

# The Rashi School Family Handbook



2011-2012  
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*The Rashi School is an accredited member of the Association of Independent Schools in New England (AISNE), the Progressive Association of Reform Day Schools (PARDeS) and is a beneficiary of Combined Jewish Philanthropies (CJP).*

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**The mission of The Rashi School, the Boston Area Reform Jewish Independent School, is to provide a dynamic, child-centered program of academic excellence that integrates rich secular and Jewish studies curricula and nurtures in its students, critical minds and compassionate hearts.**

# INTRODUCTION TO THE RASHI SCHOOL

## The Rashi School Philosophy

We provide children the opportunity to practice essential Jewish values as they engage in educational and social experiences. These experiences build a deep appreciation of learning and encourage our children to become active lifelong learners.

### Our Program Fosters:

- Academic excellence in secular and Jewish studies;
- Proud, knowledgeable and compassionate Jewish children;
- Integration of Jewish and American values and traditions;
- Hebrew language as a gateway to our past, present and future;
- A connection to the land and people of Israel;
- Spiritual experiences and regular communal prayer;
- A caring Jewish community.

We prepare students for participation in an increasingly complex and competitive society. Students are encouraged to engage in intellectual challenges. Our integrated curriculum combines a strong program of general studies and Jewish studies, Hebrew language and the values of Jewish tradition.

As a Reform Jewish independent school, we respect each family's choices concerning religious practices. At the same time, for Rashi to have a cohesive and strong *kehillah*, we have thoughtfully developed certain customs and religious practices. We ask that families adhere to our community observance of kosher food and Shabbat. Please refer to the sections of this handbook on *Kashrut* (under Health, Wellness and Food Policies) and Religious Life for more information

Our calendar follows the Reform Movement in terms of holiday celebrations. Exclusions to this calendar are the second day of *Rosh Hashanah* and all of *Pesach*. Please refer to the section on Religious Life for more information.

## Affiliation with Reform Movement

“Reform Judaism is rooted in tradition but committed to change.” (Reform Judaism, Rabbi Charles Kroloff) As Jews we have an obligation to study the texts and traditions of our people and to observe *mitzvot* (commandments). Jewish thinking has evolved over the centuries. As Reform Jews we continue this process of education, evolution and reform. At Rashi, we enable our children to participate in this time-honored tradition of study and evolution. A Rashi education is infused with the fundamental principles of the Reform Movement:

- **Egalitarianism:** men and women have equal opportunity to study and to observe all aspects of Jewish life.
- **Informed Choice:** Individuals, families and communities make informed choices with regard to their Jewish beliefs and practices.
- **Emphasis on Social Justice:** Our curriculum emphasizes human rights for all people. Through the study and practice of *tzedek* (social justice) we teach our students to look for ways they can individually and collectively work to repair brokenness in the world.
- **The State of Israel** and the **Hebrew** language play an important role in our lives as Jewish Americans.
- The Rashi School is associated with the Union for Reform Judaism and is a charter member of PARDeS, The Progressive Association of Reform Day Schools.
- In 1996, The Rashi School participated in a project called “Day Schools for the 21<sup>st</sup> Century,” sponsored by Hebrew Union College - Jewish Institute of Religion. Participation in this project helped our community articulate our Core Values. The Core Values include: *Kavod* (Respect), *Kehillah* (Community), *Tzedek* (Social Justice), *Ruach* (Spirit) and *Limud* (Learning).

## **Nondiscriminatory Policy for Students**

The Rashi School does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

# RASHI BASICS

## Communication

### Parents with School

Open communication is central to the well-being of a school. When parents have questions or concerns, it is best practice to speak with the teacher first.

If, after speaking with your child's teacher, you still have questions, we ask that you speak with the Head of the Lower School (Heidi Chapple) or the Head of the Upper School (Glenda Speyer) or other appropriate person as indicated below.

Voice mail and e-mail are helpful to us. Our goal is to return calls and emails within 24 hours.

With a question or concern about...	Please contact...
Your child's work in a particular class	The teacher (email or voicemail)
Social issues	The teacher and Heidi Chapple (LS); Glenda Speyer or Joni Fishman (US)
Specific learning support	Janice Hirshon (LS) and Joni Fishman (US)
Learning	Amy Gold
Religious practice	Rabbi Ellen Pildis
A teacher	Heidi Chapple (LS) or Glenda Speyer (US); Amy Gold
Curriculum for math, science, language arts, social studies, Hebrew or special subjects	Amy Gold
Curriculum for Jewish Studies	Rabbi Ellen Pildis
Synagogue affiliation or family practices	Rabbi Ellen Pildis
A program or field trip	The teacher, Heidi Chapple (LS) or Glenda Speyer (US)
High school applications	Joni Fishman
Billing questions	Courtney Garcia
Transportation	Lauren Laio
Lunch program	Adrienne Freedman
Financial aid	Barbara Ross
Development opportunities	Barbara Gold

If, after talking to these people you still have questions, please contact Matt King, Head of School.

### Secure Parent Area of the website

The secure parent area of the Rashi website gives all current parents access to important information that is not accessible to the general public, including:

- Family Directory – listing all students with parents' names, home address, phone numbers, email addresses, and synagogue affiliation. The directory can be sorted by name, hometown, student grade, and synagogue.
- Staff listing – with direct link to emails.
- Bar/Bat Mitzvah calendar – listing students with upcoming Bar/Bat Mitzvahs. List can be sorted by student name, class, date of *simcha*, and location of *simcha*.
- Carpooler – allowing parents to locate Rashi families who live near them and set up carpools.

### Accessing the Secure Parent Area

All parents are sent email messages with login information and a temporary password. Go to the [www.rashi.org](http://www.rashi.org) website, click on the Parents tab, then Parent Login. Enter your email address and password. Once you log in for the first time, you may change the password to one of your choosing. If you do not remember your password or need a new password or assistance with logging in, please contact [webmanager@rashi.org](mailto:webmanager@rashi.org).

### Managing Your Account

Parents can update their family information by clicking on the Manage Account link. You can change your address, phone, and email, and enter or change Bar/Bat Mitzvah information. Once you make a change, the information will automatically be sent to the school office.

We trust that parents will respect the confidentiality of information in the secure parent area and not share it with anyone who is not a current Rashi parent. Thank you.

### School with Parents

Daf Keshet:

Rashi's weekly parent newsletter is a vital communications vehicle for the school. We encourage all parents to read it on a regular basis. It is sent via Constant Contact to all Rashi families as an email. *Daf Keshet* is also posted on the [www.rashi.org](http://www.rashi.org) website in the News & Events section. It is the primary form of communication from the school to families about your child's school experience and it is essential that you read it.

Classroom:

Kindergarten through grade 5 teachers create a classroom newsletter that can be found as a link on the *Daf Keshet* site.

Photographs and recordings are for personal use only. Use of the material for other purposes must be with the consent of Linda Silverstein, Communications Manager. Rashi email and website are for school use only.

### **School Hours**

Classroom instruction begins at 8:00 a.m. and students are dismissed at 3:00 p.m. Please see Arrival and Dismissal Procedures sections for more detailed information.

### **Attendance/Absences/Lateness**

Please be sure to call the main office at 617-969-4444 when your child is absent. Failure to do so will result in our calling you.

Unless a student is ill, it is important that he or she attend school every day. If a student is late for school, he/she **must** check in at the security desk. Irregular attendance is unsettling to the student's learning and to the class. We strongly discourage families from taking vacations during the time that school is in session. If a vacation is unavoidable during scheduled school time, parents should contact their child's classroom teachers at least two weeks prior to the planned absence.

