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PARENT HANDBOOK

2013-2014

INSPIRING SOULS. CHALLENGING MINDS. NURTURING CHARACTER. BUILDING COMMUNITY.

SCHOOL INFORMATION

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STATEMENT OF NON-DISCRIMINATION

The Stanford Eisenberg Knoxville Jewish Day School admits students of any race, color, sex, national and ethnic origin in all the rights, privileges, programs and activities generally accorded or made available to students at the school. The Stanford Eisenberg Knoxville Jewish Day School does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school administered programs.

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PLEASE RETAIN THIS HANDBOOK FOR REFERENCE. THE KJDS OFFICE MAY
ISSUE MEMOS CONCERNING MINOR CHANGES DURING THE SCHOOL YEAR.

MISSION STATEMENT

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The Stanford Eisenberg Knoxville Jewish Day School's mission is to provide students with a firm foundation in Jewish and secular learning – promoting individual and social development in an atmosphere of joy, warmth and intellectual stimulation. We seek to lay the groundwork for our children to become proud and knowledgeable Jews, and responsible and productive citizens. We endeavor to foster in our students respect for themselves and for others, an appreciation for diversity and a deep sense of connection to Jewish values, heritage and history.

WELCOME!

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Dear Parents "vv,

At the Stanford Eisenberg Knoxville Jewish Day School we stress the importance of the partnership between teacher and parent. We emphasize that it is your individual knowledge of your child which will often provide us with the key to his or her development.

We are not a "cookie cutter" environment where each child needs to be on the same page or doing the same assignment. Our goal is to create a personalized, hands-on, minds-on program for each child. We will accomplish this through the best curricula and the most skilled and caring teachers. Each step of this adventure in learning will include the parent; you will receive letters, progress reports, to keep you updated on the content of your child's learning and progress. Conferences will be scheduled in the fall and spring, but you can schedule additional conferences.

You have all made a commitment of trust to the school, and we answer that courage and pioneering spirit with a commitment from our staff. We promise to educate and care for your child, as we would our own. They will, G-d willing, leave our school with the highest quality of education and a true love for learning. Concurrently, we hope that our Judaic teachings will instill the highest levels of integrity, kindness, and character in each child.

**WELCOME TO THE EXTENDED FAMILY OF THE
STANFORD EISENBERG KNOXVILLE JEWISH DAY SCHOOL!**

Looking forward to a great year,
Miriam Esther Wilhelm
Head of School

SCHOOL HOURS

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The school day begins at 8:15am promptly for all grade levels. The school day ends at 3:30pm. Children will be supervised by the KJDS staff from 8:00am until 3:45pm to allow flexibility for parents in picking up and dropping off their children.

Parents should make every effort to get their child to school on time every day, so that children can get the full benefit of the day's activities.

It is also of primary importance to be prompt at dismissal time. Your child expects you and looks forward to seeing you at the end of each day. Lateness can cause uneasiness, especially with younger children, so please be on time.

NOTE: In accordance with Shabbat observance, during the months of November and December, on Fridays only, after care will run from 3:30 - 4:30.

PICK UP / DROP OFF

PICK UP / DROP OFF

Teacher - Parent communication is an integral part of the success of the Stanford Eisenberg Knoxville Jewish Day School. However, it is also important to allow teachers and students the time they need to prepare for the day.

We will be enforcing a 'carpool line' drop off and pick up routine. Parents will pull up in front of the building facing south. A staff member and our safety patrol (fifth grade students) will be outside to greet the students, and walk them inside. Our safety patrol will be on hand to walk your child to the car at 3:30. In the event that a parent needs to come into the building in the morning, please drop students off first in the carpool line and than park and come into the building.

EXTENDED CARE

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Our after care program runs from 3:30 - 5:30pm. Concurrently we have a variety of Enrichment Academy classes. A schedule will be sent home in the beginning of the year. Previous classes included: soccer, karate, chess, gymnastics, photography, Lego and cooking.

