

**2010-2011
Rambam Day School**

PARENT AND STUDENT HANDBOOK

Admissions

Applications for admission may be obtained in the school office. Applications must be completed, signed and accompanied by all applicable fees to be valid. For students in grades one through eight, the application must also include complete transcripts of prior academic records and standardized test scores or a signed release form to obtain those records as well as complete immunization records. Students will be permitted to attend classes only if they have a completed registration form and emergency information card on file in the office. New families making application may be contacted for a personal interview as part of the enrollment process.

Early Childhood Education programs are available for children two years of age and older. Admission is based upon available space.

Age Requirements

2 Year Class	child turns 2 by September 1
3 Year Class	child turns 3 by September 1
Pre-Kindergarten	child turns 4 by September 1
Kindergarten	child turns 5 by September 1
1 st Grade	child turns 6 by September 1

Re-Enrollment Process and Requirements

In February, a registration packet will be sent home containing registration materials. Your prompt attention to this process is requested to facilitate planning for the next school year. Student progress is evaluated each spring for the purpose of re-enrollment. If student progress is less than satisfactory, a conference will be held with the parents of the child to determine re-enrollment conditions.

Demerit System

During each 9 weeks of the school year, students can only accumulate only 6 demerits. After the 6th demerit, an in-school suspension will be given. Demerits will be given for unexcused absences and disciplinary issues. The number of demerits per infraction are as follows:

1. Unexcused absences 1-5
2. Disciplinary actions 1-5
3. Breaking the dress code 1-3
4. Hair length for boys 1, 2, 3...(first day advised 1 demerit and will continue to increase by one demerit each day)

*Listed infractions are NOT intended to be all-inclusive.

Dismissal from the School

A student may be dismissed from school for repeated violations of the student code of conduct and or failure to meet academic standards.

Arrival

Arrival for students should be **no earlier than 8:00 a.m. as there** will be no supervision until that time. Students **are to** report to their classroom by 8:10 a.m. A student reporting after 8:15 a.m. is considered tardy. Tardiness will be addressed by the administration and/or teachers.

Tardiness/Early Release

Class begins at 8:15 a.m. and late students disrupt the teaching and learning process. Students will be marked tardy and will be expected to remain in detention that same day. (NO EXCEPTIONS-including appointments, after school activities and/or appointments).

Absences

Students are expected to be in school except in the cases of emergency, illness, or school approved absences. *

- If a student is absent, parents should call the school on the first day the student misses and a note should be sent to the teacher stating the reason for the absence.
- If your child cannot participate in P.E. please send a signed note stating the reason and the dates for which he/she is to be excused.
- Students are responsible for making-up all missed work.
- Excessive absences will be addressed by the administration.

*The office must be notified of reason for absences or the absence will automatically be considered unexcused. Students are responsible for making-up all missed work. If a student is aware of an upcoming absence from school, the student or parent must notify teachers prior to absence. All work is to be made up and due according to teachers' requests.

Half Days

On early dismissal days, Pre-School carpools (**K-4Y**) will meet children in the south parking lot of the JEA. Students in grades 1-8 will be picked up at the front of the school (at the back of the JEA). Please communicate this dismissal plan with relatives or sitters that may be picking your child up at carpool.

Illness

If a student becomes ill or is injured at school, the office will contact the parent. It is imperative that parents provide the school with current phone numbers for home, work, and emergencies. Should we be unable to contact a parent, it is our policy to take the child to the nearest hospital when indicated, and/or contact the child's physician whenever possible. School personnel will treat only minor wounds. The office will dispense all medication with parental permission.

Discipline

We believe that all teachers have the right to teach and all students have the right to learn. No one has the right to interrupt this process. Students should be in an educational environment that is safe, orderly, and supportive.

Students are expected to conduct themselves properly. Parents should expect students to maintain acceptable school behavior. Cooperation and communication with parents is the key to a successful learning environment.

Students will not be permitted to:

- use abusive or profane language, gestures, or expressions;
- exhibit disrespect to any teacher or student;
- disrupt the teaching/learning process;
- damage/deface school property;
- fight (punished by in-school suspension);
- bully;
- cheat (punished by in-school suspension and a "0" on assignment).