Sometimes students are unexpectedly absent for extended periods of time due to illness or family emergencies. In these cases, parents should contact the classroom teacher regarding the length and the reason for the absence. Please note that in cases of unexpected and unavoidable absences, the classroom teacher will work with the parents and the student to ensure a smooth transition back into the classroom. Upon their return, students will be given ample time to complete any missed work and the teacher will assist the family in thinking about how to close the gaps left by the absence.

### **Holidays**

#### American Holiday Celebrations

At Rashi we learn about our American heritage through formal study as well as by celebrating many American holidays. We create education programs around Columbus Day, Thanksgiving, Martin Luther King, Jr. Day, Presidents' Weekend, Patriots' Day, Mother's and Father's Days and Memorial Day. We do not celebrate or observe Halloween, Christmas, Valentine's Day or Easter during the school day or in our curriculum.

#### Jewish Holidays—Second Day Observances

The Rashi calendar generally follows that of the Reform Movement, however, we are closed for two days on Rosh Hashanah and eight days of Pesach. We are closed for only one day on Sukkot, Simchat Torah and Shavuot. If a holy day (second day observation) falls during the school week, no tests are given. No special projects or assignments are due or given and no field trips are scheduled. Students are responsible for the schoolwork missed, but they will not be penalized for their absences.

### **Change in Afternoon Plans/After School Play Dates**

If your child has a play date after school that necessitates a change in his/her carpool or pick-up schedule, parents must send a note informing the teacher of the change. Please be sure to include your child's full name, the date and your signature. Any changes to your child's schedule must be received by 1:00 p.m. Students may not make phone calls during the school day to arrange play dates. If a friend will ride the bus with your child you must contact the main office, in writing, at least one day prior.

## **Snow Days/Delayed Start**

Rashi bases its snow cancellations on many factors including the road conditions in the communities from which students and staff come. In case of snow, Rashi school closings are announced on WHDH-TV Channel 7, WCVB-TV Channel 5, WBZ-TV Channel 4, WFXT-TV Fox 25, and through our parent email list. We do not operate a school-initiated phone chain for parents.

Occasionally it is necessary to delay the opening of school. Please listen carefully to school announcements on the radio or television during inclement weather. Again, a notice will be posted over email if the opening of school is going to be delayed. We know that such delays are disruptive to everyone and request that you make every effort to bring your children at the announced time.

In the case of storms that develop during the day, we try to keep the school open and will only close under emergency circumstances. If this should occur, the school will contact parents via email and an announcement will be placed with the media outlets listed above. **Please do not call the school to ask if there will be an early dismissal.** Afterschool may be canceled when weather conditions are poor. If this is the case, you will need to make arrangements to pick up your child at regular dismissal time (3:00 p.m.) in order to ensure the safety of the children and staff.

Certain extreme circumstances may necessitate the complete evacuation of our building. We have made arrangements with NewBridge on the Charles across from our building. In such circumstances, we will contact parents or emergency contact people with further instructions. Please make sure that we always have up-to-date contact information for you and your emergency contacts.

## **Safety and Security**

(To be added)

## **Visitor Policy**

### Student Visitors

There are three types of student visitors who generally wish to visit during school hours (8:00 a.m. – 3:00 p.m.):

- 1) Prospective Students – Visits to Rashi by prospective students must be arranged through the Director of Admissions and Marketing.
- 2) Former Rashi Students – Former Rashi students who are not prospective students are permitted to visit the school during lunch and recess hours only. The student must have prior approval from either the Head of the Lower School or the Head of the Upper School.
- 3) Out of Town Visitors – Out of town visitors who are not prospective students must have prior approval from either the Head of the Lower School or the Head of the Upper School.

### Parent/Adult Visitors

Parent involvement is welcome at Rashi. We are delighted when parents and special friends come to school as guest teachers or to attend a special program or performance. Please remember that Rashi is a learning environment designed for the students. Although students are often delighted to see their younger siblings at school, younger siblings may be disruptive to the learning environment. Teachers will notify families when it is appropriate to bring younger siblings to a school program. Please feel free to call the classroom teacher or the Head of the Lower School or the Head of the Upper School if you are uncertain as to whether you may bring younger siblings for a particular event. Unless there is an entire class or school program, visitors must check in at the security desk before going to a classroom.

## **Lost and Found**

The lost and found is located on the Lower Level of the building. Please check the lost and found regularly for items your child may have left at school. To avoid the loss of clothing, please label all clothes.

## **Pets**

Out of respect for members of our community who have allergies, do not bring pets into the school building at any time. Under certain circumstances, and with prior permission, an animal may be brought in for a special visit.

## **RASHI BUSINESS**

### **Forms**

These forms must be returned to the school office before school opens:

- Parent Information and Field Trip Permission Form;
- Standing Medication Permission Form (Tylenol/Advil);
- Immunization Record from physician;
- Physical Examination Form signed by physician (for exam done within the last 12 months);
- Student Health and Emergency Information Form.

Please keep address, phone numbers, email addresses and other information up to date by accessing the secure parent area of the website (see page 8).

### **Financial Aid**

Financial aid is allocated with consideration for the needs of the family and Rashi as a whole. Rashi follows guidelines established by the National Association of Independent Schools (NAIS) and also considers extenuating circumstances that may not be reflected in standardized tuition assistance application forms. The family of every Rashi student will receive information about the financial aid application process in the annual re-enrollment package.

### **Donating to Rashi**

As a private Jewish independent school, Rashi relies on the generosity of parents, grandparents, alumni and the general community to enable us to provide the very best possible education for your children. When you are asked to support the Parents' Annual Campaign through various opportunities, we hope that you will give as generously as circumstances allow. Rashi also seeks support for our new building through the Capital Campaign, for our nascent endowment fund, and for restricted gifts that support an area of interest to the donor such as our eighth grade trip to Israel or professional development for our faculty. For additional information, please contact Barbara Gold, Director of Development at 617-969-4444, x7308, or stop by her office on the first floor, Suite 114.

## GETTING TO AND FROM SCHOOL

### Arrival

All students are to be dropped off at the front of the school. You may park in the lot to walk your child(ren) into school. The playground is off limits at the start of the school day.

Children should arrive at school between 7:30 am and 7:50 am. There is supervision for K-5 children arriving at school between 7:30 and 7:50 a.m. in the gym. Middle school students may congregate in the middle school commons, but must be in their advisories by 8:00 am. Teachers will open classroom doors at 7:50 am.

Classroom instruction begins promptly at 8:00 am., and it is important that students are in their classrooms at that time. Should your child arrive after 8:05 am., s/he **must** sign in at the security desk. This will allow us to keep accurate attendance as well as to update the daily bus schedules. Absences are posted on report cards.

### Dismissal Procedures

At the beginning of the school year, you will inform your child's teacher what s/he will do at the end of each school day (bus, Afterschool, individual pick-up, carpool, etc.). Any changes to your child's regular dismissal plan should be made in writing and with as much notice as possible. In the case of a last minute change in dismissal plans, please call the main office. **Do not leave dismissal instructions on voice mail.** Please make sure you notify us of any changes before 1:00 pm to allow enough time to notify your child and his/her teacher.

#### Dismissal and Pick-up:

Dismissal is at 3:00 pm. Students in grades K-5 who take a bus home or who participate in the afterschool program will be escorted by a staff member. Bus riders will check in with their bus monitor and will be escorted outside to the buses when ready. Afterschool students will have snack and then go on to other activities. Parents (or others) who are picking up K-5 students may proceed to the classrooms at 3:00 p.m. when the doors to the classroom wings will be opened. Please do not "hang out" outside your child's classroom prior to 3:00 p.m., as it can be quite disruptive to the end of the day process in the class. If you are picking up students from K-2 and students from other grades, we suggest that you have the older students go to the first floor classrooms (K-2) and meet you there. Middle school students are given the personal responsibility of leaving on their own. Middle school staff members, and others, help supervise this process.

