JCDSRI receive homework beginning in First Grade. *Families should expect homework to gradually increase as their children move into the upper elementary grades.* Expectations concerning homework in each grade will be communicated to families in the beginning of the year by the classroom's General Studies, Judaic, and Hebrew (*Lashon*) teachers. In the event your child has any questions and/or is unable to complete a homework assignment, we encourage students to practice self-advocacy by speaking directly with their teachers.

Parent Conferences and Progress Reports

Progress Reports are sent home twice a year. The first Progress Report is dated mid-way through the school year and emailed home shortly thereafter; the final Progress Report of

the school year is dated on the final day of school and emailed home within two weeks of the closure of school.

Parent/Teacher Conferences are the formal opportunities to discuss your child's learning progress and raise any questions or concerns you may have. Parents will be invited to sign-up - via email - for their Fall and Spring Parent/Teacher Conferences. The dates for K-5 conferences are will be posted on our school calendar once school begins and also can be found on our school website, jcdsri.com. These conferences are considered to be a crucial meeting; if you cannot attend, please contact your child's teacher to schedule an alternate date and/or time.

Field Trips

Each family will receive a Universal Permission Slip for each of their children at JCDSRI during our August mailing. This form, signed by the parent or guardian, gives consent so that the child may leave the campus of JCDSRI for educational purposes. This form also requires the signature of parents with regard to the transport of their child on the trip, i.e., by school bus, by private vehicle, or by a group walk to the destination. Please make sure your child's teacher is aware of any medications, allergies or other special issues (including motion sickness).



Recess

Spending time in nature and engaging in physical exercise outside increases children's capabilities and capacities for learning. Therefore, it is our expectation that *every* child will participate in outdoor recess. Students have recess every day. Recess is outside unless it is extremely cold (we follow RI Board of Health guidelines) or wet.

During the winter, be sure your child comes to school with a warm coat, mittens or gloves, boots and a hat, as well as shoes to wear in the classroom. *All students go outdoors in snow*, so be sure your child has snow pants for outdoor activity during the winter months. Please clearly label all jackets and removable clothing (sweaters, snow pants, boots, etc.). Please note that if a child comes to school without appropriate winter wear (i.e.: boots or snow pants), he/she will still be expected to go outside for recess.

MAP Testing

In 4th and 5th grades, our students take the Northwest Evaluation Association's Measures of Academic Progress (MAP) test. These tests provide our teachers and students with helpful and accessible feedback, and afford our students the opportunity to explicitly practice test-taking skills before their transition to middle school. Scores will not be sent home to parents as the NWEA (Northwest Evaluation Association) specifically advises that results are meant and designed for teachers and educators to interpret and analyze. Instead, they are incorporated into the data shared during our Parent Teacher conferences.

Before we begin the testing, we share our goals with our students and provide them with an orientation to the testing process. Because the MAP test is taken on-line, it automatically adjust to your child's responses and, as such, they will feel the level of challenge is just right. This practice allows our graduates to approach the regular standardized tests many JCDSRI alumni will encounter in middle school with confidence and a critical eye. For more details, please visit:

<https://www.nwea.org/content/uploads/2017/08/Parent-Guide.pdf>

Learning Services

We are committed to providing a quality Jewish and General Studies education to students with a wide variety of learning styles. JCDSRI students, teachers, families, administrators, and the Director of Learning Services work together to support students' learning and growth so that that our students may receive the support and/or enrichment they need.

JCDSRI's Director of Learning Services, Kim Kimball, is a knowledgeable educational leader with over 30 years of experience as a classroom teacher, a specialist working with students with a variety of learning needs, and a teacher-mentor. In line with the mission of our school, she takes a holistic, team approach to providing student support services. If you have questions about our Learning Services program, please contact Kim Kimball at kkimball@jcdsri.com

JCDSRI COMMUNITY EXPECTATIONS

Student Behavior Procedures

When a JCDSRI student breaks his/her classroom's collaboratively-created agreement, fails to follow our all-school precepts, or makes a mistake, our educators approach these situations as a learning opportunity for a student to practice reflection, accountability, and repair. Repeated disregard of school values or situations that we believe are dangerous or destructive may require additional responses. In these events, the following procedures will be followed:

- After confirming that the student understands the impact of his/her behavior and how (and why) it does not adhere to JCDSRI community expectations, our mission statement and/or our values, the teacher will administer logical and related consequences on an individual basis.
- The child's family will be informed by phone and/or email of any *moderate to serious* behavioral infraction (as defined by the teacher). If the family is informed, an email will also be sent to the Head of School, as well as to the Director of Learning Services, informing them of the incident and follow-up.
- If a student does not respond to the above, the teacher will notify either the Head of School or the Director of Learning Services. They will process the event further and decide on logical and appropriate actions. The parents will be contacted.

