

# Community Day School Parent/Student Handbook



HERSHORIN SCHIFF COMMUNITY DAY SCHOOL 4335 Wilkinson Road, Sarasota FL 34233

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## GENERAL INFORMATION

### Mailing Address

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FE-ID 47-3558984

### Community Day School Administration

Head of School, Dan Ceaser  
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K-8 Director, Robin Sweeting  
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### Purpose of this Handbook

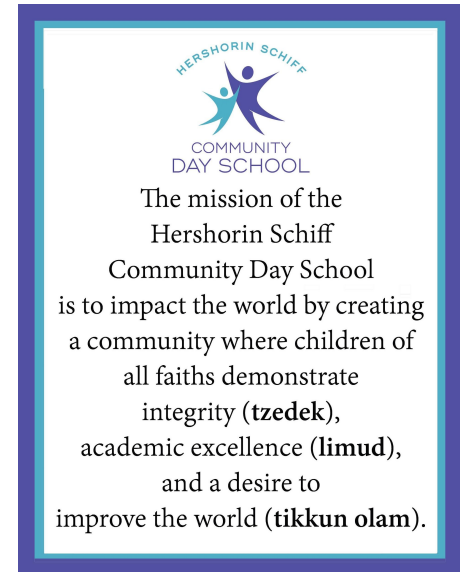
This handbook was developed to answer many commonly asked questions that you may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

The School reserves the right to interpret the contents of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. The School reserves the right to revise and/or amend this handbook and the policies and procedures contained within it at any time. Significant changes will be distributed to parents as appropriate should you have any questions that are not addressed in this handbook, contact the parent help line ([questions@communityday.org](mailto:questions@communityday.org)).

### Parent Help Line

[Questions@CommunityDay.org](mailto:Questions@CommunityDay.org)

## MISSION STATEMENT



### Graduates of Community Day School

#### Know:

- ❖ Who they are and what they stand for.
- ❖ Their unique gifts and how to use them
- ❖ When to lead and when to follow
- ❖ When to create and when to innovate
- ❖ When to speak and when to listen
- ❖ When to work independently and how to work collaboratively

#### Dare to:

- ❖ Pose questions and seek solution
- ❖ Live their faith and respect others
- ❖ Compromise and negotiate
- ❖ Be joyful and playful
- ❖ Think and reason for themselves
- ❖ Appreciate and demonstrate creative expression

## **History of Community Day School**

Community Day School consists of two academic programs: the Early Childhood Center and the K-8 Elementary and Middle school. We are an independent Jewish school, not affiliated with a specific temple or congregation. Our student body consists of children from throughout the Sarasota-Manatee community, and includes families that identify as Jewish and those that do not. The school became entirely independent in 2015, at which time our Board of Trustees took over governance of the school. Prior to the separation, Community Day School was an operational component of Temple Beth Sholom, a conservative Jewish congregation. As Temple Beth Sholom Schools (TBSS), the Justin Lee Wiesner Preschool was established in 1974 and the upper school in 1992, as the Goldie Feldman Academy. The school has continued to grow and evolve since its founding. It has flourished under the careful guidance of the Head of School, Directors, faculty, and through the involvement and support of dedicated parents and community partners. Concurrent to Community Day School becoming an independent operational entity, the Hershoren Schiff family initiated a significant gift to the school in honor of their patriarchs, Isador Irving Hershoren and Herbert Schiff. These gentlemen believed in and lived inclusiveness, a passion for learning, and being responsible for one's own education, values exemplified by our school and core to our mission. The school's name Hershoren Schiff Community Day School was adopted in their honor.

In October 2020, Community Day School purchased a property on which to build our permanent home. The most exciting part was seeing our students enter our new school on August 16, 2021.

We are so thrilled to be able to offer this new home to our students. Our spacious 8.8 acre property comes with tremendous opportunity for educational growth, community outreach and financial independence. Its central Sarasota location, only four miles from our current campus, further expands our accessibility to families extending from Sarasota, Manatee, Venice & beyond. We are so thankful to all the members of our Community Day School family and the community of supporters who helped to make this dream come true for our students and families.

## **Jewish Education at Community Day School**

Community Day School is a diverse Jewish Day School for students of all faiths. Our religious education occurs in a manner that exposes students to Jewish culture and heritage and provides a connection to Israel. It also offers an opportunity to consider cultural diversity throughout the world. Students at Community Day School are provided with a variety of Jewish experiences including songs, dances, holiday celebrations, Hebrew blessings, traditional foods, and Shabbat. In 3rd – 8th grade students choose electives for foreign language and religious studies. Language options currently include Spanish and Hebrew. Religious studies options include Jewish Studies or Comparative World Religion, a look at the major religions world-wide. Families with specific questions

about Jewish education at Community Day School may speak with Head of School, Dan Ceaser.

