



PARENT / STUDENT HANDBOOK

Lower School and Upper School

Updated as of 09.19

*Affiliated with the Jewish Community Day School Network
Member of the North Carolina Association of Independent School
Accredited by the Southern Association of Independent Schools*

TABLE OF CONTENTS

Philosophy and Beliefs	3	
Security	4	
High Expectations for Student Conduct	4	
K-8 ARRIVAL AND DISMISSAL	6	
Zero Tolerance Policy for Sexual Misconduct or Harassment	5	
Academic Integrity Policy	5	
Weapons Policy	6	
Acceptable Use Policy	6	
Use of Telephone, Cell Phone or Other Electronic Items	8	
Admissions Criteria	8	
K-8 Arrival and Dismissal	8	
Appointments during School Hours	9	
Attendance, Absences and Tardies	9	
Sports – Independent School League	10	
Vacation from School	10	
Unexpected School Closure	10	
Snow Days/Inclement Weather	10	
Celebrations	11	
Communication from School	11	
Communication to the School	12	
Dress	12	
Field Trip Experiences	13	
Forms and Recommendations	13	
Counseling and Diagnostic Testing	13	
Student Records	13	
Testing Program	14	
Health (including Medication)	14	
Kippot	15	
Kashrut and Lunch	15	
Homework Policy	15	
School Work and Bar/Bat Mitzvah	16	
Overdue Book Policy	16	
Personal Possessions	16	
Special Learning Needs	16	
Visiting the School	17	
Volunteer Opportunities and Responsibilities	17	
Parent Teacher Committee (PTC)	17	
Development Events and Projects	17	
Shalom U and Kids’ Care	17	17
Kids Care	18	

B'NAI SHALOM PHILOSOPHY AND BELIEFS

B'nai Shalom is a co-educational Jewish day school affiliated with the national Jewish Community Day School Network and the North Carolina Association of Independent Schools. B'nai Shalom serves students from a variety of Jewish backgrounds from infancy through eighth grade. In an atmosphere imbued with the rich values of both Jewish pluralism and multinational cultures, we provide a challenging academic setting where intellectual curiosity, inquiry and creativity are encouraged through a dual curriculum. Pride, strong Jewish identity and commitment to the Jewish community are fostered within a framework of diverse Jewish experiences. Instructional practices are guided by current research in the fields of education and child development blended with pluralistic practices of Judaism.

B'nai Shalom's challenging academic environment is individualized to accommodate student interests and learning styles. We emphasize critical thinking skills and encourage their application to hypothetical and actual situations through collaboration among students and faculty members. Innovative use of laptops and iPads stimulates integration of themes through cross-disciplinary synthesis and problem solving. A wide range of assessment tools provide students with a variety of opportunities to demonstrate achievement and knowledge.

Creating a rigorous academic environment in our school community is at the foundation of our school's mission. We believe that teachers and students feel secure setting and meeting challenging goals within a compassionate environment. We encourage each student to be reflective and to aspire for maximum levels of success in academic and non-academic areas.

We believe strong school/parent collaboration is essential for a student's success. Shared values, goals and support for the school's mission define this partnership. We encourage open and ongoing communication with parents, understanding that by working together with parents, school professionals can best meet the academic, social and emotional needs of the child. Our faculty's sound academic qualifications are enhanced by their personal integrity, warm loving kindness and passionate commitment to B'nai Shalom's mission.

We use Jewish tradition to guide our curriculum, our calendar and our celebrations. Through the study of the Hebrew language and Jewish heritage, our students strengthen their identities as Jews, their connection to the Jewish people worldwide and to the State of Israel. Our ongoing commitment to tzedakah (acts of righteousness) and Tikkun Olam (Repairing the World) challenges students to debate the moral dilemmas of our time and study the Jewish tools for developing a personal ethic of compassion and social responsibility. The study of Torah, mitzvot (commandments), rabbinic sources and liturgy teaches the Jewish prescription for living a life of goodness. Through daily tefilah (prayer), we also nurture a spiritual dimension, a quest for God and an appreciation of the beauty and sanctity in students' everyday lives.

"V'ahavta l'reyacha kamocho" ("love your neighbor as yourself") is a guiding principle of our school community. Assuming leadership roles from the earliest years, students develop the personal attributes of confidence, integrity and responsibility as they learn to care for themselves and each other. Modeling, discussions and clear behavioral expectations promote cooperative work and play. Multi-age groupings enable students to practice and apply these principles in a variety of situations.

B'nai Shalom offers a creative, integrated approach to learning which incorporates secular and Judaic studies. **Our mission is to provide a caring, supportive school community in which students achieve academic excellence in a dual curriculum that inspires each student to develop his/her fullest potential as an inquisitive learner, critical thinker and future Jewish leader.**

SECURITY

Visitor Management System

The safety and security of students and staff is always top of mind. Visitors to B'nai Shalom Day School are always welcome. All visitors will be asked to input information into a visitor management system by using their driver's license. The information garnered from the driver's license will produce a background check on every individual who enters the building. After parents are registered in the system, they will be given a fob to use when entering and exiting B'nai Shalom. All visitors will be given a sticker to wear while in the building. Visitors may not wander through the school unaccompanied by a staff/faculty member. Please do not hold the door open for others entering the building. This is to prevent people from entering the building without following the above mentioned protocols.