Some behaviors are of a more serious nature. Examples of these behaviors, include, but are not limited to, any behavior that threatens the safety of another child such as hitting, biting, consistent rudeness and/or disruption. In these cases, the student who exhibits these behaviors will be sent to the Head of School's office or appropriate administrator. The student's parent will be notified. *If deemed necessary, a parent may be expected to pick up the child.* Upon the child's return to school, there will be a meeting between the child, parent(s), and Head of School to work together to set short and long term goals for the child. If a student is sent home more than twice, a meeting will take place with the Head of School, the appropriate teacher and parent to discuss a course of action. *Parents who have concerns regarding our code of behavior should follow this contact procedure:*

1. **First notify the appropriate teacher.** Teacher-family partnerships are of utmost value at JCDSRI and thereby require direct, honest, and respectful communication.
2. If there is a need for further discussion, please contact the Head of School.

Conflict Resolution Policy for Families:

At JCDSRI, we feel strongly that the individuals who are best equipped to address problems are the individuals most closely linked to the situation. In the event that a conflict arises between JCDSRI families and JCDSRI faculty, staff, Administration, or Board, the following protocol shall be followed:

Level I:

Nature of Concern

- Disagreement at the classroom level (i.e., curricular matters, social/emotional issues, and teacher-student relationship concerns)

Review Procedure

- Parent/Guardian shall contact the teacher(s) to discuss concerns and attempt to resolve the issue.

Level II:

Nature of Concern

- Unresolved Level I Disagreement or -
- Allegations of unlawful or imprudent acts of a school employee or volunteer or -
- Any concerns about school procedure, execution of policy or implementation of the mission that applies to specific students.

Review Procedure

- Parent/Guardian shall submit a request for review in writing (email preferred) to the Head of School.
- A meeting will be held in person or via phone within 5 school days to discuss the issue.

Level III:

Nature of Concern

- Unresolved Level II Disagreement or -
- Issues with school policy as written in the student handbook or -
- Concerns about school procedure or execution of policy that applies to the entire student population or -
- Allegations of unlawful or imprudent acts of a Board Member or Head of School.

Review Procedure

- Parent/Guardian shall submit in writing (either email or regular mail) the complaint to the President of the Board.
- Upon receipt, the President shall inform the appropriate Board committee. An investigation may be deemed necessary. Parent(s) may be invited to meet with

- representatives of the board or will receive a written response by email or regular mail.
- If applicable, parents will receive an update of the investigation in person or in writing by email or regular mail.

School Property - *Bal Tashchit*

We expect that all members of our school community will respect school property and the personal property of others. Students are responsible for books, technology, and supplies provided in the course of the school year and families will be charged for any damage or loss of books, supplies, equipment or property.

Dress Code

Clothes transmit a sense of our values and our identity. We expect students to come to school dressed in a manner consistent with a respectful attitude toward school and their peers. Clothing designs may not contain profanity or promote alcohol, drugs, suicide, sex, nudity, ethnic or racial hatred, sexism, homophobia, or other offensive or disruptive messages.

Clothes should be neat, clean, comfortable, and not ostentatious or distracting. Appropriate school attire is encouraged; any student wearing clothes deemed disrespectful of others or the academic environment will be asked to change. Appropriate rubber-soled, closed shoes should be worn on gym days. If there are any questions about what is appropriate, please contact the Head of School.

Out-Of School Celebrations

Creating a pluralistic community requires consideration of the diversity of our families' religious practice and observances. It is our goal that all families and children will be able to participate in the full life of our school community, including outside celebrations and get-togethers. In consideration of the diversity of our school community, please provide kosher food for your children's friends who observe kashrut. If you have any questions about where to buy kosher food or what kind of food should be made available, please refer to this Handbook and/or ask in the school office. We will be more than happy to guide you.

Similarly, please do not schedule parties on *Shabbat* or the *Yom Tov* days of the following holidays: the two days of *Rosh HaShanah*, *Yom Kippur*, the first two days of *Sukkot*, *Shemini Atzeret*, *Simchat Torah*, *Pesach* and *Shavuot* (all of these dates are on our school calendar on our website: jcdsri.com). Attention to this consideration will help us to

continue building an inclusive and respectful school community where students of all Jewish religious observances can participate and thrive.

Although birthday parties are not school events, we ask for sensitivity re: the guest list. While many children invite all of the children in the class, this may not always be possible. In order to avoid hurt feelings, *party invitations may only be brought to school if they include the entire class.*

Cellphones

Students may *not* use cell phones during school hours, from 7:55 am until dismissal. All student needs should be addressed through the School Office. Parents who need to get a message to their children during school hours should call the School Office. Student cell phone use during school hours may result in the confiscation of the cell phone (it will be returned to the parent).

Harassment Policy

JCDSRI is committed to providing an environment of mutual respect, tolerance and sensitivity, free of harassment of any kind. Harassment includes any repetitive behavior or repeated derogatory remarks that belittle another individual or group of people based on some specific characteristic of the person or group of people.