Students will be expected to:

- be punctual and demonstrate excellent attendance;
- follow all established procedures for arrival to and dismissal from school;
- be prepared for school daily with all necessary material, **completed homework, and written communications** (permission slips, notes...);
- conduct themselves quietly and courteously in the hallways, cafeteria, and all common areas of the building and grounds;
- follow established classroom rules, procedures and directions and comply with established consequences for inappropriate behavior;
- be honest;
- report any instances of bullying to the administration.

Teachers are expected to:

- handle most discipline problems themselves, in a calm and reasonable manner;
- keep parents notified of their child's behavior throughout the year on a regular basis;
- work with parents to address problems in a timely manner;
- reward students for appropriate behavior and model appropriate actions for them.

Parents are expected to:

read the parent/student handbook and review it with their child, then sign and return the back page to the teacher;
support the P.T.O. and school functions;
initiate communication with the teacher immediately if the parent suspects a problem;
supply their children with needed materials;
teach their children **responsibility** for their class work, homework, books, and supplies;
keep the school informed of current phone numbers and addresses;
review each school day with their child to show that they are interested.
ensure completion of homework by the student;
have children present and **on time** each day.

In the event that a child is referred to the principal or assistant principal, administrators will apply one or more of the following consequences:

- address student
- notify parent/guardian
- admonishment
- parental conference
- in-school or out of school suspension (class work will be graded at the discretion of the teacher)

Dress Code Applies to Pre Kindergarten through 8th Grade

The following is the list of required dress.

- No denim of any kind
- No clogs, **Crocs** or sandals, only closed toe and closed heel shoes allowed
- tennis shoes are allowed, however, shoes must be tied and/or closed
- Heels should be no higher than one inch
- All outerwear that will be worn ALL DAY must be navy or white-no slogans or names
- No overalls
- Socks **MUST** be 2" above the ankle and blue or white in color
- Picture Day-Structured dress is required
- ONLY normal size logos of name brand clothing is permissible
- RAMBAM T-shirts may be worn on Fridays and game days!

BOYS:

Pants/Shorts: navy blue or khaki

Shirts: white royal blue or navy

- long or short-sleeved shirts allowed, but **must** be collared
- no requirement with regard to material (i.e. knit or oxford cloth)
- all visible undershirts must be white and slogan free
- all boys' shirts are to be **tucked in**
- 1ST –8th grade boys **MUST** wear a belt if the pants have belt loops (belts must be solid black or brown)
- No earrings for boys
- hair can not touch the eyebrows, ears, or collar

GIRLS:

Dresses/Pants/Shorts/Skorts/Jumpers: navy or khaki

*girls must wear shorts under skirts if skirt is not covering the knee when sitting

Shirts: white royal blue or navy blue

long or short-sleeved

crew neck or collared -NO v-neck and boat-neck shirts allowed

NO capped sleeves or sleeveless shirts

if shirts are layered by girls, both shirts must be of the same color (white outer white underneath) NO tank type tops allowed for shirt underneath

shirts must remain below waist level and cover the top of the waist-band at all times

*clothing should not be clingy

*shirts must be completely solid, including the collar NO PIPING, DOUBLE STITCHING, EMBELLISHMENTS, OR OTHER COLORS WILL BE ALLOWED ON BOTTOMS OR TOPS!

*Items of clothing that are to remain on the child throughout the day, such as sweaters or vests must also be of the selected top colors. No requirement with regard to outerwear such as coats.

During “break the dress code” days, short shorts, mini skirts, short tops, and t-shirts with inappropriate slogans, flip flops etc. are not acceptable. Regular shoes and socks are to be worn and dress code basics are to be followed.

Appropriate dress for school events is mandatory. Events such as : sports banquets, Chanukah program, end of the year assembly . (examples: no t-shirts, flip flops, etc...)

Food

Food should never be shared with a friend at school, even during recess or lunch. Since students are not permitted in the JEA during school hours, no food may be purchased at the snack machines.