UNIFORMS

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The Stanford Eisenberg Knoxville Jewish Day School has adopted a school uniform. Uniform colors are tan, navy, red, pink and white for tops and tan and navy for bottoms. A light blue button down shirt is acceptable as well. All shirts should be embroidered with the school logo. No jewelry will be allowed in the K-1 classroom. These can easily get lost or turn into toys and distractors. This includes rings, bracelets, pins, necklaces, stick-on-earrings and watches for those children who cannot tell time.

Shoes students wear are not dictated by Uniform. Students must always wear comfortable shoes, no heels or flip flops. On PE days, Mondays and Thursdays, students should wear gym shoes or shoes appropriate for playing sports.

KOSHER LUNCHES AND SNACKS

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Your child will need to bring a lunch and two snacks (morning and afternoon) each day. Lunches should be brought from home in a standard lunch box labeled with the student's name. Please pack the morning snack so that it can easily be removed from the lunch box. The school will provide plates, cutlery and cups for students' use.

Only kosher foods are permitted to be brought to school. Please check the list of kosher symbols enclosed and look for these symbols on products when purchasing snacks and lunches for your child. Do not hesitate to enlist our assistance in ascertaining whether the foods you wish to send with your child are kosher.

NOTE: The letter D next to a Kosher symbol means it is a dairy product, and may not be served along side a meat lunch. ® is not a Kosher symbol. For a list of reliable Kosher symbols please visit www.crcweb.org.

The school encourages parents to make sure their children are given nutritious foods that they will enjoy. **Please do not pack any form of candy in your child's lunch or snack.**

COMMON KOSHER SYMBOLS



The letter D next to a Kosher symbol means it is a dairy product, and may not be served alongside a meat meal. ® is not a Kosher symbol.

For a list of reliable Kosher symbols please visit <http://www.kosherquest.org/symbols>

HEALTH

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The school's health policy is developed in conjunction with state regulations and general health standards. A child who is in good health has a distinct advantage when starting school. Educational progress is dependent on physical, social, and emotional well being. A healthy student will be able to learn more easily, to adjust readily to classroom activities, and to get along well with others.

The State of Tennessee requires that all Kindergarten and Elementary students have the Tennessee "Green Card" which is available from your child's physician or the Health Department. All health records must be signed or stamped by the doctor or medical facility.

We suggest all students have a complete check-up before the beginning of school. Speak to your doctor about hearing and vision testing as well. Medications (including non prescription medication such as aspirin or cough medicine) should be brought to the office and must be accompanied by a doctor's note in order for us to be able to dispense them.

EMERGENCY FORMS MUST BE COMPLETED EVERY YEAR. IF NUMBERS CHANGE YOU ARE TO NOTIFY THE OFFICE AS SOON AS POSSIBLE.

Keep your child home if signs of a cold, unrelated to allergies, or illness are evident. Please inform the school office if your child has a contagious disease.

Children who are well enough to come to school are generally well enough to participate in P.E. If a child is not well enough to participate, we must have a written note from either the parent or doctor's office.

HEAD LICE

HEAD LICE

Head lice can be a serious problem if not dealt with properly. At KJDS we have a two day record of getting rid of lice break outs due to our strict lice policy. If your child is found to have lice or nits s/he will be sent home with treatment directions. Before re-entering school, students must be checked by a school identified "lice checker" to confirm that they are nit and lice free.

SHOULD I SEND MY CHILD TO SCHOOL?

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It is often difficult for parents to know whether their children are too sick to attend classes. Here are some general guidelines:

<u>SYMPTOMS</u>	<u>ACTION</u>
Ear Infection: no pain	School
Eye infection/ Pink Eye	Call Doctor
Fever, measured orally, above 100 degrees	Home
Flu: body aches, fever, headaches	Home
Head Lice	Home
Strep throat (after 24 hours on medication)	School
Undiagnosed skin rash	Call Doctor
Vomits more than once	Home

FIRST AID AND HEALTH CARE

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In case of emergency, parents will be notified immediately to take their child for appropriate care. It is the responsibility of each parent to leave a business and personal number where he/she can be contacted. Should we be unable to reach a parent, it is our procedure to contact emergency services.