## **Project Based Learning and Learning on Display**

With the introduction of the museum school concept in 2007, CDS initiated the introduction of project-based learning into its curriculum. Through the years we have progressed through various stages of development and revision of how we use PBL in our classrooms. In the summer of 2012, our school was represented at the First Annual PBL World Conference in Napa, California where administrators met with experts and innovators in the field and were able to assess and evaluate our progress towards becoming truly project-based. As a result of what was gleaned from this convention we have restructured our project designs to reflect a deeper level of learning and understanding. We are focusing on the quality rather than quantity of our projects. With this goal in mind our faculty is carefully designing and integrating projects to teach the required subject matter when and where it is appropriate. Some of the projects may take only a week while others could last a whole trimester.

## **Accreditation**

The school is accredited by both the Florida Council of Independent Schools (FCIS). FCIS was founded in 1954 by a group of independent private school leaders to establish high standards for non-public schools. FCIS is a professional educational association that evaluates and accredits independent schools

throughout Florida. It is one of the nation's largest organizations of independent schools. Through the evaluation and accreditation process the public is assured that a member school maintains an educationally sound curriculum. Traditionally, independent schools establish their own philosophies, standards, and programs that meet the needs of their students. All FCIS schools have racially non-discriminatory admissions policies. The evaluation and accreditation of FCIS schools includes: evaluation of physical plant; review of all school operations; exploration of school philosophy; review of curriculum standards; review of administrative procedures; rating of library and instructional aids; and observation of teachers in the classroom. Community Day School underwent a re-accreditation review during the 2016-17 school year and will do so again on the new campus.

Community Day School is also accredited by Prizmah Center for Jewish Day Schools. Prizmah provides in-depth and objective insights into how schools are really doing. The accreditation process evaluates schools through a multi-faceted review of leadership, governance, professional skill and development, and other core functions.

### **Non-Discrimination Policy**

Community Day School admits applicants of any race, color, religion, national or ethnic origin, gender identity or expression, or sexual orientation who possess the motivation, ability, and character which would enable them to succeed in our school community to all rights,

privileges, programs and activities generally afforded to or made available to students at the school. Community Day School does not discriminate in the administration of its educational or admissions policies or other school administered programs.

### **Privacy Policy**

Community Day School values the security of our student and family information. Any information collected through school-related data collection activities i.e., admissions, enrollment, or development efforts, is used solely for the provision of academic services or in the course of Community Day School academic/business operations. Community Day School will only release student/family information with the express permission of families. This includes the transfer of student records to other academic facilities. At no time will CDS sell or release information to outside third parties or provide mailing/phone lists for their use. This policy also includes the release of contact information, beyond what has been authorized by the parent to appear in the school directory, to other families for distribution of party invitations, etc.

Information accessible to families in the parent directory on Blackbaud, through class lists, or other school communications is available for school-related purposes only. Families and others in the school community are prohibited from utilizing the information for personal or business purposes outside of Community Day School (i.e., solicitations)

### **CDS Days in Session**

The School follows the Sarasota County public school calendar as closely as possible, but parents are advised that we observe some Jewish holidays by closing school. On other Jewish holidays school may remain open and the classroom content adjusted to respect observance of the holiday.

A school calendar is enclosed with this handbook and can also be obtained in the school office. Generally, School is closed for the following days/holidays: Fourth of July, Labor Day, Rosh Hashanah (1<sup>st</sup> day), Yom Kippur, Thanksgiving, Winter Break, Martin Luther King, Jr. Day, President's Day, Passover, Spring Break, and Memorial Day; along with Professional Teacher Work Days. Community Day School does not celebrate Halloween, Christmas, Valentine's Day, St. Patrick's Day, or Easter. Please refer to the School Calendar for the actual days in session.

A detailed events and activities calendar is housed on our website and is regularly updated. Parents may link to the online calendar using RSS feeds and the content will synchronize to your personal calendar. Let us know if you need any assistance at [questions@communityday.org](mailto:questions@communityday.org).

### **Cultural Holidays - Honoring Diversity**

Community Day School is an interfaith, pluralistic, Jewish Day school and is committed to educating our students to be citizens of the world. We recognize and honor differences among cultures and traditions, as well as our

similarities, as important and valuable in fostering tolerance and acceptance in the world. This message is a core value of our school and is weaved in throughout our programming and project-based learning curriculum.