No student or non-student, including all adults and visitors, shall possess, use or distribute a weapon when in any school location, including Beth David Synagogue. The school will act to enforce this policy and to discipline or take appropriate action on anyone who violates this policy, including notification of law enforcement.

HIGH EXPECTATIONS for STUDENT CONDUCT

B'nai Shalom's philosophy of high student expectations for student conduct is grounded firmly in the belief that children thrive in a positive and affirming atmosphere. Using a variety of strategies, we aim to teach children self-control and respect for themselves, each other and their learning environment. Setting reasonable and fair limits for behavior and describing and reinforcing desired behaviors are more effective methods of molding behavior than criticism and punishment. Natural consequences, time out, and conferences with parents and students usually work to bring about changes in problem behaviors. Team conferences are encouraged so that strategies are used consistently by all teachers. Corporal punishment is unacceptable under any circumstances.

A curriculum to foster independence for lower school and upper school students is used consistently by our teachers. Each year, students accept additional responsibilities as part of their social and academic development.

Parents are partners in our students' education, and our teachers want to hear from you! Please stay in touch with them, especially to share any successes or difficulties your child may be experiencing. An email or phone message to the teacher's extension will receive a response within 24 hours.

Our teachers want to give you their full attention when speaking to you about your child. Please try to avoid impromptu discussions about concerns you may have with your child's teacher. Contacting the teacher through email is the best way to set up a meeting.

CLASSROOM BEHAVIOR POLICY:

Teachers and students within each classroom collaborate as each year begins and establish Classroom rules. These rules are posted in each classroom and remain there throughout the year. All students agree upon the wording of guidelines. Although the rules may differ among individual classrooms, they all address the following four areas:

- Respect for self
- Respect for teachers, staff, and other students
- Respect for one's environment
- Respect for learning

If and when a student breaks a rule, the teacher will implement the 1-2-3 system:

1. Student is reminded of the rule which was broken and the student is given a verbal warning of '1'
2. If the student breaks the rule a second time, he/she is reminded of the rule again and is given a verbal warning of '2'
3. Should a student break the rule for a third time, the teacher will tell the student, "This is '3'" and will meet with the division head, guidance counselor or head of school to discuss the student's behavior and consequences; parents will then be informed of this meeting

OVERALL SCHOOL BEHAVIOR POLICY:

Consistently having high expectations for student conduct is also facilitated and discussed during Guidance Class times. During this class, problems at hand are discussed, brainstorming for solutions takes place, and one of these solutions is agreed upon by all students. Solutions are tried and reflected upon until the problems at hand improve.

One of our goals at B'nai Shalom Day School is to establish a school-wide environment of trust, safety and belonging. Students' roles within this environment are to gain competence in social learning, as well as academic learning, and an intrinsic interest in and responsibility for behaving with mutual respect and discipline.

The following behaviors violate school policy and may be cause for disciplinary action, including but not limited to after school detention, out of school suspension and/or expulsion:

1. Using improper language or gestures (profanity, obscenities)
2. Disrupting the learning process (clowning, excessive attention-getting, speaking out of turn)
3. Showing disrespect towards adults or peers (name calling, ostracism, insubordination, group isolation)
4. Cheating or plagiarism
5. Violation of school technology policy including but not limiting to **cyber bullying or inappropriate entries into social networks involving other students**
6. Leaving classroom or school without permission
7. Vandalizing, damaging or stealing school or private property
8. Fighting verbally or physically
9. Bullying including threatening, intimidating or causing harm to any person
10. Possessing weapons or illegal substances

The progression of meetings for managing inappropriate behaviors is as follows:

1. Teacher-Student and/or guidance counselor conference and communication with parents via phone, email, or in-person meeting
2. Conference with parents may include teachers, division head, guidance counselor and/or the Head of School

K-8 ARRIVAL AND DISMISSAL

Morning Drop-Off Guidelines

Drop-off begins at 7:30 and ends at 7:50. Parents are encouraged to use the drop-off arrival to promote student independence.

From 7:50-8:00, students must be walked in by the parent and signed in.

Students after 8:00 a.m must be walked in by the parent and signed in. The student will be given a tardy slip to give to his/her teacher.

AFTERNOON DISMISSAL GUIDELINES

Drivers form a line in the parking lot. Students will be escorted to the front foyer for carpool. Staff will bring students to the parent's cars and drivers are responsible for buckling those students required to use car seats. Please pull forward to buckle in your child to help keep the carpool line moving. PLEASE remain in your car until a staff member brings your child to you. To ensure the safety of all children, please do not congregate at the bottom of the front steps or in the foyer during dismissal time.

Notify the school in writing by emailing the front desk frontdesk@bnai-shalom.org if a child is not leaving with his/her regular carpool. Students will not be allowed to go home with another adult unless we have an email or written, dated, and signed permission. In the case of an emergency, phone permission from the parent or designee is acceptable.

A teacher will wait with students until 3:40 PM. Students who have not been picked up will be sent to the After School Day Care Program, and parents will be charged accordingly. The full-day After School Program closes daily at 6:00 PM. A late fee of \$1.00 per minute will be charged to parents who pick up students after the above times.