JCDSRI policy prohibits harassment of any kind. Sexual harassment is a specific form of harassment, and is prohibited. Sexual harassment covers a range of repetitive behaviors including, but not limited to, sexual insults and name calling, gossip, jokes, intimidation by words or actions, offensive touching and pressure for sexual activity. In order to provide an environment of mutual respect, tolerance and sensitivity, it is important that every member of the community recognize guidelines for appropriate behavior.

State of Rhode Island Bullying Policy

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. Bullying means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s). Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications. Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

At school means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or

f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

Parents / Guardians of the victim of bullying and parents / guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents / guardians of the child will be notified immediately by the principal, director or head of school. The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. *Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior.* The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- d. In-school suspension
- e. Loss of school-provided transportation
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be deemed absolutely necessary by the school's administration

GENERAL POLICIES AND PROCEDURES

Admissions

As a community-wide school, we open our doors to students from across the spectrum of Jewish practice, whose parents/guardians seek to strengthen their family's and children's Jewish identity, deepen their humanity, and support the mission of the school. JCDSRI accepts applications from families of students entering Pre-K through 5th grade. We are committed to a formal admissions process overseen by the school administration. Details of the admissions process can be found on the school web site (jcdsri.com).

JCDSRI is not affiliated with a particular denomination or movement within Judaism. The Jewish Community Day School of Rhode Island does not discriminate on the basis of race, color, gender, age, disability, nationality, sexual orientation, or ethnic origin in

administration of educational policies, admissions policies, employment practices, scholarship and loan programs, and athletic and other school-administered programs. Please Note: No political, religious and/or commercial solicitation is permitted to be distributed in the school building without the prior knowledge and permission of the Head of School.



Arrival

The school day begins at 7:55. JCDSRI opens its doors each day at 7:30 a.m.. The classrooms will open at 7:45 a.m.

In Pre-K, parents and caregivers are asked to enter the Pre-K classroom at arrival and dismissal. In Kindergarten, parents and caregivers are welcome (but not required) to escort their children to and from their classroom during the first weeks of school, provided they arrive on time. In first grade through fifth grades, students independently go to and from class at arrival and dismissal.

Dismissal

The school day ends at 3:15 for students in Kindergarten-5. Pre-K students are dismissed from their classrooms at either 11:50 or 3:00pm (Pre-K schedules are coordinated through the business office and with our Pre-K staff). Every student in the school is dismissed at 2:30pm on Fridays.

Kindergarten-5 students are picked up by their guardians/parents or designated adult in the school lobby. *Students will only be called from the classrooms to the lobby after they are signed out at the front desk by an adult.* Please pick up your children promptly at 3:15 pm. If you are running late or there is a last-minute change, please call the school office so that we may appropriately care for your child.

We ask that parents provide the school with a daily plan for dismissal (i.e.: bus, JCC, carpool, parent, caregiver, etc.) Please complete the transportation form in the beginning of the year. If a parent gives permission for a student to wait for their adult on the school playground prior to the adult's arrival, that must be noted and signed by the parent on the Student Transportation form. We will not send a child home with any adult who has not been designated by the parent or guardian to pick up that child from school. For your child's safety, please notify the School Office of *any change* in dismissal routines, *including going home with a friend for play dates*. We ask that all changes in dismissal be planned ahead of time.

Once the child is signed out by the adult in charge and called down to the lobby, it is the responsibility of that adult to supervise the child. Children and families are encouraged to play and congregate outside after school, but the *school doors will be closed by 4:00 pm, Mondays through Thursdays, and by 3:00 on Fridays*.

Early Dismissal

If a child is leaving the school building before dismissal time, a written note or phone call from the parent/guardian is required - preferably during the morning of the release day. Students are not permitted to wait outside the building for an excused early release; parents must sign the student out of the building and, if returning during the school day, escort the child back into school and sign him/her back in.

Busing and Transportation

At dismissal, students riding the bus will be escorted directly to the bus on Taft Avenue. Pre-Kindergarten students are *not* eligible for student busing. Follow the link below to see if your family resides in a participating school district of the statewide transportation system. If so, you must request transportation through the statewide website, <http://www.ride.ri.gov/StudentsFamilies/AdditionalResources/StudentTransportation.asp>

If your child will be in a car pool, the adult in charge that day must come into the school and sign each child out whom he/she is taking home.

Drop-Off and Pick-Up Parking Procedures

There is no parking on right side of the street between the two yellow signs in front of the school. Please park in the lot across the street from the school. Please do not park in the gated parking lot from 11:00 am-12:30 pm.

Taft Avenue may be entered only one way from Savoy Street in the morning and afternoon hours. Please observe the 20 m.p.h. speed limit on Taft Avenue and be

considerate of our neighbors and each other—do not block our neighbors’ driveways or the street.