Community Day School welcomes all families and all faiths to attend our school and become part of our community. Students are welcome to share their culture and traditions with us. If your family is observing a cultural celebration and your child wishes to share their traditions with their classmates, we are excited for them to do so. Similar to Learning-on-Display, your child sharing in this manner is a project-based opportunity for expanding awareness and understanding among their peers. Community Day School will not program other holiday celebrations or instruction into the curriculum or calendar but will support your child sharing what is important to them as a member of the Community Day School family. Please direct any questions to Dan Ceaser, Head of School.

### **Dietary Guidelines**

- Students may bring their lunch from home or purchase lunch through the catered lunch program
- All food consumed at school must be kosher-style\*
- Beef and poultry may be included
- Lunches may not contain dairy and meat products in the same meal.
- No pork or shellfish products may be brought to school.
- Any products brought to share must be store-bought and marked Kosher.

- Community Day is not a peanut free school, however, some classrooms may have additional restrictions due to allergies of enrolled students.

\*Please contact us if you have any questions

### **Student Disability Accommodation**

We understand that there may be instances when a parent may request that the School provide adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As a range of requests have grown over the years, the School believes that it is appropriate to outline the School's policy and general guidelines for addressing such requests.

*General Policy:* In general, it our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent that we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

*Request and Documentation:* For any type of accommodation (including administration of medication at School), the parent must contact the School to communicate the need. The

School will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

**Students with diagnosed learning exceptionalities, who have a 504 plan or IEP, must provide those documents during the admissions process. Any accommodations or support resources allocated will be contingent upon the conversion of the established plans being converted to a Service Learning Plan in consultation with the Sarasota County School District.**

*Release for Communication with Physician:* Sometimes, the documentation from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted etc.), the parent must agree to bear the cost of such a process.

*Assessment of Request:* Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases,

the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the School's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School believes is beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

*Limitations on Requests:* Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

#### *Responsibilities for Implementing*

*Accommodations:* Depending on the nature of the request, the School may agree to provide the accommodation directly or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for

purposes of monitoring and addressing the student's needs.

*Release and Waiver:* Depending on the nature of the request and the type of accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

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### **Preschool-Specific Items**

#### *Preschool Schedule*

The Preschool hours are as follow:

7:30am-9am Early Morning Care (optional)

9am-1pm Preschool Hours

1pm-5:30 Stay-n-Play Hours (optional)

During our preschool day the children will work in small and whole group activities with a flexible schedule which may include: Greeting: Special activity on tables (games, activities), time to welcome children; Circle time: Meeting, time to talk, calendar, singing, etc.; Outside play; Snack; Centers and Storytime. A balance between group time (circle, snack, story) and individual time (greeting, outside play, centers) is reached in each classroom.

*STAY-N-PLAY* follows lunch (provided by parents or purchased through the lunch program, outdoor play, daily specials, and an afternoon snack. Two rest periods are offered (one for napping, one for resting) from which parents choose their preference. Parents may sign up their children (excluding

Transitional) on the clipboards in the front hallway daily.

*CLUBS* are an exciting addition to our Stay-n-Play program. For an additional charge your child may participate in various after school clubs. Stay-n-Play fees still apply.

*CENTERS* Each classroom is set up into "centers." Centers help children to make choices - giving children choices helps them to learn to make decisions and ensures that they can participate in activities that interest them. Although each class has its own feel and personality every class offers:

- Art Center- easel, table, and child accessible materials
- Block Center - often doubles as the circle center
- Fine Motor/Manipulatives - table toys, manipulatives, cognitive games and writing materials
- Tactile/Sensory Center - sand, water, clay, or play dough
- Science Center - tools for exploration and discovery
- Dramatic Play Center - can be anything from housekeeping to a medical center
- Book Center - a cozy area to foster and promote a child's love of books and of reading
- Communication Center - various writing materials - paper, pencils, pens, etc. To foster emerging pre-reading and pre-writing skills

### *Preschool Staff*

Quality programs are planned and implemented by people who are skilled and knowledgeable about caring for children in early childhood settings. Our teachers are chosen for their warmth and understanding of young children. Head teachers have formal training ranging from CDA (Child Development Associate) degrees to Bachelor Degrees in Early Childhood or Elementary Education. Assistant teachers must at a minimum have DCF training and childcare experience. All teachers have completed a state-mandated 45-hour child care class and are required to attend a minimum of 10 hours of in-service training yearly. The Preschool provides extensive in-service for our teachers on an on-going basis including local, state and national conferences. Although all of our classes utilize team teaching methods, it is the Head Teacher and/or Co-Head Teachers who are ultimately responsible for curriculum planning and student assessments and evaluations.