PLEASE NOTE: The school will be unable to seek emergency medical aid for your child without your signature on the Emergency Form. Parents should be sure the Emergency Form is filled out, signed, and returned to the school office.

School personnel only treat superficial wounds. The school policy prohibits the faculty or office staff from administering non-prescription (over-the-counter) medication without a doctor's note. A note from a parent must also accompany the medication. No injections may be given at school.

If you are notified by the school office that your child is ill, prompt arrangements must be made to transport the child home. Students may not remain in the office for the remainder of the day.

ABSENCES

ABSENCES

Parents should be diligent keeping absences to a minimum. Regardless of whether the absence is excused or unexcused, the student is still missing valuable instructional time. Missed instructional time is a detriment to your child's learning.

Excused absences include:

- Medical or dental appointments.
- Verified illness.
- Attendance at family Simchas or funerals (i.e. weddings, bar/bat mitzvahs).

Parents must call the office no later than 9:00am if their child will be absent for the day. If the absence is for anything other than medical reasons, the absence is only excused if the school is notified **PRIOR** to the absence and an out-of-school form is completed.

Please note that Knox County allows for a maximum of 10 absences a year. 5 accompanied by doctor's notes and up to 5 personal / family absences.

STUDENT SIGN IN / OUT

STUDENT SIGN IN / OUT

Parents need to come to the office if a student needs to be picked up early, or if a student comes to school late from a doctor or dentist appointment. All students must be signed out/in by a parent. Students cannot be called from class until the parent arrives. Please allow ample time.

TARDINESS

TARDINESS

Students are expected to be in the Academy Ballroom ready for Tefillah at 8:15am. Students who are tardy will go directly to class, and the teacher will note the time they arrive. It is extremely important for parents to do their best to make sure children are on time for school. Children often feel insecure if they enter a classroom that is already in session. The morning group meeting ensures the students begin their day on a positive note.

VISITATION AND TEACHER CONFERENCES

VISITATION AND TEACHER CONFERENCES

There are special times during the year for formal teacher/parent conferences. Informal conferences may be arranged anytime during the school year with adequate notice. These can be arranged by contacting the school office to leave a message for the teacher. Conferences cannot be arranged on a walk-in basis. **Conferences during class time are not appropriate.**

Parents are invited to visit the classroom during pick up and see what the children are learning. It is possible to schedule an in-session visit to the classroom after the first six weeks of school.

SAFETY

SAFETY

To promote a distraction-free, safe, and productive learning environment, students are prohibited from bringing certain items to school. It is crucial that parents assist the school in the enforcement of this rule by not allowing their children to arrive at school with such items.

Without prior teacher approval, the following items are prohibited, but not limited to:

- Handheld video games (or electronic games on installation CD5).
- Playing or trading cards and gum.
- Recorded music in any form.
- Toys.
- Wheeled toys (i.e. skateboards, roller blades, shoes with wheels or grinding plates, etc.).
- Electronic devices (i.e. radios, walkmans, MP3 players, cell phones or pagers, IM devices, etc.).
- ANY ITEMS that could represent a hazard in a school environment (i.e. sharp, toxic, explosive, or flammable) are not allowed in school.

SAFETY PLAN

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Our extensive school safety plan for emergency preparedness includes monthly fire drills and lockdown drills, for staff and students.

FIELD TRIPS

FIELD TRIPS

All field trips require permission slips signed by a parent or guardian. Failure to return signed slips will result in your child's having to stay at the school.

FIELD TRIP CHAPERONES

FIELD TRIP CHAPERONES

Field trips are a valuable time of enrichment for our school program. During the course of the year we plan and arrange a number of field trips. These trips are an integral part of our educational program. Please consider volunteering to help on your child's trips.

All parent drivers must submit a copy of valid auto insurance and driver's license to the office before being able to drive students.

No unauthorized stops are permitted on field trips.