Absences and Tardies

When your child will be absent, please notify the School Office as soon as possible. Please make every effort to schedule your child’s appointments and any other obligations after school hours. Children learn best when they are full and active participants during the entire school day. We encourage you not to schedule vacations when school is in session.

It is important that our students arrive to school on time every day. School time is precious, and we want our students to be part of the community of learners as soon as classes begin. Parents will be contacted if students are continually late to school. Students should arrive between 7:30 and 7:50 am. School begins promptly at 7:55.

Emergency Closing and Snow Days

Administrators at JCDSRI use due diligence before canceling school. We make every effort to provide as much notice as possible to our families, faculty and staff - while also waiting to receive sufficient information from local forecasters, the National Weather Service, and City and State officials. Please note: we *do not* follow Providence Public School department closures. More than half of our faculty and staff do not live locally; there will be times when - due to unsafe travel conditions - we will need to cancel school because we do not have enough teachers who can make it to school.

School cancellation is announced on all local TV and radio stations (JCDSRI is listed under "Private Schools"). You will also receive a phone call from the One Call Now System. Please be aware that this is an automated call and *will appear on your phone as an "800" number*.

Technology Resources

At JCDSRI we believe in using technology in ways that reflect our mission and vision as a progressive Jewish school. We believe appropriate integration of technology can allow various expressions of creativity, supplement and extend our academically rigorous program, and provide many opportunities to discuss and practice critical thinking and develop ethical behavior. We implement technology at the elementary level so students can practice making wise, thoughtful, and careful decisions online. This helps to ensure that when students leave JCDSRI, they are familiar with the necessary skills and mindsets required for safe and effective technological use. Our Acceptable Use Policy (to be signed by 4th and 5th graders - Appendix 1; Acknowledgment Form 2) provides a

framework for understanding the rights, responsibilities and consequences regarding the use of technology within the JCDSRI community

Internet Communication and Collaboration

- ❑ Student access to the Internet is by faculty permission for academic purposes only.
- ❑ Accessing personal e-mail (non-JCDSRI addresses), messaging or social networking accounts on school computers is not an acceptable use of our school technology. Students use technology in school as an academic tool.
- ❑ Intentional access or transmission of defamatory, offensive, or illegal material will not be tolerated. In the event a student *unintentionally* accesses such material, it is the student's responsibility to immediately exit the browser and inform the teacher.
- ❑ Students who use technology at JCDSRI to communicate with others are responsible for representing the school in a manner that demonstrates respect, empathy, and maturity. Students who use their JCDSRI emails to communicate with others are also expected to represent the school appropriately.
- ❑ It is a major offense to inflict harm of any kind through verbal or cyber harassment upon any member of the JCDSRI community, as well as those outside our community. This includes the use of students' JCDSRI emails. While the school cannot control off campus use of technology, JCDSRI will not tolerate harassment in any form.
- ❑ Students must demonstrate honesty in their communications. Students may only use their own accounts.
- ❑ Students are not permitted to download or consume pirated material with school technology.

Internet Privacy

- ❑ Students may never distribute their personal information or picture over the Internet without consulting a parent or teacher. They may not distribute personal information or pictures of others.
- ❑ Students must keep their passwords private. Students may not share them with other students. It is a violation of the AUP to reveal passwords.
- ❑ All student use of JCDSRI computers and servers may be monitored and viewed by JCDSRI faculty or administration.
- ❑ Students are not permitted to use administrative, faculty, or staff computers without permission.

Internet Security and Vandalism

If a security problem or weakness is identified, a school administrator must be notified immediately. Installation of programs or attachment of peripherals to any computer on the network must have expressed prior approval. Any vandalism will result in the loss of privilege to use the Internet, and/or the computers themselves.

Vandalism includes:

- physical damage to the computers
- damage to files that belong to others
- changing any computer settings or software
- any attempts to bypass security settings

Lost and Found

It is recommended that each student's name be written inside all items of outdoor clothing, lunch boxes, and backpacks to avoid permanent loss. In the event an item is misplaced, a lost and found collection is kept in the school lobby. If your child comes home without his/her belongings, please have your child check the classroom and the lost and found on the following day. Unclaimed items are donated periodically during the school year to local charities.

Health Policy

JCDSRI follows all guidelines of the State of Rhode Island Department of Health. A school nurse is provided by the Providence Public School Department two hours per week.

A physical examination form completed by a licensed physician or nurse practitioner must be submitted *for every student*. Rhode Island law requires that immunization records be completed and presented to the school **prior to opening day** in order for a child to begin school. If you have chosen not to immunize your child, JCDSRI must have the proper notification, from the Rhode Island Department of Health, submitted to our office prior to the first day of school.

Medications cannot be given to students without parental permission; prescription medications require a physician's signature. A signed form for over-the-counter as well as prescription medications must be on file in the School Office in order for medication to be dispensed. All medications, over-the-counter and prescription, are maintained in the School Office. Prescription medication must be in the prescription bottle with the name of the student, dosage, physician's name and signature and pharmacy name, address and telephone number.