Please remember that we are all responsible for our students' safety during dismissal. Please use extreme caution while driving in the parking lot and refrain from talking on cell phones. Please park in designated parking spaces only.

Students not picked up by 3:10 pm will automatically be admitted to the Afterschool Program and parents will be billed accordingly.

#### Early Pick-Up:

Should you need us to dismiss your child early, you must notify your child's teacher in writing, indicating the time that you will be picking up your child so that we can arrange for your child to be waiting for you in the front lobby. Do not go directly to your child's classroom for early dismissal.

### Carpooler Program

Please contact the business office.

### Bus Transportation

Please contact the business office.

# HEALTH, WELLNESS AND FOOD POLICIES

## **Health Information**

The school nurse, Mary Beth Stone, is available from 8:00 am–3:00 pm. Her responsibilities include medication administration, administering first aid and overseeing the health needs of all students. Children who are in school are expected to take part in all activities.

### Physical Examinations

All students are required to have a copy of a current physical exam (within the last 12 months) and immunization record on file in the health office prior to the first day of school. In order for a student to participate in the interscholastic sports program, he/she **must** have a copy of a current physical exam on file. Please check with your child's physician before the start of school to be sure that physical exams and immunizations are up to date.

### Medications

Quite often it is necessary for students to receive prescription and certain over the counter medications while at school. We have *STANDING ORDERS* to administer acetaminophen, ibuprofen and Benadryl. **ALL OTHER MEDICATIONS** that require administration during school hours must be accompanied by a physician's order form. This form is available on the Parent section of the Rashi website.

To ensure safety and effective monitoring of unauthorized medications or drugs, students may not carry or self-administer any medications during the school day. There are circumstances when exceptions can be made, such as inhalers for treatment of asthma. These individual situations should be discussed with the school nurse.

Any medication taken during school hours must be left with the school nurse in its original pharmacy container labeled with the student's name, doctor's name, name of the drug, dosage and time to be administered.

### Allergies/Anaphylaxis Policy

Rashi works in partnership with parents of children with food and other allergies to reduce the risk of an anaphylactic reaction. Teachers and administrative personnel re-learn each August how to use an Epi-Pen and how to recognize the symptoms of an anaphylactic reaction.

### Medical Equipment

There are times when students, due to injury or other medical situations, require the use of medical equipment or assistive devices while in school. While this is usually a temporary situation, it involves restriction of certain physical activities and limits the student's ability to participate in physical education and recess.

The use of medical equipment in school poses a safety concern for students and staff. To ensure your child's safety here at Rashi, it is our policy that any student who is in need of medical equipment while at school must have a note signed by his/her physician. The note will include documentation of need for medical equipment, estimated length of time equipment is necessary and any activity restrictions/limitations.

### Head Lice Policy

Pediculosis is a common problem in school-aged children that poses no real health risk to the population. However, we understand how much of a nuisance head lice can be and how much anxiety is caused among parents of children with head lice.

At Rashi our goal is to minimize the disruption of education by educating parents and students on proper identification and elimination of head lice as quickly as possible. If a student is found to have evidence of head lice infestation, their parents will be notified and the student must be picked up immediately. Upon dismissal, the school nurse will provide the parent/ guardian with further information about the management and treatment of head lice. After the treatment, the child may return to school with a parent/guardian. The student must be checked by the school nurse before re-entering the classroom.

While data does not support school exclusion for nits, a "no nit" policy may be instituted by the school nurse in the case of a persistent infestation or evidence of lack of treatment.

Parents must tell the school nurse if their child has head lice and what treatment option was chosen – chemical or non-chemical.

While parents have the primary responsibility for the detection and treatment of head lice, we will work in a collaborative manner to assist all families to manage head lice effectively.

More information about our pediculosis policy and procedure and treatment suggestions can be found on the Rashi website in the health section.

### **School Attendance Guidelines: (When should you keep your child home from school?)**

Listed below are school attendance guidelines pertaining to some of the more commonly occurring illnesses. These are only guidelines; every situation is different. Please call Mary Beth in the Health Office (ext. 7337) if you have concerns about sending your child to school.

**Fever:** Any temperature greater than 100°F is considered a fever. Children must be fever-free for 24 hours without using fever reducing medications (Tylenol, Motrin, Advil) in order to return to school. This rule applies even if the underlying cause of the fever is non-infectious, such as middle ear infections, bronchitis, urinary tract infections, etc. Children with a fever do not usually feel well enough to participate in school activities. It is recommended that they be given 24 hours to recover from the fever before returning to school.

Please note that a child who exhibits symptoms of illness without a fever may be sent home if the nurse feels this is in the best interest of the child or the child's classmates.

**Colds:** Children with an upper respiratory infection without a fever may attend school if they feel well enough to do so. It is helpful in preventing the spread of illness if children learn to cough or sneeze into their sleeve or use tissues to cover sneezes and coughs, and wash hands after contact with secretions.

**Infections:** Any child who has been on antibiotic therapy for 24 hours is no longer considered infectious and may return to school. This includes infections of the eye, nose, skin, and strep infections. (Pink eye is the exception because not all doctors treat this condition, so the doctor or nurse will decide if exclusion is necessary to protect others from being contaminated.)

**Diarrhea:** Children with diarrhea should remain home until they are symptom free for 24 hours. The only exception is if the diarrhea is the result of a chronic condition; then a note from the doctor is needed indicating that the diarrhea is not infectious.

**Vomiting:** A child who has vomited the evening before or in the morning before school should remain home for that day.

**Common Childhood Diseases:** Children diagnosed with chicken pox, measles, or any other known untreatable contagious disease must be kept home until they are no longer contagious. For most common childhood diseases, the period of contagion is known. Consult your physician /nurse for information.

**Medications:** If your child is on medications at home but not at school, please let Mary Beth, the school nurse, know. Many medications cause unusual or undesirable side effects that can be mistaken for other problems.

**Call the school:** It is important to call the main office if your child is going to be absent. You may be asked about the nature of your child's illness and the expected duration of absence from school. If it becomes clear that your child will be away from school for longer than expected, telephone the school to explain any changes as soon as possible.

### **Fitness & Health Program**

The purpose of the Fitness & Health Program is to provide learning opportunities for students to develop skills, knowledge and confidence, preparing them for life-long physical activity filled with enjoyment, fulfillment, self-expression and /or social interaction.