APPOINTMENTS DURING SCHOOL HOURS

If your child needs to leave school early for an appointment, please inform your child's teacher in writing or via email. When you arrive, come to the front desk and your child will be called for dismissal. Children will not be allowed to wait for parents in the foyer or on the front steps of the building. No child will be released early without written/emailed consent of the parent or his/her designee. If possible, please schedule all appointments after school.

ATTENDANCE, ABSENCES AND TARDIES

In order to complete grade level requirements, students must attend school regularly and arrive on time. All parts of the daily schedule play an important role in your child's total school program. It is important for a child not feel singled out by arriving late, leaving early or being absent often. Families are expected to make every effort to plan activities, vacations and appointments around the school calendar.

Classes begin promptly at 8:00 a.m. We encourage parents to have their child at school by 7:50 a.m. to allow for social time before the start of class and to prepare for classes. Children who are late miss valuable instruction time and disrupt the class. Furthermore, teachers must take valuable time away from other students in order to assist the student in making up work. After a student receives three unexcused tardies, the teacher will notify the Division Head/Head of School and the parents will be contacted.

Students will be excused from school only for illnesses, emergencies, and certain situations approved by the Head of School or Division Head. If a student needs to be excused during the regular school day, a written permission note or email from the parent must be brought to the child's home room teacher.

If a student will be absent for more than two days, parents may contact the child's teacher and request that a homework packet be prepared. Requests must be made by 12 PM in order for the assigned work to be ready for pick up in the afternoon.

Individual family schedules sometimes necessitate a child missing school to participate in a family vacation for an extended period of time that is not regular school vacation time. Parents should understand that such an absence disrupts the learning process and the classroom experience cannot be replaced. We strongly suggest that parents avoid such interruptions of their child's learning whenever possible. Please notify your child's teachers two weeks in advance of a planned absence from school so that a work package may be assembled.

ACADEMIC INTEGRITY POLICY

B'nai Shalom Day School creates an environment that is academically challenging and supportive of student learning. Teachers address the issues of academic integrity in all classrooms in order to enable students to understand the seriousness of cheating and plagiarism. Cheating means misrepresenting one's own knowledge to gain an unfair advantage or knowingly allowing another student to use/copy his/her work. Plagiarism occurs when a student does not provide proper citation of someone else's ideas or writing within his/her own work, thus making it appear as one's own. Cheating may be cause for discipline procedures, including loss of credit for work.

HOMEWORK POLICY

Homework is designed to supplement and extend learning. It gives students the opportunity to learn the lifelong skills of responsibility, time management and organization. Students in grades 4th-8th will record the homework assignments in the agendas provided by the school and all homework will be posted on Renweb.

Appropriate amounts of time for homework at each grade level are listed below. These are meant to be approximations only. The amounts reflect the time that should be spent on daily assignments but do not include long-term projects or independent reading. Homework is not usually assigned over weekends and holidays.

First grade	15-20 minutes	Fourth grade	45 minutes to 1 hour
Second grade	20-30 minutes	Fifth grade	1 hour
Third grade	30-45 minutes	Middle School	1 1/2 hours

In addition, independent reading is recommended for twenty minutes each night for all grades. The student may read a selection of his/her choice or the parent may read to the student.

If your child takes longer than the approximant times, please email the teacher to let him/her know.

Parental Responsibilities for Homework

- ✓ Provide a quiet place and a scheduled time to do homework.

- ✓ Act as a consultant or guide when a child asks for help.
- ✓ Help create a timetable for completion of projects and check often to see that the child stays on track.
- ✓ If assignments seem too difficult, contact the teacher so that appropriate help may be given to the student in school.
- ✓ Assist the child in obtaining resource material.

Homework for Make-Up Work

Students in Grades 4-8 are responsible for all work missed due to tardiness or absences. For absences of one to two days, students will be given that same number of days to complete missed class work and school assignments. For longer absences, students should speak with his/her teachers individually to arrange make-up dates. Make-up tests will be given during the week following an absence or at the teacher's discretion.

Missing Homework (Grades 4th-8th)

Students in grades 4th-8th who do not complete homework will complete the assignment during lunch time. Incomplete but attempted homework will be completed during a working lunch. Parents are asked to let the teacher know via email about the incomplete homework.

PROTOCOL FOR ADDRESSING CONCERNS

Any problem in the classroom should be discussed first with the teacher. If further discussion is necessary, parents are asked to seek help from the Division Head Director. If the problem is not solved, it should be brought to the attention of the Head of School.

Information discussed between parents and teachers or between parents and administration will be shared with appropriate personnel as necessary to resolve any problems or concerns. Parents are asked to use discretion when discussing school issues, especially in front of their children. We help our children have a positive attitude toward their school and their education by modeling a positive attitude while quietly pursuing solutions. This lets the child know that his/her parents and teachers are working together for his/her benefit and that there is mutual trust between school and home.

The Head of School shall have the final decision when interpreting any situation, rule or consequence. At her discretion, the Head of School may deal directly with any issue which the regulations do not explicitly cover or when she feels the spirit of a specific policy has been violated.

SCHOOL WORK AND BAR/BAT MITVAH

B'nai Shalom is committed to working with Bar/Bat Mitzvah families. As a general rule, students preparing for Bar/Bat Mitzvah should be prepared on a daily basis and participate in class work. Extensions of one to two weeks may be granted for tests and projects.