All snacks and food brought into the school must be kosher. For information regarding specific food items, please see the principal. Birthday and other parties may be arranged with the student’s teacher but, all food must be checked by the principal prior to being served.

Homework

Homework is an extension of class work and should be challenging and meaningful. Teachers will clearly explain homework requirements for each day. Parents should check all homework to make sure that it is complete and accurate. It is understood that the amount and type of homework may vary with individual students. Homework will be assessed by the teacher and incorporated into the student’s grade.

The homework policy adopted for the middle school is as follows: All homework is due on the date assigned. If homework is one day late, 10 points will be taken off of the grade earned on that particular assignment. The second day an assignment is late, the assignment will be given a “0” and the assignment will not be accepted.

Grading

Students are encouraged and expected to meet the highest academic standards. The following grading scale is used:

Grade Scale for grades 1-8

A	90-100
B	80-89
C	70-79
D	65-69
F	below 64

Honor Roll

Rambam Day School recognizes Middle School students for their exemplary performance during each marking period. A student may be eligible in both Secular and Torah Studies Honor Roll.

Honor Roll-Students must receive grades of “A” and “B” only, with at least a 50% average ratio of “A”. Proper classroom conduct is also a consideration. A grade of “N” (needs improvement) upon review, could disqualify a student for honor roll.

High Honor Roll-Students must receive all "A's" to receive high honor roll. Again, proper classroom conduct is also a consideration.

Exams

Exams will be given to middle school students. All 6th-8th grade students will take midterm and final exams. All 5th grade students will take a final exam ONLY.

Communication Plan

The purpose of a communication plan is to keep parents informed of the progress of their child(ren).

In communicating with teachers, please follow the following school policy.

If a parent needs to speak with a teacher, the parent must call the school office and leave a message for the teacher as to the nature of the call and when would be the best time(s) for the parent to be contacted. Also, parents may not drop in to speak to a teacher. If a parent must speak to a teacher in person, he/she must contact the office to arrange an appointment.

Methods of Communication:

Student/Parent Handbook	Weekly progress reports
Letters to parents	Conferences
Phone Calls	Newsletters
Reports with work samples	Connect Ed
Nine-week progress reports	
Interim academic status reports	
Transcript Release	

Transcripts of students' performance (copies of the cumulative record) will be issued upon receipt of:

- written permission from the child's parents or legal guardian.
- written request from another school.
- fulfillment of all agreements and obligations between parents and the Rambam Day School.

Visitors to School

All visitors must report to the office. Parents who need to confer with a teacher should call the school secretary or send a note to set an appointment so that the instructional day is not interrupted.

Telephone Use

Students are permitted to use the school phone only for emergencies and parents should only expect to leave telephone messages for students in emergency situations.

Cell phones are not allowed in school.

Emergency Drills/Severe Weather Policy

The safety of your child is one of our greatest concerns. The school will hold regular drills to teach pupils to respond calmly in the event of an emergency. Detailed escape plans are posted inside each classroom.

School will be in session unless weather conditions create dangerous traffic conditions. School cancellations, late starts, or early dismissals due to weather related events may be broadcast over the local ABC, NBC, and CBS affiliate television stations/news and/or through Connect Ed.

Parent Teacher Organization

We encourage you to be an active member in our P.T.O. Notices will be sent home regarding various P.T.O. functions. If you are interested in becoming more involved in this organization, please contact the school.

The dedicated parents of our Parent Teacher's Association have several fund-raisers throughout the school year. Thanks to these dedicated parents, funds are raised to help our school in many vital areas. Please give them your support when they ask for your assistance.

Textbooks and Fines

It is the responsibility of each student to use textbooks and equipment carefully. Abuse, damage, or loss of equipment, books, and/or other materials assigned to or used by students may result in fines to repair or replace the item. **ALL BOOKS MUST BE COVERED!**

**Please sign and return *this page* to school
by Friday, August 20th**

I have read and discussed this handbook with my child. My child and I understand the contents and agree to abide by school policies and procedures.

Parent/Guardian Signature

Student Signature

Date