- Kindergarten and first grade students attend four 25-minute Fitness & Health classes per week
- 2nd – 4th grade students attend two 50-minute Fitness & Health classes per week
- 5th – 8th grade students attend one 50-minute Fitness & Health class and one 50-minute fitness elective each week

### ***Kashrut Policy***

A Rashi education helps each student cultivate a personal understanding of Judaism and make decisions as to how to incorporate Jewish practice into his or her life. At the same time Rashi takes equal pride in creating an atmosphere of

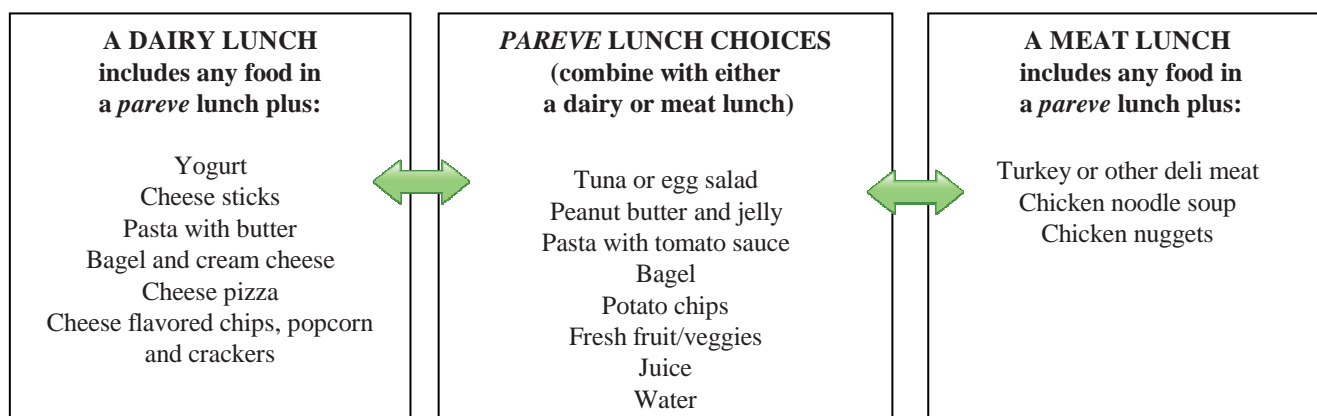
community where people of any background feel respected and comfortable. Rashi's Community Kashrut Policy strives to balance a healthy respect for diversity on the one hand, with a desire to share and break bread together as a community on the other.

Community Kashrut Policy - Food Provided by Families (Pot Luck)

Community food must be dairy or pareve. Food may not contain any animal fat or lard. These food items do not necessarily display a *hekhsher* (special marking) but ingredients should be carefully noted.

- At all community events, organizers are asked to include some clearly marked *hekhshered* food (or food not requiring a *hekhsher* such as whole fruit) for those who choose to eat only such items. Please use new disposable utensils and plates when serving these items.
- You are welcome to share dairy or *pareve* food cooked at home.
- Pork or shellfish should not be served at any Rashi event.

Please be sensitive to the *kashrut* customs of Rashi families when inviting them to your own events.



Community Kashrut Policy - Food Provided by the School

- Food that is provided by the teacher or the school will be either dairy or *pareve*.
- Food provided to students at school-sponsored events outside of the school building may be from non-kosher vendors as long as the food is dairy or *pareve*. Parents and students will be notified in writing of these arrangements along with notification of the activity.

PLEASE NOTE: *Yachad* sponsored optional lunch items such as "Pizza Thursday" pizza do not contain any animal fat or lard. These items do not necessarily contain a *hekhsher*.

*Basic definitions as used in the Rashi Kashrut Policy:*

*Hekhsher*: A certification that a food is kosher. A variety of symbols are used depending on the rabbinical authority responsible for certification. Some of the most common are:



Kosher food that does not require a *hekhsher*: Fresh whole fruits and vegetables and nuts.

Dairy\* (*milchig*): Foods prepared with milk or milk by-products. For example: cheese, cream, butter, caffeine, and whey.

*Pareve* \*(neither meat nor milk): This category includes fish, eggs, flour, rice, fruits, vegetables and other grains, i.e., everything other than milk, meat or poultry.

\*At Rashi dairy or *pareve* foods do not need to have a *hekhsher*, but may not contain meat or meat by-products. In following the policy please ensure that prepared dairy or *pareve* foods contain no meat products by:

- a) Buying food with a *hekhsher*;
- b) Buying from a kosher bakery or store. A list of *hekhshered* bakeries, restaurants, caterers and products is available from the Jewish Studies Director;
- c) Using no meat products in home-cooked foods; or
- d) Carefully reading the list of ingredients. In particular watch out for animal fat or lard in baked goods or snack foods.

## Packing Lunch for School

### Lunch and Snack Kashrut Policy - Food Provided by Families

Rashi is kosher-style. Lunches need to be either dairy, meat or pareve (neither milk nor meat). Please do not mix meat with dairy and do not send pork or shellfish to school. If you have questions regarding what is considered parve (neither milk nor meat) or what is kosher, please contact the school Rabbi.

**Kosher-Style Lunch Guide:** *The following items are dairy and should not be eaten with a meat lunch (deli meat): yogurt, cheese sticks, butter, cheese flavored snacks (chips, popcorn, crackers such as Doritos, Cheez-its, Smart Food, cheddar-flavored Goldfish), milk, cream cheese, and pizza.*

	Items to include in a dairy lunch	Items to include in a meat lunch	Pareve – neither meat nor dairy
Turkey or other deli meat		✓	
Tuna or egg salad	✓	✓	✓
Chicken noodle soup		✓	
Chicken nuggets		✓	
Peanut butter and jelly sandwich	✓	✓	✓
Yogurt	✓		
Cheese sticks	✓		
Pasta with tomato sauce	✓	✓	✓
Pasta with butter	✓		
Bagel	✓	✓	✓
Bagel and cream cheese	✓		
Cheese Pizza	✓		
Potato chips	✓	✓	✓
Fresh fruit/veggies	✓	✓	✓
Cheese-flavored chips, popcorn, crackers (e.g., Doritos, Cheez-its, Smart Food, cheddar-flavored Goldfish)	✓		
Milk	✓		
Juice	✓	✓	✓
Water	✓	✓	✓
Milk chocolate	✓		

We encourage healthy choices such as fresh fruits and vegetables and try to limit food such as candy, soda and other foods high in sugar and fat. **The following items are not permissible at school: pork products such as ham, sausage, pepperoni and bacon as well as shellfish such as shrimp, crab and lobster.**

## School Lunch for Purchase

Please see the website for the monthly order forms.

## Pizza Thursday

Pizza Thursday is a fundraising program sponsored by Yachad. Every week a pizza lunch including a drink and a dessert is distributed to those students who have ordered and paid for it in advance. Please note that while only cheese pizza is served, the pizza is not from a kosher restaurant.

## Challah

Yachad, the Parent Organization, sells challah as a fundraising project. There will be only one opportunity to order during the year. The order form is on the Rashi website. Buying challah is optional. If you do order a challah, it will be sent home with

your child on Fridays.

## Birthday Celebrations

**In School:** Students are invited to celebrate their birthdays in school. Each classroom teacher has his/her own guidelines for school birthday celebrations. **Please note that no food will be involved in birthday celebrations.** Feel free to speak to your child's classroom teacher about how to celebrate your child's birthday in the classroom; perhaps buy a book or game for the class in honor of your child's birthday.

**At Home:** Although birthday parties are a home event, we ask you to remember that your family is part of the Rashi community. We work hard to create a positive classroom community for every child. Please join us in our efforts to create a *kehillah*, a positive and respectful community, by:

- Respecting *Shabbat* by scheduling a child's party on a day other than Saturday (*Shabbat*) to ensure that religious observance will not prevent a classmate from attending the party and to ensure that the teachings of our Reform Jewish day school are modeled at home for all of our children to see and observe.
- Considering *kashrut* when planning your child's birthday party to ensure that every child attending the *simcha* (celebration) will be able to partake.
- Sending invitations by US Postal Service or other appropriate means. No invitations should be brought to school for distribution.
- Remembering that children often discuss parties before and after the event and that excluding just a few of your child's classmates from the party is disruptive to the classroom community.

## Recycling/Conservation

Preserving our resources is both a Jewish value and an environmental priority. To that end, we consume our resources carefully and pack mindfully with the goal of disposing of less and reusing more.

We recommend the following suggestions for packing a litterless lunch.