CLOTHING

Please provide your student with suitable clothing for school, school events and school sponsored activities (such as athletics, field trips, and special events). Students should represent themselves and B'nai Shalom in an appropriate manner.

General dress guidelines:

- Students should come to school clean, neat, and appropriately dressed in clothing that allows freedom of movement throughout the day.
- Shorts and skirts must be fingertip length.
- Shirts must cover the tops of the shoulders.
- Shirts and pants must cover the midriff area when the student is moving or sitting.
- Upper school students may wear leggings with a shirt that is fingertip length.
- Close toed shoes must be worn for PE and recess.
- P.E. dress requirements are as follows:
 - Tennis shoes or athletic shoes must be used for any P.E. activity.
 - Clothing must be appropriate for running and walking, stretching and bending. Jeans are not acceptable.
 - P.E. shorts may be knuckle length and may not be worn other than for physical education class.
 - Students unprepared for P.E. will have the appropriate points deducted. (5th-8th)

Students may not wear the following:

- Short shorts or skirts
- Tight shirts, low-cut or sheer tops, tube tops, halter tops, tops with spaghetti straps
- Clothing that exposes midriffs
- Hats or sunglasses
- Clothing with inappropriate language, including rude or derogatory statements as well as references to drugs, violence, alcohol or sexual behavior
- Pajamas, including pants that appear to be pajama bottoms
- Clothing that shows underwear
- Ripped or torn clothing
- Flip flops or Crocs

When apparel does not adhere to these guidelines, if necessary, parents will be called to bring more appropriate clothing to school. All clothing and personal belongings should be marked with the child's name. All unclaimed articles will be given away every 30 days.

Mondays are SPIRIT DAY – students wear any BSDS shirt.

Fridays are dress up for Shabbat (wear fancier, shul clothes).

FIELD TRIP EXPERIENCES

B'nai Shalom Day School students have several field trips during the school year to enrich the learning experiences of our students. Some field trips are linked to the Social Justice Theme of the class while others may be linked to a specific topic of study.

Please review these guidelines carefully and do not hesitate to discuss any questions you may have with your child's teacher.

1. All students are expected to take part in field trip experiences.
2. Staff members and, at times, parents may accompany classes on field trips.
3. Typically staff members accompany classes on overnight trips, though parent chaperones may be requested.
4. There may be circumstances where the school determines it is not appropriate for a student to participate in an overnight field trip. On a case-by-case basis, at the discretion of the Principal or Head of School, B'nai Shalom may determine a student ineligible for the trip.

SPORTS - THE INDEPENDENT SCHOOL LEAGUE (ISL)

The intramural sports program is a co-educational extra-curricular activity open to Grades 6-8 that extends the goals of B'nai Shalom Day School into the athletic arena. While a goal for many teams is winning, this is not the priority of our program. Our primary mission is to teach students to compete at the highest competitive level, while maintaining an exemplary level of sportsmanship. A guiding principle for our program is playing time for all students regardless of his/her skill level. Students must attend scheduled practices and maintain academic eligibility. To be eligible to play on a school sports team, a student must have an overall C or better average, with no Fs in any subject during the previous grading period (latest interim or report card). A student who has one or more Fs or an overall average below C is academically ineligible for that sport and will not be allowed to participate in any practices or games during that sport season.

The ISL includes teams from B'nai Shalom Day School, New Garden Friends School, Noble Academy, Greensboro Montessori School, High Point Friends School and Piedmont School. The school year is divided into five sports seasons with a different sport played each season. Sports include flag football, volleyball, basketball, soccer, and cross-country.

Participating students and parents must read and sign *Intramural Sports Guidelines* and pay the ISL participation fee, if applicable. Failure to comply with the guidelines may result in dismissal from the team.

Lower school students are encouraged to come to games and support our team in the company of an adult. They may also play some sports as fifth graders by invitation of the athletic director. Parents are responsible for their children from dismissal time to the beginning of sporting events.

Athletes who are not picked up on time from home games or practices will be sent to After School Enrichment, and parents will be charged accordingly. Athletes who are not picked up on time from "away" games or practices will be supervised by a staff member, and parents will be charged according to our Kids' Care program rates. After two late pickups, the child may be asked to leave the team.

STUDENT RECORDS

The school maintains a confidential cumulative file for each student that contains his or her application form, records of academic achievement, health, test results, and personal data. All parents or legal guardians have the right, by appointment, to inspect and review their child's cumulative record as provided in Public Law 93-380. Cumulative files are kept in a locked cabinet at the front desk.

TESTING PROGRAM

Standardized tests (MAP Assessments) are administered three times a year in the Fall, Winter and Spring, to Grades K-8. These tests are designed to assist teachers in planning for the individual student as well as for the entire class.

HEALTH

A physician's report concerning the health of each new student is required at the time of admission to B'nai Shalom Day School. Kindergartners and Seventh graders must present satisfactory proof of immunizations or exemption within 30 days of enrollment as required by North Carolina law.

We make every effort to maintain a safe, healthy environment for our children.

The school reserves the right to send any sick child home. If your child has been diagnosed by a doctor with a contagious or communicable disease, a doctor's note is required before the child may return to school.