### *Preschool Foods*

Community Day School does not provide meals or snacks for its students. Please send any meals or snacks your child will need during the day in containers labeled **with both first and last name**. Items should be brought to school in a lunchbox or bag with a cold pack, as necessary, since refrigeration is not available. Please ensure food items brought to school are consistent with the school's kosher-style dietary guidelines.

We are not a peanut-free school. If your child has specific food allergies, please be sure to advise Community Day School so we can advise the classroom teachers and set guidelines for the classroom families necessary to ensure a safe environment for each child.

### *Preschool Student Supplies*

Children need to bring to school:

- A complete change of clothes, including socks and shoes, in a zip lock bag (to be kept in their cubby). Please check these periodically to adjust for changes in size and temperature.
- A waterproof book bag or backpack with a zipper or snaps to close. It should be large enough to hold papers, show and tell items
- A reusable (or disposable) lunch bag with an ice pack.
- A refillable water bottle
- ALL ITEMS MUST BE CLEARLY LABELED WITH CHILD'S FIRST AND LAST NAME

### *Preschool Clothing*

Preschool is MESSY! Smocks are provided and their use is encouraged, but teachers will not insist on their use if it presents a barrier to a child's participation or enjoyment of an art activity. Please dress your child accordingly. We paint, play with clay, water colors, sand, glue, etc., so please make sure you send your child wearing preschool appropriate clothes (simple t-shirts, easy to pull up shorts, etc.). Autonomy, self-sufficiency, independence- these are watchwords of early childhood education.

Elastic waists and simple comfortable clothes allow your child the opportunity to learn to dress him/herself. Mastery of simple life skills leads to great feelings of self-worth! Please keep this in mind when choosing your child's clothes.

Safe shoes (sneakers, rubber-soled shoes, covered sandals-front and back) and socks are **REQUIRED DAILY** for safety reasons. This policy will be strictly adhered to and parents will be called to bring the appropriate shoes (and clothing, as applicable). We also **MUST** remove any dangling earrings or necklaces from children as a safety precaution.

Preschool children **MUST** wear school t-shirts on all field trips. Children who do not have their school t-shirts on will not be able to go on their respective class field trip. The use of school t-shirts on field trips allows the staff and chaperones to identify our children easily in a crowd.

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## **K-8-Specific Items**

### *K-8 Schedule*

School Hours, Attendance/Dismissal Hours  
8:00-5:30 Office Hours (Fridays until 5:00)  
7:30-8:15 Early Morning Care  
8:15 Classrooms open  
8:15-8:25 Morning Carline  
8:30-3:30 K-8 School Hours  
3:30-3:45 Afternoon Carline Hours  
3:30-5:30 After School Program Hours  
Students are encouraged to arrive at school by 8:15, so they will be ready for the academic day which begins at 8:30am.



### *K-8 Snacks*

The School does not provide snacks for K-8 students. Please pack a mid-day snack for your child that is healthy and consistent with the dietary guidelines of the school.

### *K-8 Supply List*

- Large waterproof book bag (for supplies)
- Lunch in a lunch box/bag with ice packs
- Hat for outside time
- Reusable water bottle
- Graphing Calculator (algebra students)
- Chromebooks are a required school supply for 5th –8th grade. Chromebooks must be purchased through Community Day for security purposes.
- Earbuds/Headphones for use with chromebooks
- School supply lists are available online
- Parents may purchase supplies from any source

### *K-8 Homework Supplies*

All students need to keep a “Homework Box” at home. Please refer to your child’s grade level for materials.

<b>K</b>	<b>1st/2nd/3rd/4th</b>	<b>5th-8th</b>
-Crayons	-#2 Pencils	-#2
-Markers	w/erasers	Pencils/Erasers
-Primary	-Pencil Sharpener	-Pencil Sharpener
-Pencils	-Colored Pencils	-Colored Pencils
-Scissors	-Crayons & Markers	-Crayons & Markers
-Glue Sticks	-Scissors	-Scissors
-Math Facts	-Glue Sticks	-Basic Calculator
-Flash Cards	-Math Facts Flash Cards	-Glue Sticks
	-Ruler(w/cm & in.)	-Protractor/Comp ass

-Wide-ruled Loose Leaf Paper

-Ruler(w/cm & in.)  
-Loose Leaf/Graph Paper

### **Homework**

There are four underlying reasons for homework: a) reinforcing skills; b) teaching responsibilities; c) instilling good work habits; and d) communicating with parents the ongoing classroom learning.