Parents/guardians must notify the office and the classroom teacher if a child has any allergies or special medical conditions. For severe allergies, two “Epi-pens,” provided by the parents, must be kept at school--one for the office and one for the classroom.

Illnesses, Allergies and Injuries

Contagion/Fever: Students with contagious illness and/or fever are not permitted to attend school. A student must be fever-free (without medication) for 24 hours before returning to school. When a child is ill and will be out of school, parents must notify the School Office. Children who are sent to school will be expected to take part in all school activities, including recess and gym. If a child becomes ill during the school day, parents/guardians will be notified and the child must be picked up.

We will send your child home if: your child has a fever (above 100F); has vomited; had diarrhea (two or more loose bowel movements in a two-hour time span); a rash of undetermined cause; if we have reason to believe your child is contagious (this includes a serious and/or persistent cough); if your child’s illness is disruptive to his/her learning or to his/her classmates’ learning. Please let us know ASAP if your child has a communicable disease (e.g: strep throat, conjunctivitis).

A child must be fever-free or on antibiotics for 24-hours before returning to school.

Head Lice: In cases of head lice, JCDSRI follows the policy of the Rhode Island Department of Education. The affected child must be treated at home. Students may not re-enter school until treatment has been administered.

Emergencies: In the event of a medical emergency, Emergency Medical Services (911) will be contacted when appropriate, and parents will be notified immediately. If the parents cannot be reached, the child’s physician and emergency contacts will be notified. If transport is necessary, Emergency Medical Services will take the child to the hospital designated on the child’s Emergency Form or to the closest hospital, as appropriate, accompanied by a school employee. Each student must have a current Emergency Form on file in the School Office, listing emergency contacts who can be easily reached and who have agreed to take full responsibility for the child’s care if the parent cannot be located. This form must be completed by the first day of school.

Peanut/Tree Nut Allergies:

Thank you, in advance, for your support of the implementation of the peanut/tree nut law (H5671) which is applicable to all schools serving elementary and middle school

students. We recognize that for many of you implementation of this plan will require creative modifications to what your child may typically bring for lunch or snack.

1. A sign alerting people that there are individuals in the school with a peanut/tree nut allergy will be posted at each point of entry to the affected classroom and at the lunchroom entrance (Goldberg and Meeting House).
2. In the lunchrooms, there will either be a peanut-free table *or* one table designated as a peanut table. This table will be available so that children may continue to bring peanut/tree nut products from home, yet are separated from those individuals whose allergies warrant physical separation from where there may be nut products. Other children may also sit at the peanut table, as long as they do not have a peanut/tree nut allergy.
3. The classrooms for the grades in which there are children who have peanut/tree nut allergies will be designated as “nut-free.” If your child is in a grade in which there is another individual in his/her class with a nut allergy, we will be sending a separate letter home to you detailing specifics of what “maintaining a nut-free classroom” entails.
4. Due to the use of some classrooms by individuals from multiple grades, some school spaces are designated as “nut-free” and will be maintained as such. These include specialty rooms.

As always, if you have any questions or concerns, or if you would like to see a copy of the law, please feel free to contact the school.

Toys in School

No toys from home are allowed at school, including spinners, balls, and other “fidgets.” Pre-K and Kindergarten students may bring a stuffed animal (to be kept in their cubbies) for rest-time. If you believe your child needs a sensory tool at school, please contact Kim Kimball, our Director of Learning Services, to schedule an appointment (kkimball@jcdsri.com).

Kashrut Policy

Kashrut (from the Hebrew word *kasher*, meaning “fit” or “proper”) is the name given to the Jewish dietary laws. JCDSRI is committed to a *kashrut* policy that reflects the pluralistic nature of our school community. We require that all food served by the school and at school functions be kosher. The school acknowledges the following Kosher designations:



Families seeking more information about the school policy on *kashrut* are encouraged to contact the school for further information.

Student lunches and snacks: All student lunches and snacks must be either dairy or *pareve* (i.e., neither dairy nor meat; eggs and fish are considered *parve*). Due to differing levels and understandings of *kashrut*, as well as the possibility of allergens, students are not permitted to share food that they bring to school.

Food brought into the school: Packaged or baked goods brought to school for an entire class (e.g., for a birthday or celebration) must bear one of the above-mentioned *kashrut* symbols. Items from the Branch Avenue Stop and Shop Bakery in Providence and from Wildflour Bakery in Pawtucket are kosher, as are Carvel Ice Cream cakes and some other prepared ice cream cakes. *No home-prepared foods are permitted to be served at school activities.* In planning celebrations for the class, parents should consult with the teacher in advance for details about scheduling and dietary needs (particularly for those students who are vegan or gluten-free).