If your child presents any of the following symptoms, please do not send them to school:

- Nausea/vomiting/diarrhea within the past 24 hours
- A fever of 100° or higher orally within the past 24 hours
- Pain such as earache, headache or stomachache
- Thick, discolored drainage from the nose
- Untreated ear drainage
- Untreated matting or drainage from the eyes
- Untreated sore throat. If strep throat is diagnosed, the child should not return to school until the fever is gone, and she/he has been on medication for at least 24 hours
- Untreated skin sores or an unexplained rash
- Untreated scabies
- Severe cough that interferes with regular play or produces green mucous
- Chicken pox: The child may return on the 6th day after the initial outbreak if all blisters have crusted. If your child has been exposed to chickenpox, please remember that a high fever often occurs 24 hours prior to the appearance of the pox. Your child is HIGHLY infectious during this period of high fever and should not be sent to school if you suspect chicken pox.
- Fifth Disease: The child may attend school with a rash once the fever has resolved. Please notify the teacher of this condition, as pregnant women who have been exposed to this illness should notify their physician.
- Flu-like symptoms

A child needs to be excluded if they are unable to participate and/or staff members determine that they cannot care for the child without compromising their ability to care for the health and safety of other children in the group. Sick children may return to school if the following criteria have been met:

- Doctor's note for contagious diseases such as Hand, Foot and Mouth
- Fever free (without medication) for 24 hours
- On antibiotics for 24 hours
- No vomiting or diarrhea for 24 hours

LICE POLICY

As in all schools, B'nai Shalom has occasional outbreaks of pediculosis (head lice).

We follow the current recommendations of the American Academy of Pediatrics, the Centers for Disease Control, and the National Association of School Nurses with regard to our head lice policy. Parents are expected to report all suspected cases of head lice to the school. The school will then examine the student for signs of an infestation.

If viable nits are found or live lice, the parent will be confidentially contacted by the school and asked to contact their health care provider regarding appropriate treatment. The student can remain in class until the end of the school day, but must be treated after school. The school will check the student the next morning. Parents should re-treat within 7-10 days and the school will re-check the child following the second treatment.

- Siblings of students with head lice will be checked by the school. Classroom head checks will be conducted at the discretion of the school.
- Parents of students with head lice will be encouraged to contact the parents of children with whom their child has had close contact.
- The school is abiding by HIPPA regulations and will therefore no longer send a letter/email to parents notifying them when a child in the class has lice.

Medication Notification

The school must be kept informed of any prescription medication that a student is taking on either a short-term or long-term basis, regardless of whether the medication is administered before, during, or after school hours. This includes, but is not limited to, all antibiotics, behavior management medication, allergy medication, and anti-epileptics. All information will be kept strictly confidential by school administration and the child's teachers. This information is critical in the event that illness or unforeseen side effects occur and the parent is unavailable.

Medication Administration

Staff members will administer prescription medication to children during the school day if arrangements are made in advance. Prescription medications are never to be sent to school until a medication form has been completed for that particular drug. Medication forms are available in the front office and must be filled out for each new prescription to be administered during the school day. All prescription medications that are to be administered in school must be in their original bottles.

ACCIDENT PROCEDURES

Minor injuries, such as superficial cuts and bruises, will be handled by the classroom teacher. If there is any question as to the severity of injury, you will be called. As mandated by the State, we are required to complete an incident report form for injuries more significant than regular minor bumps and scratches. Should an incident report form need to be filled out, the parent(s) will be notified. This form must be signed and returned to school.

KIPPOT

B'nai Shalom Day School follows the tradition of the wearing of a head covering. Boys are required to wear a kippah at times of prayer (tefillah, meals, etc.), and during the study of Jewish texts and Hebrew language. Girls are welcome to wear kippot as well. Because of the possibility of head lice, we do not

encourage the sharing of kippot. Students must come to school with their own kippot, *labeled* and stored in a Ziploc bag.

Food Allergies

In order to meet the needs of all students, B'nai Shalom is a nut-sensitive environment. This means no nut products of any kind (including peanut and tree nut) may be packed for snack or lunch.

Kashrut

B'nai Shalom Day School observes the traditional dietary kashrut laws. We handle this at BSDS with sensitivity knowing that within our community there are families who do not observe kashrut and, among those who do, it is observed at many different levels. All food brought into the school must be dairy or pareve. Meat, poultry, meat products and shellfish are NOT allowed in the building. All food to be distributed to the children by teachers or by a class parent must come from a store-bought package with *kashrut* symbols, made from scratch in the school kitchen with kosher ingredients or purchased from a bakery approved by the Beth David Rabbi. No food prepared in a teacher's or student's home may be distributed to students. All foods must be checked by Lisa Lasovsky prior to use in our kitchen or distributed in classrooms. This is to ensure that the highest standard of *kashrut* is maintained in the building. Common kosher symbols include:



Approved Bakeries and Shops

Bagel Station (bagels only), Baskin Robbins, Bruegger's Bagels Friendly Ave. (first run bagels only), Delicious Bakery, Dunkin Donuts, Edible Arrangements(High Point Road), Feeney's Frozen Yogurt Bar, Foster Caviness – Fruits and Vegetables, Krispy Kreme Donuts, Lowes Food Bakery, Maxie B's, Menchie's Frozen Yogurt, Milk & Honey (breads and pastry only), Nazareth Bread Company (breads and pastry only), New Garden Bagels, Once Upon A Chocolate, and Panera Bread (bakery only). **Not all products are certified – detailed lists available at stores.**

Please note that hot foods should be brought in a thermos since food may not be heated in the kitchen. Please provide a cold pack for items your child likes to eat cold. Students in grades 5th-8th have use of microwaves in the moadon and may heat their food at lunch time.