The following is a homework time guideline for each grade level:

- 10-15 minutes Kindergarten
- 20-25 minutes First Grade
- 30-45 minutes Second-Third Grade
- 45-60 minutes Fourth-Fifth Grade
- 60-75 minutes Sixth-Eighth Grade

In addition to the above time frames, students are expected to read or to be read to aloud each evening and to practice math facts on a regular basis. Additional time for studying and long term assignments may be necessary at certain times of the year.

### **Evaluation**

The focus of evaluation is on individual learning - on what each child knows. Every child knows many different things, and each will start at different points. They will make progress in different ways and have their learning evaluated individually. The purpose of evaluation is to find out a student's strengths and plan for future learning based on that information. At CDS the evaluation procedure contains a formal report card and a student portfolio. Report cards are distributed to parents approximately one week after a trimester ends. Mid-term reports will be

sent home as needed. The portfolio contains samples of student work from different points in the year. A portfolio compares what a child can do now with what he/she could do before. Portfolios are reviewed during conferences.

### CDS Grading Scale 2<sup>nd</sup>-8<sup>th</sup> Grade

- » A+ 100-97% A 96-94% A-93-90%
- » B+ 89-87% B 86-83% B- 82-80%
- » C+ 79-77% C 76-73% C-72-70%
- » D+ 69-68% D 67-66% D-65%
- » F 64-0%

CDS Kindergarten-First Grade use an alternative report card and grading scale that is developmentally appropriate for those grades.

### **Standardized Tests**

As an independent, private school, Community Day School does not participate in, or administer, Florida Standard Assessment (FSA) testing. We are required to assess our students through a nationally normed testing instrument. At CDS we administer [MAP® Growth™](#) as part of our balanced approach to assessment.

In grades K-8, MAP Growth is used to see if our curriculum is meeting targets and to track progress. MAP Growth is helpful because it is aligned to state and national standards.

### **Required Summer Work**

Summer vacation is a wonderful time for students to enjoy a break from their school routine and have some fun. Research shows that retention of information learned during the school year is supported by continuing to

reinforce the concepts during extended periods away from school. All K-8 students are required to complete a nominal packet of summer work and turn it in to their teacher on the first day of school. The packet includes summer reading assignments and both language arts and math reinforcement. The summer packet counts for a homework grade in the new school year.

### **Lost & Found**

Lost items will be placed in the Lost and Found closet located in the school lobby. Parents and students may check the closet to locate items. Any items in the Lost & Found with names are quickly returned. Items left unclaimed over two months in the Lost & Found will be given to charity organizations. Each year several children lose outerwear or special items for lack of a name label.

### **Payment Fees and Terms**

Tuition payments begin in June. Families select a payment plan during the enrollment process. Our tuition payment management system is Smart Tuition. Automatic payment, directly through Smart Tuition is preferred, though payments may be made by check or credit card directly to the Business Office. Anyone making a tuition payment in cash will be required to complete a IRS-required form (8300) to document the cash payment.

The detailed terms are listed on the Tuition Contract and later in this handbook. They are available in the school's registration packet at the time of enrollment. Please note that students whose accounts are not in good standing may be unable to enroll for additional

school programs, camp or future academic years until arrangements are made with the Business Office to resolve outstanding balances.

### **Volunteering**

Volunteering at Community Day School is a gift to both your children and to our school. It shows your children how much you value them and their education while enriching their learning experience. We offer a wide variety of volunteer opportunities for parents, grandparents, friends and community partners that make a positive impact on the caring educational environment we provide our students.

At Community Day, the safety and well-being of students is our primary concern. All volunteers must sign in and out at the front desk and wear a Community Day School Volunteer badge while on the premises. Depending on the position, we may require volunteers to obtain a Level II background check and fingerprint screening.

### **Giving**

Community Day School is a small school with an ambitious mission. Our professional and experienced staff teach children every day to make the world a better place through project based learning, by celebrating diversity, and through caring and compassion acts. The generosity of our Community Day School families, grandparents, friends and community partners of their time, energy and resources encourages and enables us to bring unique opportunities for our children's learning and development.

We invite you, our community, to get involved and give to Community Day School in a way that is meaningful to you. To make a gift online, please go to [www.CommunityDay.org](http://www.CommunityDay.org) or complete our donation form and mail it with a non-cash payment to: Community Day School, Attn: Development Office, 4335 Wilkinson Road, Sarasota FL 34233.