School functions outside of school: Official school trips, meetings and programs, even when off campus, are part of school life. *As such, we observe the school's kashrut policy on these occasions as well.* Students, staff, and parent chaperones may purchase dairy /pareve food items for their private consumption where appropriate, but are expected to adhere to the policy governing “school functions” on every occasion that food is served as part of the event or trip.

Private events: At birthday parties and other events or play-dates, we encourage JCDSRI families to remain sensitive to the needs of all and to the Jewish values of our school community. When inviting school friends to meals or parties outside of the school, please be aware that there may be children in your child's class who keep kosher or have other dietary needs such as gluten, dairy or nut sensitivities. We encourage open dialogue and communication. Please reach out to parents in order to work together to accommodate the needs of your child's classmates. If you need suggestions on where to purchase kosher, vegan, gluten free, or nut-free products, please consult the school office.

Kippah (Headcovering) Policy

Jewish men and boys have traditionally covered their heads by donning a head covering called a *kippah* (Hebrew) or *yarmulke* (Yiddish). Initially intended as a sign of recognition

and respect for living in the presence of God, the *kippah* in modern times has also become a symbol of Jewish identity. Although the wearing of a *kippah* is not a *mitzvah* (religious regulation), it is a well established *minhag* (religious custom). More recently, many Jewish women and girls have adopted this custom as an expression of their religious commitments as well.

As a community day school, JCDSRI encourages all students to wear *kippot* - especially during prayer, the study of religious texts, and during meals. We ask that, in addition to supplying your child/ren with a *labeled kippah* for school each day, you send additional *kippot* for use as spares. For reasons of hygiene, we ask that *kippot* not be shared at school. *Kippot* can be a fun and fashionable way for your child to express his or her personal style or interests; there are many colorful and theme-based *kippot* online from which to choose!

Shabbat Policy

Our students gain greater understanding of the differences in Jewish belief and observance when they learn about the diversity of the Jewish people and the traditions, customs, laws and beauty of Shabbat and the Jewish holidays. Our school makes every attempt to be inclusive of all our community members, so JCDSRI does not schedule non-Shabbat related events on Shabbat.

Tzedakah

The giving of *tzedakah*, whether in the form of monetary donations or through acts of kindness, is an important Jewish value and expectation. *Tzedakah* comes from the word “*tzedek*” which means justice. By giving *tzedakah* we contribute to *tikkun olam*, the repair of the world. At JCDSRI we encourage the habit of giving *tzedakah*. *Tzedakah* donations may be monetary and/or non-perishable food items for the Kosher Food Pantry and the Rhode Island Food Bank. Our students also fulfill the *mitzvah* of *tzedakah* throughout the year with special service projects and collections as particular needs arise in our communities.

PARENT ASSOCIATION (PA)

JCDSRI has an active Parent Association and welcomes the participation of all parents. The Parent Association supports the school’s mission, programs and activities for the benefit of all its students. The PA sponsors community building and fundraising events.

The Parent Association has donated over \$15,000 to our school in the last 4 years. These funds help support the school in many ways: field trips, tuition assistance, community Shabbat dinner, equipment, technology and more! For further information, please contact Talia Benoff (talyabenoff@gmail.com) or Meredith Sinel (mererein@yahoo.com), co-chairs of the JCDSRI Parent Association.



VOLUNTEERS

Parents play an important role in their child’s educational team at JCDSRI. Perhaps you or another member of your family has a specific skill, talent, special interest or hobby to share with with our students? We encourage you to share your time and talents to enhance our students’ learning.

Before volunteering, all interested parties must read and sign the JCDSRI Volunteer Guidelines form (which can be found in the Appendix of this Handbook or obtained from the school office). Volunteer opportunities are reviewed by our Educational Team before permission is granted to enter the classrooms. All regular classroom volunteers at JCDSRI must undergo a background check through their local police department.

SAFETY AND SECURITY

Safety: It is the policy and intent of JCDSRI to provide a safe, healthy environment for its students, teachers, and administrators, and to comply with relevant laws as they apply to safety and health. JCDSRI has regularly scheduled fire drills and lockdown drills in accordance with Rhode Island law. It is the responsibility of all students,

teachers, and administrators to adhere to all safety policies and regulations. Students and teachers must promptly report any safety violations or potential safety hazards, and teachers and/or administrators must ensure all reported incidents or possible hazards receive timely attention.

Security: JCDSRI is concerned for the security of students, teachers and visitors while they are at JCDSRI. As such, JCDSRI has undergone multiple security audits from Homeland Security and Providence Police Department. Our school is monitored 24 hours a day through video surveillance. Please respect the following guidelines to ensure the safety and security of our school.