Students have a snack in the mid-morning. Each student should bring a piece of fresh fruit or other nutritious food to eat at this time. Please send items that can be eaten quickly. Please do not send candy.

UNEXPECTED SCHOOL CLOSURE

In the event of any failure or delay in the school's operation from causes beyond the school's reasonable control, including natural or man-made disasters.

SNOW DAYS / INCLEMENT WEATHER

In the event of inclement weather, you will receive a call or text, depending on which option you chose for our "One Call Notification" system. You can expect a call/text between 6:00-6:30 am. Please know that B'nai Shalom does not necessarily follow the Guilford County School System's closings. School closings will also be announced on local TV news channels (WFMY News 2 and FOX 8).

Occasionally, it may be necessary to delay the opening of school by one or two hours or until streets can be safely navigated. If it is necessary to close the school early for any reason, parents will be contacted via One Call and email.

Please know we will make every effort to keep the school open unless travel appears to be prohibitive. Should the school remain open, it is ultimately your choice as to whether you feel comfortable driving your child to school. We understand if your child is late on a day when the weather is bad, and they will not be counted as tardy.

DISMISSAL OF A STUDENT FOR CAUSE/CONSEQUENCES FOR ACTIONS

B'nai Shalom enrolls students of varied academic, social, physical and emotional levels and provides individual attention by maintaining a low student/teacher ratio. A distinction must be made between individual attention and remedial assistance. As B'nai Shalom is not staffed with personnel certified or licensed to deal with students with certain special needs, students with such needs may not be appropriately served.

In cases where a problem is identified, concerns will be brought to the attention of the Head of School. A Child Study Team meeting will be convened, led by the Principal and/or the Head of School. If appropriate, recommendations for professional observation or assessment will be made. An optimal education and psychological program for the student will then be formulated and a decision made as to whether or not B'nai Shalom is able to meet the student's needs.

The school reserves the right to discontinue serving any student who presents a danger either to him/herself or to others, who continually disrupts the learning process of other students or of the school as a whole, whose special needs cannot be met by B'nai Shalom or who fails to make significant academic progress because the resources provided at B'nai Shalom are not designed to serve his/her needs. In such cases, the school will make every attempt to work with the student, the parents and appropriate consultants to help the student adjust to the school situation. When, in the judgment of the Head of School, all available resources and efforts have been exhausted, the Head of School may make a decision to dismiss a student. Additionally, a student may be dismissed because parents violate the policies in the Parent-Student Handbook.

Furthermore, the Head of School shall have the final decision when interpreting any situation, rule, or consequence. At her discretion, the Head of School may deal directly with any issue which the regulations do not explicitly cover or when she feels the spirit of a specific policy has been violated. Her decision is final.

COUNSELING AND DIAGNOSTIC TESTING

On occasion, the staff of the school sees a need for a student to be assessed by professionals outside the school. This may occur when teachers observe behaviors and/or learning problems that raise questions about a possible developmental delay, learning difference or other special need. The purpose of such assessment is to provide teachers and parents with the information needed to meet that student's learning needs. In such cases, the school requires access to all evaluations in order to plan for the

student's learning program. Where access is denied, the school may exercise the right to discontinue serving the student.

Outside professionals, such as OT, PT, and Speech Language Therapists, may work with the student during the school day. Parents should coordinate this with the school's learning specialist.

FORMS AND RECOMMENDATIONS

Teachers who are asked to complete forms regarding students' academic performance (for example, forms for psychologists, speech therapists or recommendations to be included in applications to other schools) are required to adhere to the school confidentiality policy that all forms must be mailed to the requesting school or entity directly from B'nai Shalom.

ZERO TOLERANCE POLICY FOR SEXUAL MISCONDUCT OR HARASSMENT

We intend for B'nai Shalom to be free of any intimidation or harassment of students or faculty by other teachers, administrative staff, parents, or other students. Prohibited conduct includes, but is not limited to threats, physical or mental abuse, and racial, ethnic or sexual insults, jokes or slurs. Verbal or physical sexual advances, sexually explicit statements, or sexually discriminatory remarks that are offensive, objectionable, or cause an individual discomfort or humiliation are strictly prohibited.

Any person who believes that he or she has been the victim of discrimination or discriminatory harassment should report the conduct immediately to the Head of School. Any complaint will be investigated promptly by a designated school official. To the fullest extent possible, the school will keep complaints and the nature of the resolution of complaints confidential. Any form of retaliation against a person who has complained about discrimination or harassment is strictly prohibited.

All acts identified or complained as violations of this policy will be fully and impartially investigated. In cases where a criminal investigation is pending, the Head of School or Board President has full authority to suspend an employee or volunteer. Any acts rising to the level of criminal conduct will be referred to local law enforcement authorities or Child Protective Services.