### **Birthdays**

Community Day School wants every child to feel special on their birthday. We understand that you may wish to arrange something in school on your child's birthday and welcome you to contact your child's teacher if you would like to arrange an acknowledgement or *non-food* related birthday activity on your child's special day. In order to maintain and moderate a healthy and nutritious community please limit birthday treats to wholesome items.

## Dress Code and Uniform Policy

The Community Day School dress code and uniform policy reflects modesty and neatness. It is in place to support an atmosphere of academic excellence and inclusiveness. Attire that is consistent with the dress code is required. Clothing must be properly sized, neat and in good condition (no frayed edges, holes, etc).

Each student is provided one purple school t-shirt at registration. Additional shirts may be purchased from the school office.

## School-wide Uniform Provisions

- ❖ *Learning Expeditions:* All students are required to wear a purple school shirt for learning expeditions. Uniform bottoms are required unless advised otherwise by Faculty. **Students arriving without an appropriate shirt will be provided with a school t-shirt and the cost will be billed to SmartTuition.**
- ❖ *Purple T-shirt & Jeans Fridays:* Students are encouraged to wear their “Community Day School” Purple Logo t- shirt on Fridays. T-shirts from other school events or spirit wear may also be worn.
- ❖ *School Spirit Days:* Students should wear as much purple as possible! CDS spirit wear or a t-shirt from a previous school event may be worn.

## Early Childhood Center Dress Code

The dress code standard for our preschool is intended to support students’ health and well-being. The children are active and engaged in a range of activities, including messy projects, playing outside and on the playground.

- Close-toed shoes are required for all students.
- Clothing should not be challenging for a child to take on/off.
- Children should be dressed casually, in clothing that can get messy

We encourage hats and sunglasses for sun protection

## K-8 Dress Code Provisions

**Uniforms are required for K-8 students. No brand logos or embellishments are permitted (piping, trim, etc.)**

### Shoes

- Must be sneakers, rubber-soled, closed toe, covered back.
- Boots may only be worn from December thru February.

### Uniform Bottoms K-8

- Shorts = Walking shorts in navy or khaki; navy gym shorts
- Pants = Docker-style chinos, any brand, navy/khaki/black.
- Skorts, skirts or shorts must be longer than a student’s fingertips when standing up straight.
- Bottoms must fit at a student’s waist. Undergarments must not be visible.

## Shirts K-8

- Polo-style shirt, any color
- No brand logos or embellishments permitted
- Branded school spiritwear.
- *Dresses* are permitted and must follow the same uniform standards of shirts/bottoms.

## PE and Agriculture Attire

- Students are not required to change clothes for PE/Ag.
- PE/Ag approved attire may be worn to school in lieu of a standard uniform on days a student will be attending PE or Ag class.
- PE/Ag approved attire means: navy blue, fingertip length gym shorts; school spirit wear or event t-shirt.
- Navy sweatpants and a solid colored sweatshirt may be worn during cooler weather (Dec.-Feb.)

## Varsity Sports Attire

- PE/Ag attire should be worn for sports practices.
- Students must change clothes after dismissal.
- Students may wear their School Team uniform, with appropriate undershirt as appropriate to meet dress code, in lieu of a standard uniform on days they have a scheduled game.

## Hats

- We encourage hats and sunglasses for sun protection
- May only be worn during all outdoor activities.

### Cooler Weather (Dec. - Feb. ONLY)

- School logo or solid colored sweater/sweatshirt
- Neutral-colored, soft soled boots.
- Leggings under shorts or skort.

### Kippot

- Consistent with Jewish tradition, Kippot are required for all students identifying as male during Jewish Religion classes, Shabbat and when eating.
- Students identifying as female are also provided Kippot. Wearing them is optional.

### Items NOT Permitted

- Patches to cover brand logos
- Overalls
- Skin-tight or yoga pants or Jeggings
- Shorts/skirts/skort more than 4" above knee
- Bottoms with underpants visible
- Pants dragging on the ground
- Clothes with holes/cut-outs/see through mesh
- Embellishments i.e., rhinestones, studs, embroidery, stripes, & piping
- Platform shoes, sandals, flip-flops, crocs, slippers
- Visible piercings, other than small earrings or studs
- Jewelry that is distracting or extreme.
- Make-up K-4th (modest make-up allowed in 5th-8th)
- Watches that beep or buzz during school hours
- **Any internet connected, wearable technology (i.e., Apple watch)**

- **Other items deemed distracting or inappropriate as determined by the school.**

Community Day School reserves the right to make additional changes throughout the school year as necessary.