PARENT INVOLVEMENT

PARENT INVOLVEMENT

The partnership between home and school begins with enrollment and continues throughout a student's educational experience.

Parent Teacher Organization provides many opportunities for volunteer efforts. Periodic meetings will also provide classes in parenting, social activities and forums for parents to receive information, answers to questions, or help.

Here are some ways parents can support the Knoxville Jewish Day School:

- Volunteer to set up and shop for various activities
- Help with Parent fundraisers
- Volunteer to drive for field trips
- Encourage other families to enroll their sons and daughters

BIRTHDAYS

BIRTHDAYS

Invitations for birthday parties held outside of school may be distributed in school if they are not being held on Shabbat and if all classmates are invited.

Also, in consideration of your child's fellow classmates who may keep Shabbat, we request that all class-related functions should not be held on Shabbat. This is suggested to further harmony and cooperation among students.

K-1 students are invited to celebrate their birthdays in class. Teachers will schedule a "walk around the sun" celebration around your child's birthday

SCHOOL CALENDAR FOR 2013 – 2014

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August 12 - 13 – [HD]	School Opens – Phase in Period
August 14 – [FD]	First Full Day for Students
September 2 – [NS]	Labor Day Holiday
September 5-6 [NS]	Rosh Hashana
September 19-20 [NS]	Sukkot
September 26-27 – [NS]	Shmini Atzeret, Simchat Torah
October 18 [NS]	Fall Break
November 27-29 – [NS]	Thanksgiving Holidays
December 23 – Jan. 3 - [NS]	Winter Break
February 17 - [NS]	Presidents Day/Teacher Inservice
March 14-17 [NS]	Spring Break
April 14-22 – [NS]	Pesach
May 21 – [HD]	Last Day of School

[FD] – Full Day

[HD] – Half Day for Students

[NS] – No School

CURRICULUM OVERVIEW

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Tapping into the expertise of experienced and professional educators throughout the country, KJDS has developed well-structured curricula, in both its Judaic and general studies programs, that are as practical and engaging as they are creative and comprehensive. The integrated program has been designed to bring students' attention to the relationship between diverse disciplines and subject matter.

General Studies

General studies include: language arts, reading and comprehension skills, writing and composition instruction, mathematics, social studies and science exploration. In the spirit of technological advancement, each classroom is equipped with its own interactive board, and teachers are consistently integrating various forms of technology to reinforce other subjects. Special reports, class projects and school fairs serve to inject extra excitement into the curriculum, motivating students to do research and to think creatively on their own.

Judaic Studies

Students at KJDS are exposed to Jewish values, history and tradition in all of their richness and vibrancy. Conversational Hebrew is taught as a second language. In the classroom setting, children are taught to read and write Hebrew. They study the Torah and are exposed to the history of ancient and modern-day Israel, Jewish laws and customs, holiday observances and current events of significance to the Jewish people. Active demonstration of ethics and values and participation in daily prayer and holiday celebrations are some of the ways in which Judaism is brought vividly to life.

Enrichment Program

Our academic programs are fused with activities designed to enhance the curriculum and to enable the students to explore various interests and opportunities for creative outlet and expression. Among these areas of enrichment are: organized sports activities during Physical Education, Music, Art and Drama. Performances and exhibitions are held throughout the year allowing the students to share their talents and achievements while developing their

confidence to communicate in a public setting. Field trips to libraries, museums, holiday festivals and community events are planned in concurrence with selected units of study.

21st Century Learner

Embracing the technological revolution, KJDS now boasts Promethean Boards, ActivExpressions (a learner response system), laptops, iPads and an ActivTable that are incorporated into daily classroom instruction. Students in grades K-5 are receiving the best formative education while being prepared to succeed in a complex, highly technological knowledge-based economy.

These skills prepare our students to be successful in the 21st Century:

Build Networks and Collaborate

Take Risks, Tolerate and Learn from Failure

Think Critically

Innovate and Create

Communicate Clearly and Powerfully

Tackle Complex Problems

Engage as Just, Moral and Ethical Citizen