OVERDUE BOOK POLICY

Students are encouraged to return media center materials in a timely manner.

Notices for overdue books will be sent home periodically. Parents will be charged a fee for any missing books.

PERSONAL POSSESSIONS

Personal possessions such as coats, jackets, glasses, pencil cases, notebooks, school bags, etc. should be clearly labeled with a student's name and grade. Expensive items such as iPads, iPods, and cell phones may not be used in school without staff permission

ACCEPTABLE USE POLICY

Specific Purpose

B'nai Shalom Day School strongly encourages the use of technology to enhance its fundamental educational goals of preparing today's students for tomorrow's challenges. All students, faculty, and administrative staff are extended the privilege of using the B'nai Shalom Day School Network, (BSDS Network) for academic enrichment and the genuine pursuit of knowledge, to promote useful communication, to strengthen traditional instruction, to facilitate research, to explore the world, and to enhance basic and advanced technology skills

As a Jewish day school, B'nai Shalom is committed to actively teaching and living basic Jewish values. The *mitzvah of proper speech* is a basic tenet of Judaism. In every aspect of our school, we promote *shmirat halashon or guarding of the tongue* – the quality of exercising caution in matters of speech - and discourage *lashon hora or evil talk* – speech that is derogatory or harmful in nature. To quote the Chofetz Chaim, “How we speak of others, how we see them, judge them, empathize with them, defines us a people and as Jews.” Technology serves as an electronic conduit of our speech and, hence, is subject to the same Jewish laws governing proper speech.

Individual Responsibility

B'nai Shalom's goal in providing these rules is to clearly state the expectations for proper behavior by each user and to provide a safe, secure, efficient, and functional computer network to promote educational excellence through resource sharing, language instruction, innovation, and worldwide telecommunications. Each individual user will be held personally accountable and responsible for his or her actions while using the BSDS Network. All users are expected to follow the rules of conduct as set forth here for use of the B'nai Shalom Network. These rules are provided so that you are aware of the responsibilities that you accept when granted the privilege of using the network.

Violation of any of the following rules and provisions could result in immediate account termination and future access denial. In addition, the misuse of the B'nai Shalom Network may be a violation of state and federal laws as well as a violation of major school rules regarding honesty, respect for others, and protection of the good name of the school. Therefore, anyone who violates these rules is subject to further disciplinary action, up to and including suspension or dismissal from B'nai Shalom.

Acceptable Use Agreement--

The main purpose of the B'nai Shalom's electronic technology and network is for education and administrative functions. In order to use the electronics and network at B'nai Shalom, you must first agree to abide by the Acceptable Use Policy and the general standards of conduct set forth by B'nai Shalom. These statements and rules apply to all B'nai Shalom computers, iPads, and other technology regardless of location.

User Responsibilities

I. Respect for Academic Work

1. Use of all electronics by any student must be specifically authorized and supervised by a member of the faculty.
2. The electronics at B'nai Shalom are to be used for academic work as directed by a member of the faculty. Students may not use electronics for personal email, chatting, or playing games.
3. When using programs with sound, the student's personal headphones must be used so as not to disturb other classmates.

II. Respect for Privacy

1. Respect the privacy of others and protect your privacy at all times.
2. Electronic devices are returned to the charging station daily.

3. iPad screens clearly have the student's name displayed for ease of recognition by staff.
4. Do not change, rename, move, copy, or delete any files that do not belong to you.
5. Do not, under any circumstances, give your password to any other person. Do not use any other user's ID, password, or account.
6. Save all of your work to iCloud.
7. When using a laptop, once you are finished with your session, always log yourself off the network.

III. Use of Appropriate, Respectful, and Proper Speech in School and out of School

1. B'nai Shalom requires that all users obey the laws governing *lashon hara* or evil talk. The use of profanity, abusive or threatening language, gender or racial slurs or any other form of malicious language by B'nai Shalom students is prohibited on any B'nai Shalom computer and in any type of electronic communications sent over the network.
2. Teachers are not permitted to "friend" current students, their older siblings, their parents, or former students under the age of 18 on Facebook or other social interactive groups.
3. Cyber bullying, harassment and /or inappropriate Facebook/social interaction group entries involving current students may be cause for discipline procedures, including suspension and/or dismissal.
4. Please see www.facebook.com/policy.php which states that the acceptable age for using Facebook is 13 years old.

IV. Copyrights

1. Users are expected to adhere to all laws concerning copyrights, including copyrighted software.
2. Do not copy any software from any B'nai Shalom iPad/laptop or install or download any software onto any of the school's technology.
3. Transfer or use of copyrighted material without the express consent of the owner of the copyright is a violation of Federal Law.

V. The Internet

1. B'nai Shalom is aware that there are some areas on the Internet that contain objectionable material. Accessing or downloading of this material is prohibited. Do not view, download, store, or print illegal, or obscene images or literature. Transferring of defamatory, inaccurate, abusive, obscene, profane, sexually explicit, threatening, or racially offensive material is strictly prohibited. If student sends said objectionable material to another student outside of school and this action causes a disruption in school, the school must take action.
2. Participation in chat rooms is not permitted unless directly supervised by a teacher for academic pursuits.
3. Monitoring of Internet sites visited by users will be performed routinely.
4. Remember that all B'nai Shalom students represent our school and contribute to the school's reputation. Exemplary behavior is expected at all times when visiting locations on the Internet.
5. When using information found on the Internet for projects, always list a proper citation for the Internet site in the project references so that others will be able to identify the source of the information.