Dress Code Exceptions are only permitted for:

- School-declared "dress-down days."
- Students using an earned "dress-down" pass may use it to be out of uniform for a single day.
- Passes may not be used during learning expeditions.
- Students granted Uniform Policy accommodation for a clinically documented need. (See accommodations section of handbook)
- Student granted accommodations must be attired consistent with the remainder of the Dress Code provisions.

### Dress Code Enforcement

Students arriving at school not in compliance with the Dress Code may be subject to progressive discipline resulting in the following consequences:

- First dress code violation
  - Asked to change clothes
  - Parents contacted to bring clothing
  - Letter sent home with student
  - Parents and students meet with Director
  - Uniform contract

Enforcement of the Uniform Code is at the discretion of the K-8 Director.

## STUDENT KAVOD CODE

**Kavod** כבוד is the Hebrew word for honor and respect. It is a word of great strength and importance in the Hebrew language. Hershoriin Schiff Community Day School seeks to instill Kavod traits in our students' lives and interweave similar, reinforcing values throughout all aspects of the school. At Community Day we believe Kavod is essential to a meaningful learning environment. All members of our school community are asked to conduct themselves accordingly. In order to develop 21st century-educated, socially-aware, lifelong learners, Community Day students partake in activities that help them to understand and cultivate these traits as a core element of their education.

### Kavod Code Expectations

The School prides itself on being a community. As members of this community CDS students are bound to conduct themselves in accordance with the published Kavod Code on display throughout the school.



The CDS Kavod Code states that members of the CDS community will:

- *Respect all cultures, religions, and differences among your classmates.*
- *Treat people how you want to be treated.*
- *Be sure to include others in all activities.*
- *Always tell the truth so you can be a trustworthy person.*
- *Take pride in your work and have spirit in your heart.*
- *Be a mensch and not a bully.*

Middle School students are considered partners in maintaining their adherence to the Kavod Code. A supplemental Middle School Kavod Code elaborates on these core concepts. The students engage in group discussions with the Faculty to ensure shared understanding of the code of conduct. As paraphrased and translated by the students of the Community Day Middle School, to be observed in addition to the Official Community Day Middle School Handbook and Kavod Co - Amended Tuesday, August 21, 2018

Respect for Class Time – Ways to show respect for class time are: to not talk out of turn, to not be disruptive in the hallway and/or in the HUB, to only snack during appropriate times, to take water (if possible), bathroom (if possible), locker breaks between classes, to always focus on your work, to always give your full effort, always listen to your teacher, be prepared and productive, always show up on time, always be positive, have meaningful/appropriate work to do when finished with assigned work, and do

not bring distracting items to class (unless approved by the teacher).

Respect for Others – Showing respect for others is being courteous and putting others before yourself, being a good listener, properly greeting others, and making an effort to include others, being sensitive to other students' space and needs, being aware of others' emotions/moods and reaching out to help; respecting the school/temple by wearing appropriate clothing, bringing only kosher lunches, and wearing kippot to respect others' and the school's religious beliefs.

Respect for School Property – Always keep school property and/or the property of others in great condition and return it when finished. Only use school computers for school work (not social media, Youtube, games, unsupervised internet use, etc.) unless given permission; take initiative to keep your locker, the outside areas, the HUB, the hallways, and our classes neat and organized (to each classroom teacher's standards), and do not vandalize or misuse school equipment. Specifically, do not leave classrooms and/or hallways messy when leaving, including whether the mess is yours or not.

Ruach – Having ruach (pride, spirit) means having a positive attitude no matter what activity you are participating in. Show appropriate levels of pride and spirit when participating on school teams and clubs, support your school teams, and be proud of your school. Continue these positive actions

outside of school, as well, as you are a representative of CDS.

Trust – Be trustworthy: you should never lie, cheat, or plagiarize. Trust your teachers to make the best decisions with/for you; have faith that your teachers have your best interest in mind. Your teachers have trust in you that you will make good choices and follow the Kavod Code.

Accountability – Being accountable means being honest, being trustworthy, and taking responsibility for your actions in and out of all classrooms – in addition to helping others follow rules. Take credit and responsibility for your own work. Accountability in school means being prepared and on time for classes, putting forth your best effort, accepting grades you earn, remembering your homework, and being honest.

Safe Environment – Safety means coming to school and doing your part to ensure the physical, mental, spiritual, and/or emotional well-being of others. This includes cautious and mindful transitioning through classes and the hallways by walking on the right side (being extra careful around areas where there are younger students), not bringing prohibited materials, always checking all medications in with the office, paying attention in car line, not bringing weapons, and being thoughtful and kind to others. Also, fire drill and emergency procedures should be practiced regularly to ensure a safe exit in the event of a real emergency.