- Pack sandwiches and main dishes in a reusable lunch container.
- Pack fresh fruit and vegetables in a reusable container.
- Pack reusable utensils.
- Pour drinks into thermoses or other reusable bottles.
- Bring a reusable lunchbox.
- To maximize recycling, pour yogurt, pudding, etc., from the container at home into a reusable container for school.
- Use reusable water bottles.

# EXPECTATIONS FOR STUDENTS

## Student Behavior Expectations

Derekh Eretz

Our rabbis teach us that *derekh erez* preceded Torah (Lev. Rabbah 9:3). *Derekh Eretz*, the way of the world, is how we conduct ourselves as individuals and in our communities. At Rashi, our core values of *Kehillah*, *Limud*, *Ruach*, *Tzedek* and *Kavod*, guide our behavior. Our five Rules will help clarify the behavioral expectations of our students.

**Remember, choose words and actions with care.**  
**Acept responsibility for choices.**  
**Someone speaks: look, listen, and respond.**  
**Hallways: walk quietly and respectfully.**  
**In school, protect the safety and property of all.**

The following behaviors will not be tolerated:

- Bullying as defined by the Massachusetts Anti-Bullying Bill passed on April 29, 2010: *“Bullying,” the repeated 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.”*
- Lying
- Cheating
- Plagiarizing
- Defacing or damaging school property
- Stealing
- Acting or speaking abusively
- Excessive tardiness
- Truancy
- Illegal use of substances or possession of weapons

### Consequences of Behavioral Infractions

Being a member of a *kehillah* comes with privileges and responsibilities. When a student’s behavior is inappropriate, privileges may be revoked. At the discretion of the professional staff, there is a policy of progressive discipline with consequences for behavioral infractions that might include up to, but not exclusively:

#### In Class (assigned by the teacher)

- Loss of a privilege (choice time, reading a favorite book)
- Task to “make it right” (write a letter of apology, complete the task again correctly, clean up a relevant space, complete a related task)
- Time out
- Lunch and/or recess detention

#### Outside of the Classroom (assigned by a school administrator)

- In-school time out (in the main office)
- Task to “make it right”
- Student calls parent to explain behavior
- Student may be asked to leave for a day, particularly in cases of physical aggression
- Student may lose privileges of attending a school social event, program, or activity
- Student may be asked to leave the school permanently

## **Dress**

Students are expected to dress appropriately for school and school sponsored events. Hats and jackets should not be worn during the school day in the lower school (K-5). It is a privilege for middle school students to wear hats in school. Clothes with references to drugs, alcohol or sex or which contain derogatory or provocative illustrations or words are inappropriate as is clothing that exposes a student’s underwear or midriff. Sneakers (no black soles) are required for gym and recess. For safety reasons, students should not wear flip-flops.

## **Backpacks**

Students must have backpacks that fit into their cubbies or lockers. Kindergarten cubbies measure 14” wide, 29” high and 13” deep. Lockers in grades 1-8 measure 12” wide, 28” high and 14” deep.

## **Electronic Devices**

Electronic devices (MP3 players, iPods, cell phones) may be used on the bus, prior to school, following school and at other times outside the school hours of 8:00 a.m. and 3:00 p.m. Students must place these items in their lockers during school

hours and will be reminded of this by their teachers.

## **Toys at Rashi**

### **Students may not bring toy guns or toy weapons to school.**

Students may not bring toys to school unless they are being used as part of an educational or programmatic experience and a teacher makes a request to parents in writing. This includes toys that involve trading. Trading cards require negotiation skills that are beyond the developmental level of elementary school students. Unsupervised trading creates issues that permeate the social and educational lives of the students. The only exception is electronic games for students to use during their bus ride. Once at school, students must place these items in their lockers.

## **ACADEMICS**

### **Curriculum Map**

Our curriculum map is a framework that outlines the excellence in our six core subject areas (language arts, Hebrew, math, science, Jewish studies, social studies) and special subjects. In each subject area, we have defined enduring understandings that our graduates will take away with them. In our work, we consulted national and state standards, the curricula of the high schools that we feed into, and outside experts. This is a living document that will change over time as new advances are made in education and as we redefine our curriculum using the support of the CJP Grant for Day School Excellence. The Curriculum Map is updated annually as changes are made. The same Curriculum Standards in the Curriculum Map are on the report cards. We have a cyclical curriculum review that periodically takes a fresh look at areas and results in continuous strengthening of the curriculum.

### **Homework**

The assignment of homework presents opportunities for reinforcing, extending and enhancing classroom learning, developing responsible, independent work habits and strengthening the parent-school partnership.

We consider homework a significant, contributing factor towards the accomplishment of academic goals; we rely on parents to support us in this area. Should you feel that your child is spending an inordinate amount of time on assignments, please feel free to discuss the situation with your child's teacher. If a student develops a pattern of not handing in homework assignments, parents will be contacted.

Consistent with this view, homework is assigned in grades 1 through 8. Time spent on homework will naturally vary across grade levels and students; teachers raise expectations and children gain efficiency as the year progresses. At the Back-to-School Night, teachers in each grade will present specific homework guidelines, including time expectations, for general studies, Jewish studies and Hebrew assignments.

### **SUGGESTED HOMEWORK TIME FRAMES**

Note: these time frames include independent reading.

Grade 1	20-30 minutes per day, 2-4 days per week
Grade 2	45 minutes per day, 4 days per week

Note: these time frames do not include independent reading.

Grade 3	not to exceed 60 minutes per day including Hebrew, 4 days per week
Grade 4	not to exceed 75 minutes per day including Hebrew and assigned reading 5 days per week
Grade 5	not to exceed 90 minutes per day including Hebrew and assigned reading, 5 days per week
Grade 6	120 minutes per day, 5 days per week
Grade 7	150 minutes per day, 5 days per week
Grade 8	150 minutes per day, 5 days per week

## **Block Schedule**

The daily schedule is a block schedule. Each day is broken into eight 50-minute blocks. Seven of these blocks are academic teaching periods; the additional block is used for recess and lunch and is in the middle of the day. There is passing time between the blocks. Our block schedule allows teaching specialists to work with all of the different students in the school. Our block schedule also allows us to explore all of our seven core subject areas and master our learning objectives.

## **Class Placement**

Decisions about class placement are made in consultation with teachers, learning specialists and administrators who bring expertise and knowledge about your children. This process balances gender, academic achievement, student relationships and class size. Each year classes are regrouped so children get to know and learn with everyone in their grade. Student information regarding class placement will be solicited in the spring. The final decision about class placement rests with the school administration. Families will be informed of class assignment in the summer.

## **Parental Overrides of Teachers' Math Level Recommendations in Middle School**

Placement decisions are based on reliable data gathered during the year, including: scores on quizzes and tests, completed homework, whether or not students ask questions when they don't understand content, the nature of these questions, the nature of students' classroom behavior and mathematical persistence, and ERB scores. Information shared by other teachers, such as learning support teachers, is also considered. Parents are informed of placement decisions at the end of one school year for the following year by the child's teacher.

Occasionally, parents disagree with the placement decision. In this case, parents should first discuss the placement with the teacher. Based on this discussion, parents may decide to override the teacher's decision. To do this, the parents meet with the Upper School Head to discuss the merits of the situation. To ensure all parties understand the potential consequences of an override, we ask that parents agree in writing that their child will:

- complete all or nearly all of assigned work;
- ask questions, either in class or during help sessions, when a concept is not understood;
- maintain an average test or quiz grade of 80% or higher for the remainder of the school year.

If all these requirements are met, the student will remain in that level math class for the following year. If the requirements are not met, the student will be placed into the originally recommended math level. Families may override only once during their child's three years in middle school.