USE of TELEPHONE, CELL PHONE or OTHER ELECTRONIC ITEMS

All personal electronic items (including but not limited to cell phones, games, iPods, and/or iPads) must be kept in student back packs or lockers and turned off during the day unless express permission is given by the teacher. The school is not responsible for the loss of any electronic items. The school reserves the right to confiscate the item if it is

used inappropriately. A parent must retrieve the item, and the student will not be allowed to resume bringing it to school.

Teachers will not be interrupted during class time for phone messages or texts. All incoming calls will be transferred to their individual school voice mailboxes. Teachers check their voice mailboxes several times a day and return phone calls within 24 hours. Please do not call/text teachers on their cell phones as cell phones.

Parents should not call students during regular school hours. Students will not be able to use the phone except in emergencies. Please help your child understand that all after-school arrangements must be made at home prior to the beginning of the school day. Students will not be allowed to use the office phone to arrange last minute play dates.

CELEBRATIONS

Parents may provide a healthy kosher snack in honor of his/her child's birthday. Please arrange birthday celebrations with your child's teacher in advance. Food prepared at home is restricted. All packaged food must be labeled as kosher with an approved symbol.

While our personal observances may differ, we are all part of one Jewish community. Please do not schedule your child's parties on the eve or day of Shabbat or major festivals (minor holidays such as Chanukah, Tu B'Shevat and Purim are fine), so that any child, regardless of his or her religious observance level, may attend. We recommend that all food served at these celebrations be dairy, vegetarian or certified kosher.

In making your guest list for parties and bar or bat mitzvahs, please include all the students in your child's class.

COMMUNICATION FROM SCHOOL

Reporting Student Report Cards

Report cards are issued three times per year via the online reporting system, *Renweb*.

Reporting Student Progress/Conferences

Parent conferences may be held at the request of either the parent or the teacher at any time during the school year.

Parents should expect to meet with teachers at least two times per year in the first and second trimesters. A final conference in June may be scheduled at the teacher's or parent's request. The teacher is always the first person to whom a parent should express concerns.

E-mail

E-mail is our primary means of communication with parents. Please check your e-mail daily and make certain that our office is alerted to any change of e-mail address. You should receive a response within 24 hours.

Newsletter

Each Thursday, a weekly update is sent home via email or Seesaw with announcements, stories about school life and calendar items. Please read the update carefully, as it contains updated information each week. A longer newsletter is e-mailed at the end of each month.

Parent Coffees

Class level coffees to meet with the school administration in small groups on a monthly basis. Watch your weekly newsletter for dates.

VOLUNTEERING AT B'NAI SHALOM

PTC- Parent-Teacher Committee

Parent volunteers play an integral part at B'nai Shalom. The Parent Teacher Committee (PTC) arranges for volunteers for a variety of school events such as holiday preparation, room parents, and providing meals for staff on teacher workdays.

Annual Fund Campaign

Independent schools and preschools rely on annual fund drives to generate income for the operating budget. It is through the generosity of our contributors that B'nai Shalom Day School continues to provide exceptional educational services to infants through grade eight. The campaign begins each Fall and ends December 31. Every family is encouraged to make a donation to reach the goal of 100% parent participation.

Harris Teeter/VIC Together In Education Program

Every time you shop any Harris Teeter and purchase Harris Teeter private label items, 2% of those purchase dollars will be contributed to B'nai Shalom just by giving the cashier your VIC card and our school code #1234. The code #1234 only needs to be given one time per year after which your card will be "linked" automatically when scanned.

General Mills Box Tops for Education

Earn cash for B'nai Shalom by clipping the pink "box tops for education" from cereal and cake mix boxes. Deposit these in our pink "GM Box Tops for Education" container at the entrance to the school.

Target Take Charge of Education

Apply for Target's Redcard and select B'nai Shalom as your school of choice. Every time you shop, you benefit with a 5% savings and our school benefits up to 1% of your purchase.

AmazonSmile

AmazonSmile is a simple and automatic way for you to support your B'nai Shalom every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate 0.5% of the purchase price to B'nai Shalom.

After School Enrichment Overview (previously Kids'Care)

B'nai Shalom Day School's After School Enrichment Program, from 3:20 – 6:00 PM, is dedicated to providing a safe, nurturing, and pressure-free environment for students after the school day. We recognize the need for children to exercise their creative expression, to run, jump, play, and rest. The structure of B'nai Shalom's After School Enrichment Program is designed to meet these needs and includes the following:

- Snack time, sometimes prepared by the students themselves
- Weekly themes
- Outdoor and indoor free play
- Child-directed activities such as organized games, art and socializing

- Quiet area for reading, storytelling, and board games.

There are extra-curricular paid programs offered as well. These are run by third party vendors. Instructors work with small groups of students in all areas of extra-curricular subjects such as fine arts and sports.

Parents will come into the school to pick up their child from the After School Enrichment program.

For information, visit www.bnai-shalom.org or contact the After School Enrichment coordinator, fakman@bnai-shalom.org.