- ❑ All visitors, including parents, must enter through the front door.
- ❑ All visitors to the school, including parents, must report to the School Office and sign the registration book upon entering the building. *Visitors (including parents) must be identified with a Visitor's Badge.* All visitors, including parents picking up children during the school day, must check in with the School Office and sign the student release book.
- ❑ Unauthorized visitors are not allowed on JCDSRI property or at JCDSRI functions. All unauthorized visitors will be referred to JCDSRI security.
- ❑ Students, teachers and administrators will report any unusual or suspicious behavior to security personnel and/or administrators.

Visits During the School Day: All visitors to the school must report to the School Office upon entering the building and sign the registration book. Visitors must be identified with a Visitor's Badge.

Except in highly unusual circumstances, we ask that students do not leave their classrooms to meet with or see visitors (including family members). Any permitted visits shall be with the knowledge and permission of the Head of School or other designated administrator. In child custody matters, students may be seen only in accordance with the legally mandated visitation schedule. JCDSRI may request written evidence (e.g., a court order or agreement between the parents) prior to allowing any in-school visitation. Official representatives of the Department of Children, Youth and Families of Rhode Island or the Department of Social Service of the Commonwealth of Massachusetts are permitted to see children during the school day with the knowledge and permission of the Head of School or other designated administrator in accordance with applicable state law.

DEVELOPMENT

Annual Campaign: Because tuition does not cover our operational costs, we depend on the continued support from alumni, alumni families, grandparents, community supporters and current families. JCDSRI relies on funds raised through the Annual Campaign to cover a portion of the school's annual operating expenses. The Annual Fund is one of the best ways for parents, grandparents, JCDSRI Board members, faculty and staff, alumni, alumni parents and community members to help JCDSRI reach its goals. We hope that every parent will participate in the *2018-2019 40th Anniversary Annual Campaign*. You can make your gift online at www.jcdsri.com/donate. For further information or to get involved in the school's fundraising efforts, please contact Alison Walter in the Development Office, awalter@jcdsri.com.

In Honor and Memory of Donations: Donations to JCDSRI are a wonderful way to commemorate celebratory times in your life, as well as times when you would like to memorialize a loved one. Donation envelopes are available in the front office or you can make a donation online at www.jcdsri.com. A personalized donation card will be sent on your behalf. A \$36 donation is suggested per request. For more information, please contact Alison Walter in the Development Office, awalter@jcdsri.com.



FINANCIAL PROCEDURES

Financial Aid Guidelines

Guidelines for financial aid are based on family income, number of children, and other family financial obligations. These guidelines help us to determine both eligibility and the amount of the award. The awards are based on need and available funds.

Financial Aid is processed by *FACTS* (*Fast Automatic Cash Transfer System*). You can find the FACTS link on the JCDS website, jcdsri.com. The online application must be completed and submitted to *FACTS* by February 15. All tax returns and W-2 Forms must be uploaded directly to *FACTS site*. After *FACTS* verifies all financial information, our Financial Aid Committee will award financial aid. You will receive notification letters from our school Business Office.

Tuition

Tuition is set by the Board of Trustees. There are two levels charged, one for Pre-Kindergarten (adjusted according to full or part time program) and one for Grades K through Grade 5. A re-enrollment letter is sent home by the end of January requiring parents to notify JCDSRI that a student is returning for the next school year. At that time, parents are asked to sign a re-enrollment form and submit a deposit in order to secure their child's spot at JCDSRI for the following year.

Enrollment Agreements are sent to each family along with the tuition schedule. This document outlines payment amounts, procedures and requirements.

Families need to register with *FACTS* for tuition payments. The link may be found on our website, www.jcdsri.com or <https://online.factsmgt.com/signin/3HR14>.

Our policy stipulates that any family with an outstanding balance, and who has not made arrangements to pay the balance, will not be allowed to enroll their child(ren) for the upcoming school year. The school has the right to withhold services if accounts are not current. If you have questions, please contact Harshita Lakhiani, Business Manager (hlakhiani@jcdsri.com)



APPENDIX 1 follows, including Acknowledgment Forms

**Please sign all applicable forms and return by the first day of school,
Tuesday, September 4, 2018**

**Other school forms (also due on the first day of school) may be found on
our website at www.jcdsri.com**



ACKNOWLEDGEMENT FORM 1: Receipt Page 2018-19

Dear Parents/Guardians,

Please complete and return this page to the JCDSRI Front Office by **Tuesday, September 4, 2018**. We ask that each student - and each parent/guardian in the household - sign this form. Thank you.

We have received the Student and Family Handbook for the 2018-19 school year. We have read the handbook and discussed it with our child(ren). We agree to follow the Codes of Conduct outlined in the Handbook.

Student Name (Printed)

Grade

Student Name (Printed)

Grade

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



ACKNOWLEDGEMENT FORM 2:

Student Internet Use Agreement for 4th and 5th Grade Students

JCDSRI 4th and 5th grade students: please sign this form and return it to your classroom teacher on the first day of school, Tuesday, September 4, 2018

I, _____, agree to use technology respectfully and responsibly. I promise to follow teacher directions the first time they are given, and to ask questions if I am confused. I agree to the following policies when using the Internet or any digital devices in school.