## **Parental Overrides of Teachers' Hebrew Language Level Recommendations in Middle School**

Placement decisions are based on reliable data gathered during the school year, including: scores on quizzes and tests, completed homework, whether or not students ask questions when they don't understand content, the nature of these questions, the nature of students' classroom behavior and Hebrew language persistence. Information shared by other teachers, such as learning support teachers, is also considered. Parents are informed of placement decisions at the end of the school year for the following year by the child's teacher if a change of level is suggested.

Occasionally, parents disagree with the teacher's placement decision. In this case, parents should first discuss the placement with the teacher. Based on this discussion, the parents may decide to override the teacher's decision. To do this, the parents meet with the Director of Curriculum and Instruction to discuss the merits of the situation. To ensure all parties understand the potential consequences of an override, we ask that parents agree in writing that their child will:

- complete all or nearly all of assigned work;
- ask questions, either in class or during help sessions, when they don't understand a concept;
- maintain an average test or quiz grade of 80% or higher for the remainder of the school year.

If all of these requirements are met, the student will remain in that level Hebrew language class for the following year. If these requirements are not met, the student will be placed into the originally recommended Hebrew language level. Families may override only once during their six years in the grades that have leveled Hebrew classes.

## **Library**

Students learn information literacy skills during their weekly classes in the library. In research, students become familiar with

nonfiction and reference print as well as with electronic resources including pre-selected websites through the catalog and online databases. Students will be able to locate, evaluate, synthesize and apply information while being cognizant of the ethical use of resources. Additionally, students develop an appreciation of literature as they select from the library's extensive free reading options. In gaining confidence and attaining success in their library experience, students will develop into competent, lifelong learners.

## **Learning Support**

The purpose of learning support services is:

- to enable all students to access the curriculum, to learn the tools and skills that they need to be successful at Rashi and at their next school, and to be confident and resilient learners.
- to provide support for students who need an individualized approach.
- to provide resources to classroom teachers regarding pedagogy, differentiated curriculum and instruction, and accommodations and modifications.
- to educate parents about how to partner with the school so that their children become successful, independent learners.

There are numerous resources available for students who need learning support. We have six learning specialists on staff to support students in reading, writing, spelling, math, organizational skills, and subject-area learning.

Additionally, we have a Learning Team which meets with parents to discuss and plan accommodations for students' learning. Learning Team members include the director of curriculum and instruction, the school rabbi and the school psychologist. Teachers, administrators, parents, learning specialists, and outside consultants are invited to these meetings to create a plan to best meet students' needs.

Parent concerns regarding student learning should be brought to the attention of a classroom teacher who will in turn speak with one of the members of the learning team. Should a parent wish to seek educational or psychological testing, we can assist with the process through the child's local public school or private service provider. The school psychologist will provide parents with forms to bring to a tester. Plans will be developed to address any issues that arise from the testing. Test results are kept in a confidential student file located in the school psychologist's and Director of Curriculum and Instruction's offices.

The school also partners with Gateways, a Jewish organization which provides learning support to students both in and outside the classroom. Parents may contact them directly and we are happy to work with their service providers.

To ensure a student's success, we strongly recommend that all services, even those received outside of school, be coordinated with the student's school program. We encourage tutors to work closely with classroom teachers and communicate regularly with the special needs staff at the school. Parents must speak to the head of the upper or lower school to arrange for a private tutor to work with a student after school hours.

## **School Psychologist**

We have a part time psychologist on the faculty, Dr. Meredith Cohen. Her major responsibility is to serve on the Learning Team and to support teachers and families. Parents may be contacted by the school psychologist to discuss an issue. Parents may also be referred by a school administrator to our school psychologist.

## **Conferences and Report Cards**

Parent-teacher conferences are scheduled for all grades in the fall (November 10-11, 2010) and the spring (March 28-29, 2011). Kindergarten has two fall conferences and one spring conference. Conferences are an important means of communication between home and school. Classroom teachers and specialists are available to meet with parents on conference days. We expect parents to attend these conferences.

Approximately two weeks prior to conference days, you will receive the entire conference schedule for your child(ren)'s classes. If your assigned time is inconvenient for you, please change with another family. Please notify the office if you have difficulty making other arrangements, or if you have made any changes in a teacher's conference schedule.

Report cards are issued in January and June. Report cards are wonderful tools to assess student progress. In addition, teachers will communicate regularly with parents through phone calls, email, the weekly newsletter and, if necessary, additional conferences. If you would like to speak with your child's teacher, please contact her/him via email. Teachers will

respond within one school day.

### **Back-to-School Night**

Back-to-School Night (September 22 for K-5 and September 27 for middle school,) is an opportunity for parents to learn about curriculum and classroom procedures. Back-to-School Night is a parent-only program which all parents are strongly encouraged to attend. In order that teachers and administrators can focus on answering your questions and speaking about our program on an adult level, students and siblings do not attend. Please note that this is not a time to discuss an individual student's progress. If you have specific academic concerns about your child, please call the teacher and schedule a conference.

### **Teaching Assistants**

Throughout grades K-5 we have teaching assistants, who are supervised by the classroom teachers. They range from recent college graduates to experienced, certified teachers with advanced degrees. Rashi is a professional development school in the sense that the next generation of Jewish day school teachers are training here and we have a strong partnership with Brandeis University. We have three students from the Developing Leadership through Teaching (DeLeT) program at Brandeis as assistants with their mentor teacher being the lead teachers in those classrooms. Those teaching assistants also have field instructors from Brandeis who inform, support and evaluate their work.

### **Teacher Induction**

We are mindful that teaching is complex work and faculty who are new in their roles and new to Rashi need support to be successful. With this in mind, induction of new faculty takes the form of both close supervision as well as mentoring. Most new faculty is paired with a mentor who has experience in the grade or discipline of that particular teacher. Some of the topics that the mentors and supervisors address with new faculty are:

- ✓ School culture,
- ✓ Flow of the year
- ✓ Curriculum planning
- ✓ Classroom routines and management.

The mentoring and supervision is framed within the Rashi Teaching Standards.

### **Student Leadership**

Our middle school encourages and enlists the support of our students in improving the policies and procedures in our community. All students are welcome to join the Student Leadership Team known as the Knesset. The only requirement for participation is commitment to regular attendance.

The dean of students serves as a faculty advisor to the Knesset. Middle school students elect officers every spring for the following school year.

It is the responsibility of the Knesset to discuss the policies and procedures of the middle school and to make recommendations to the Head of School, all in consultation and with feedback from their classmates.

### **Standardized Testing**

We administer the Educational Records Bureau (ERB) CTP IV test to students in grades three through eight each spring. The results of the tests are used to assess classroom curricula and performance at each grade level and over time. Test results for students in grades four through eight are included in academic folders. Results from third grade students are for internal purposes only; they are not included as part of any permanent record.

### **Computer Use**

Members of the Rashi community are responsible for their behavior on the school computer networks, just as they are in the classrooms and hallways. While we have taken precautions to screen students from offensive and inappropriate material they may find on the Internet, it is impossible to block every site from view. Please note that computers are only for student and staff use and only during school hours. Students must be supervised by staff members when using computers at school.

As the network is an extension of the school, our schoolwide Derech Eretz policy applies to the use of our school computers

and networks. We take the use of computers and the Internet very seriously. Periodically, during the year, teachers will discuss responsible, safe and ethical computer use. (See Appendix I for details on Computer Use Policy.)

## RELIGIOUS LIFE

### **Jewish Community**

Our students come from a wide variety of Jewish backgrounds. We respect the varied religious backgrounds and beliefs of our students and their families. Children and parents are always welcome to discuss religious ideas and to ask questions that stem from other religious traditions. The focus of our program is our connection to our Jewish heritage.

Our tradition places great value on community. We encourage Rashi families to affiliate with synagogues and chavurot and we will do what we can to help our families make a connection to a supportive local religious community. Rabbis, cantors and educators from the Boston area visit our school and work with our children in a variety of ways.

### **Interfaith Families at Rashi**

Our goal is to teach students and families to embrace the joy of living a Jewish life. We believe that understanding Jewish practices and observances will help families chart a spiritual path that has integrity and meaning for them. We welcome and embrace interfaith families. There is no right way to observe Judaism. Our aim is to teach Judaism. As a Reform Jewish Independent School, we share with students different customs, laws and understandings of Jewish culture and observance. How a family practices is a personal decision, aside from our communal observances.

### ***Kabbalat Shabbat (Welcoming Shabbat)***

On Friday afternoons, grades K-5 welcome Shabbat with song from 2:15-2:45 pm. Parents and siblings are welcome. We encourage families to sit with their children. We ask parents to model the courteous and attentive behavior we expect from children. Middle school students welcome Shabbat as a community during the same time block on Fridays. At various times during the school year we gather the entire school together for *Kabbalat Shabbat*.

### ***Bar/Bat Mitzvah***

Bar/Bat Mitzvah is an integral part of a student's middle school experience. It is an exciting time as students prepare for and celebrate their *Bar/Bat Mitzvah* in their congregations and with their Rashi *kehillah*. We strongly encourage students and their families to affiliate with a congregation well before the *Bar/Bat Mitzvah* year.

Rashi maintains lists of *B'nai Mitzvah* dates beginning in fourth grade. These lists are sent out periodically keeping families informed as to which dates remain available. Should a conflict arise, the School Rabbi and other staff work with parents to resolve any potential conflicts.

### ***Bar/Bat Mitzvah Resources:***

The Jewish Studies department and the Rashi community have numerous books and other resources that may be helpful in preparing for your *simcha* (joyous event) and in finding ways to make the *Bar/Bat Mitzvah* a meaningful experience. Many members of the Rashi staff are available to assist you and your child during the *Bar/Bat Mitzvah* experience.

Social Justice is an important component of our Bar/Bat mitzvah process. Students work with a social justice teacher to find a meaningful and authentic way to incorporate social justice actions into their *simcha*.

### **In-School Minyan:**

Students celebrate *Bar/Bat Mitzvahs* with the middle school community. The In-School Minyan usually takes place on the Thursday before the *Bar/Bat Mitzvah* and is followed by an *oneg*. Families are encouraged to invite their immediate family to the Minyan.

The school rabbi, the middle school rabbi, and the dean of students work with students to prepare for their in-school *Bar/Bat Mitzvah* Minyan. It is an opportunity for the middle school community to celebrate and honor the *Bar/Bat Mitzvah* and his/her family.

### **Class Gift:**

Each year the class gift is selected by the students in the 6th grade. The same gift is given to every student. This means that

individual students are not obligated to give gifts to one another.

#### **The Rashi Book Gift:**

Each year the Jewish Studies Director selects a book to be presented to Rashi students on behalf of the Rashi School at the in-school Minyan. The book is purchased by the school. Parents are asked to contribute \$150.00 towards the class gift and the *oneg*.

#### **Invitations:**

Families are expected to invite the entire class to the *Bar/Bat Mitzvah* service and to the reception. Families may invite staff members to the *Bar/Bat Mitzvah* with the understanding that the staff members are not obligated to attend and are not attending as staff but rather as guests. Families are not obligated to invite staff.

#### **Kippah Policy**

All students (boys and girls), grade 3 and higher, are encouraged to wear a *kippah* (head covering) during Jewish Studies and during *tefillah* (prayer). Upon becoming a bar/bat mitzvah, students then take the decision to wear a *kippah* upon themselves. Students are asked to maintain two *kippot* (provided by parents - name inside) in school at all times.

(Please see *Kashrut* Policy in the Health, Wellness and Food Policies Section)

## **ENRICHMENT PROGRAMS**

### **Afterschool Program**

#### **Afterschool Policy (3:00 pm-6:00 pm)**

At 3:15, all students need to be with a guardian or report to afterschool to be signed in (unless they are part of an athletic practice/game). ALL students in grades K-5 need to be signed out by an adult. Middle school students may sign themselves out once their parent/guardian is at school to pick them up. Students may NOT roam the halls while waiting for pick-up. Even if a student is meeting with a teacher after school, they must sign into afterschool and notify afterschool staff where they will be as well as sign out before they leave the building. These policies are to ensure that all students are accounted for at all times.

#### **Drop-In Rates**

If your child is registered in afterschool during the fall semester, the drop-in rate will be \$15 until 4:30 or \$30 until 6:00 for any children in the family. We have implemented this policy in case students need to stay after an elective ends and/or stay if a sibling is taking a class on a particular day. If your child is not registered, the drop-in rate is \$20/\$40.

#### **Registration Policies**

To avoid problems we have dealt with in the past, we will start to implement a late registration fee. There will be a regular registration due date, a late fee time period, and a deadline date when your child will no longer be able to sign up for electives.

#### **Elective Policies**

#### **Reimbursement:**

If a class is canceled due to low enrollment, your Rashi Account will be adjusted with the full amount of the class.

If your child is asked to leave a class due to behavioral issues, you will **not** be reimbursed for the class.

### **Athletics/Interscholastic Sports Teams**

Students in grades 5-8 have the opportunity to play on an interscholastic sports team. Fourth grade students have the option to participate on an instructional team that practices during fitness & health class. The sports offered are fall soccer, winter basketball and spring baseball/softball. Registration for teams can be completed on our website. Please see below for specific grade information.

**5th/6th grade students** will have sports practice or a game every Tuesday from 3:00 - 4:30 pm. Games are also played on Thursdays, but there are no after-school practices on Thursdays. (This group practices on Thursdays during the school day 2:10 - 3:00 pm.) Students who plan to play on a team should be available for every team activity. Every attempt has been made to limit after-school team activities to Tuesdays and Thursdays so that parents can more easily plan around sports.

**7th/8th grade students** will have sports practice or a game every Monday and Wednesday from 3:00 - 4:30 pm. (This group also has practices every Tuesday during the school day 2:10 - 3:00 pm. Students who plan to play on a team should be available for every team activity. Every attempt has been made to limit all after-school commitments to Mondays and

Wednesdays so that parents can more easily plan around sports.

There is the possibility that some 6th grade students will be asked to play “up” with our 7th/8th grade teams. In this case the 6th grade student would be asked to practice and play afterschool with the 7th/8th grade students on Mondays and Wednesdays, but remain with his grade for in-school practices. This decision is at the sole discretion of the coach and athletic director and will be based on what is best for the student-athlete and the team.

## **Field Trips**

In the summer mailing you received an important Parent Information and Field Trip Permission Form that provides blanket permission covering all field trips that your child’s class takes throughout the school year. You will be notified in advance of all trips and/or walking excursions. Additional adult supervision is necessary when children leave the building for a field trip. A ratio of one adult to five children in kindergarten through second grade and one adult to eight children in the upper grades is necessary to ensure the children’s safety. Adult chaperones may be asked to supervise and, in some cases, to drive a group of students on a trip. In order for each chaperone to enjoy the field trip with his or her child and other students in the class, younger siblings may not accompany field trips. Teachers plan for field trips well in advance of the date of the trip. Please contact your child’s teacher if you are interested in chaperoning a particular field trip.

## **FAMILY INVOLVEMENT**

### **Yachad (Together) Parent Organization**

The mission of Yachad, Rashi’s parent organization, is to support the school.