I promise to:

1. Use my Google account for academic purposes only. This includes use of my email account, my Google drive, and any other apps I am asked to use.
2. Use my Google account in a way that demonstrates respect, empathy, and maturity. If I have any questions about these standards, I will ask a teacher. I understand that cyberbullying is unacceptable and may result in the suspension of my account.
3. Keep my login information private. I am permitted to share my login with my teacher and parents only.
4. Use only the apps I am asked to use, for the purposes outlined in class.
5. Ask for a teacher's help before downloading any type of file.
6. Respect everyone's right to use a working device. I will use the device assigned to me without argument.
7. Take out and return my device carefully and neatly. I will ensure my device is charging before walking away.



ACKNOWLEDGEMENT FORM 3: Volunteer Form for Adults

The administration, faculty and staff of JCDSRI are appreciative of all persons willing to commit time and energy to helping provide the best learning environment for our students. It takes a supportive community to accomplish this and JCDSRI welcomes volunteers toward this effort. Volunteer Responsibilities are as follows:

Background Check: *All potential volunteers over the age of 18 are required to go to their local Police Station and complete a background check before they are eligible to volunteer. Please give a copy of the background check, in addition this signed form, to the Front Desk.*

Arrival: Upon arrival, every volunteer must register in the Volunteer Sign-in Log maintained at the Front Desk. The name of the volunteer and the date and time of the service should be recorded. At the end of the volunteer time, the volunteer should sign out. We ask that volunteers leave the school once they are finished in the classroom.

Cancellations: Volunteers play a key role in the classroom and other school-related activities. While we plan to use volunteers as effectively as possible in our classrooms, we do understand when occasions arise in which a volunteer has to cancel. Please provide the school with as much advanced notice as possible in these cases. Teachers and other staff will do the same, should their schedules change.

Confidentiality: Volunteers shall – in all instances – respect each student’s rights and privacy. It is essential that confidentiality be maintained. Please do not share any information about a student’s learning or social life with anyone other than the classroom teacher or appropriate administrator. If volunteers have any questions or concerns about what might constitute confidential information, they should discuss these directly and exclusively with the supervising teacher/staff.

Tasks: Volunteers are asked to perform a wide range of assigned tasks. This includes activities such as copying, cutting, sorting, collating, laminating, and working directly with students. Each of these activities makes a contribution to our school. All are valuable to the teachers, staff, and students. Teachers will provide oral and/or written directions for the activities they want volunteers to execute. If a volunteer doesn’t understand the activity assigned, she/he should ask for clarification and/or demonstration at an appropriate break.

Classroom Management: Volunteers are responsible for understanding and using the

specific approach demonstrated by the classroom teacher so that consistency is maintained and our school's mission and values are followed. *Disciplinary action is the legal responsibility of administrators and faculty.* Volunteers should not be put in a position of having to engage in classroom management. If you are having a problem, immediately inform the teacher or appropriate administrator.

Additional Volunteer Guidelines:

To insure the most productive and positive experience for classroom volunteers, volunteers are asked to adhere to the following guidelines:

1. **Placement:** Volunteers will work only in the previously agreed-upon classroom and/or school area (i.e., lunchroom or gym). Please do not enter any other classrooms other than those to which you are assigned. If you have questions about where you should be at any given time, please check with the your assigned teacher and/or the Front Desk. When your volunteer time is over, please sign-out at the Front Desk.
2. **Communication:** Teachers, not volunteers, are responsible for communication with parents/caregivers. If you have an issue, please discuss it only with the teacher. Confidentiality is of utmost importance at all times.
3. **Phones:** Volunteers will place their phones on vibrate and/or turn them off. We ask that no texting or phone calls occur when in the classroom.
4. **Children:** When applicable, volunteers should make outside arrangements for child-care instead of bring them to school during volunteer times.
5. Have a wonderful time volunteering and know that your time and energy are appreciated by all of us at JCDSRI!

For further information about volunteering at JCDSRI, please contact Andrea Katzman, Head of School.

Please return the bottom section of this document to the Front Desk:

I have read the above information and agree to the guidelines and responsibilities.

Volunteer Signature

Date



ACKNOWLEDGEMENT FORM 4: Volunteer Form for Middle School Students

Dear Parent/Caregiver,

We are pleased to offer an opportunity for your child to volunteer today at the Jewish Community Day School of Rhode Island. Please fill out the information below in case we will need to reach you at any point. In addition, please review the attached “Volunteer Guidelines” document with your child. **Please note students under the age of 18 may volunteer at JCDSRI for a maximum of 4 hours per day.**

Parent/Contact Name _____

Cell Phone _____

Emergency Contact info _____

Does your child have any food allergies? _____

If yes, please explain _____

Is there anything we should know about your child in order to ensure your child’s safety and to help your child feel comfortable this morning?