Yachad organizes room parents from each grade as a core of leaders to encourage others to become more involved. Yachad is dedicated to enhancing the parent community by providing social opportunities for parents. In addition, Yachad supports the Admissions Office by formally welcoming new families.

Yachad sponsors fund-raising opportunities such as Pizza Thursday, weekly challah sales, and book fairs. These events provide Yachad with funds to enhance holiday/ritual celebrations for our children, as well as special classroom enrichment programs.

If you are interested in becoming more active in Yachad, please contact co-chairs Laurie Gold and Sonya Wilder.

### **Development Office**

The Development team is charged with raising needed funds to operate the school on a day-to-day basis, as well as complete the new school project. We seek 100% participation from all Rashi families, at whatever giving level is meaningful. Family participation has an enormous effect on our ability to raise funds from the larger community.

Since tuition dollars alone do not fully pay for the school’s operating expenses, additional fundraising is required to cover the actual day-to-day costs of a Rashi education. The **Annual Campaign** raises funds through solicitation letters, personal solicitations, and fundraising events (a cocktail party in the fall and the annual dinner in the spring). Gifts made to the Annual Campaign are used to support the school year in which they are raised.

**Capital Campaign** (*Campaign for Rashi*) is a \$30 million campaign to fund the costs to build our new permanent home in Dedham. As the 2011-2012 school year begins, we have raised \$27.7 million, with \$2.3 million needed to complete our campaign goal. Capital campaign gifts are often made in the form of pledges paid out over several years. Many Rashi families are giving multi-generational gifts (parents and grandparents).

### **Annual Campaign**

Approximately 20% of the cost of running our school must come each year from contributions. An excellent education requires a secure financial foundation. As a nonprofit independent school, Rashi adheres to a policy of rigorous financial responsibility and carefully manages finite resources. Like other Jewish and independent day schools, tuition revenue alone is not enough to cover the entire cost of an outstanding Rashi education.

Through philanthropic contributions from Board members, parents, grandparents, community members and friends of Rashi,

the Annual Appeal supports the school's operating budget. Each year we strive for 100% parent participation. Contributions range from \$18 to well over \$18,000. *Each gift is appreciated and a meaningful expression of your support of Rashi.*

As a beneficiary agency of the Combined Jewish Philanthropies, Rashi also receives funding for each student. Additionally, the school receives matching gifts from donors' employers and companies. Contributions benefit every student through improved academic programs, affiliated tuition assistance, enhanced teacher salaries, and professional development opportunities.

#### **The Fall Fundraiser**

The parent leadership at Rashi initiated an event in the fall (usually November) largely focused on the building of community spirit among parents. Many faculty members also attend this event. Funds raised at the fall event are now an integral part of our Annual Campaign.

#### **The Annual Spring Fundraiser**

This wonderful spring event raises significant funds from our parent community, the greater Boston Jewish community and friends of the school. The event has taken different forms over the years and provides an opportunity for many in the greater Boston community to experience the best of Rashi and learn more about our school. Parents are encouraged to attend, often arranging tables with friends from other Rashi families. Details are distributed in December.

#### **The Alumni Association**

Rashi strives to keep a long-lasting relationship to our alumni, connecting them with each other and with the school. Many alumni come back to Rashi to help with special projects and programs. We are working to obtain contact information for our many alumni and to create opportunities to participate at major Rashi events and smaller gatherings.

#### **The Sheldon A. Cohen Grandparents Association**

This program connects Rashi grandparents with their grandchildren. Mr. Cohen, for whom the association is named, was a dedicated grandparent volunteer who set a strong example for unselfish service and dedication to Rashi. Volunteer opportunities for grandparents include, but are not limited to, making *latkes* and *hamentashen*, guest teaching, judging at the science fair, as well as participating in *Kabbalat Shabbat*. Many grandparents serve on committees and on the Board of Trustees.

#### **Grandparent Kabbalat Shabbat – Friday, October 28, 2011**

This day will celebrate our students' grandparents and special friends. Grandparents, aunts, uncles, cousins, neighbors, nannies, or other friends, are invited to visit Rashi for a festive community lunch followed by joining the students for a spirited *Kabbalat Shabbat*.

## APPENDIX I -- Computers: Acceptable Use Policy Agreement- Grades K-8

We are very pleased to be able to offer access to our local network and the Internet to the students at The Rashi School. Access to the Internet is an important part of Rashi's core value of *Limud* (Learning) and use of the Internet must always take place with our core value of *Kavod* (Honor) in mind. Members of the Rashi community are responsible for their behavior on the school computer networks, just as they are in the classrooms and hallways. While we have taken precautions to screen students from offensive and inappropriate material they may find on the Internet, it is impossible to block every site from view. Please note that computers are only for student and staff use and only during school hours. Students must be supervised by staff members when using computers at Rashi and not by parents.

As the network is an extension of the school, our school-wide *Derech Eretz* policy applies to the use of our school computers and networks. We take the use of computers and the Internet very seriously at Rashi. Periodically, during the year, teachers will discuss the policies outlined below with students.

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1. School Network Policy
  - a. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no condition should a user provide his or her password to another person.
  - b. Users will immediately notify the Technology Coordinator if they have identified a possible security problem. Users will not go looking for a security problem since this may be construed as an illegal attempt to gain access.
  - c. Users will use the network only for educational purposes.
  - d. Users will not attempt to gain unauthorized access to the school's network or to go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
  - e. Users will not make deliberate attempts to disrupt any computer system or destroy data.
  - f. Users will not use the school's network to engage in any other illegal acts.
  - g. Students are not permitted to install software on any of our school computers or workstations.
2. Computer Use Policy
  - a. Vandalism, which is any malicious attempt to harm or destroy the computers or data stored on the computers, will not be tolerated.
3. Internet Use Policy
  - a. Our network is for academic use only.
  - b. Students will not post personal contact information about themselves or others on the Internet.
  - c. Rules of "netiquette" will be followed which includes being polite, never using inappropriate language, never disrupting other users and never harassing other Rashi or non-Rashi Internet users.
  - d. Unless part of a specific classroom assignment, students will never communicate with people who are not related to the school community.
  - e. Users will not use the Internet to gain access to material that is inappropriate for school including pornography, material advocating illegal activities or material advocating hatred and discrimination.
  - f. If a user INADVERTENTLY accesses such information as described above, he or she should immediately inform a teacher, who will then speak to the school's technology coordinator.
  - g. Students will immediately inform a teacher if they receive a message or access a site that makes them feel uncomfortable.
  - h. Users will not re-post a message that was sent to them privately without the permission of the person who sent the original message.
4. Copyrights and Plagiarism
  - a. Users will not plagiarize works they find on the Internet. Users will document the sources of their work in a

bibliography or notation.

- b. Users will respect the rights of copyright owners. Users will obtain permission to use the work of others and document that permission in their work.

Any violation of the regulations listed above may cause access privileges to be revoked, school disciplinary action and/or appropriate legal action to be taken.

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**Valuable links for parents and educators:**

*Safe Kids Online – A terrific resource that includes the article “Child Safety on the Information Highway”*  
[http:// www.safekids.com](http://www.safekids.com)

Parents’ Guide to the Internet – U.S. Department of Education website with information and resources.  
<http://www.ed.gov/pubs/parents/internet/>

If you have any questions/comments, please contact: Barbara Ross, Director of Finance and Operations, [brass@rashi.org](mailto:brass@rashi.org); [Mike Papadopol](#), Technology Coordinator, [mpapadopol @rashi.org](mailto:mpapadopol@rashi.org)