School policies and standards contained in this Handbook, and elsewhere, apply any time a student is enrolled in the School, including when a student is on the School campus, which includes the playground, Sanctuary, social hall, meeting rooms and parking; is participating in or attending a School-sponsored event on or off campus; is officially representing the School; is traveling on behalf of the School; and during School breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, whether at School or elsewhere, as sufficient grounds for a disciplinary response. Violations will result in serious consequences, up to and including suspension or dismissal from School.

Students may also be held responsible for any damage or harm that they cause to individuals and/or the School community at large. Students need to remember that they are always representatives of the School when out in the community and should act accordingly.

### Consequences

Administration is responsible for determining the consequences for any violation of the Kavod Code or school policies. Consequences will be determined based on the seriousness of the violation and may not always follow in the listed order. The school has the right to discipline the students in accordance with the violation. Possible consequences will include, but not be limited to:

- Classroom reminder/ warning
- Refocus form

- Refocus period/academy/detention
- Sent to office
- Sent home for remainder of school day
- 0% on an assignment
- Additional assignment/paper/project
- Academic/Behavioral probation
- Making amends for violation
- Confiscation of Item
- Revocation of Student Privileges (i.e., participation in: learning expeditions, class trips, student government, clubs, athletic teams, etc.)
- Student Referral in permanent academic file
- Community Service Assignment
- Conference with parent/guardian.
- In-school suspension
- Out-of-school suspension
- Expulsion



### HEALTH AND SAFETY POLICY

#### Immunization and Health Forms

Prior to the beginning of School, a physical examination must be completed or transferred for each student entering School.

**Immunization is required for all students.**

Immunizations must be kept current, and a Certificate of Immunization, signed by a physician, or an immunization waiver must be kept on file in the School Office. Students may not attend School without an appropriate immunization record.

### Illnesses

- For your child's well-being, as well as the well-being of other children and staff, children are to remain at home or will be sent home immediately if:
- has had a fever of 100°F or above within the previous 24 hours; is in school with a fever of 100°F or above. Students are to remain home until at least 24 hours after there is no longer a fever *without the use of fever-reducing medicine*.
- has diarrhea; children with 2 or more cases of diarrhea in a single school day will be sent home immediately
- has been on prescribed medication for less than 24 hours
- is sneezing, or coughing due to a viral or bacterial illness
- has a nasal discharge that is cloudy, thick, or yellow/green
- seems tired, cranky, or "under the weather" (often a sign an illness is coming on)
- has suspected infected eyes, especially red eyes with discharge and drainage, or matting of the eyelids until a written diagnosis by a physician indicates a non-contagious eye ailment, or signs and symptoms have disappeared
- Presence of any rash with fever or behavioral change

- Mouth sores that interfere with the control of saliva (unless the child's physician or local health department states the child is noninfectious and/or open sores around the mouth area.
- Any open sores that are raw and/or bleeding must be treated and covered properly
- Impetigo or ringworm - may be allowed back 24 hours after appropriate treatment has begun. Area should be covered.
- Head lice - child may return after treatment has been initiated and a head check has been performed at school \*See Lice/Nit Policy\*
- Scabies - child may return 24 hours after therapy has been completed
- Strep throat, may be allowed back 24 hours after appropriate treatment has begun and until child has been without fever for 24 hours
- Vomiting - two or more times in the previous 24 hours, unless vomiting is determined to be due to a non-contagious condition and the child is not in danger of dehydration.
- The child has any of the following conditions: fever, wheezing, lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness
- The illness prevents the child from participating comfortably in activities as determined by the staff
- The illness is in greater need for care than the staff can provide without compromising their ability to care for other children

### **Illness/Injury Communication/Pick-Up**

If a child shows symptoms of illness during the day, the child will be isolated. A parent/guardian will be called, at the *preferred phone number listed in Blackbaud*, to pick up the child. If the parent/guardian called is unavailable, CDS will leave a message advising them the child needs to be picked up. CDS will then contact other custodial parent/guardian(s) listed in Blackbaud, if applicable.

If CDS does not hear from a parent/guardian within 30 minutes of leaving a message, CDS will call members of the emergency pick-up list to come get the child. An adult, authorized to pick up the child, must get the ill student within 60 minutes of the first message having been left at the parent/guardian's preferred telephone number.

CDS will not release a student to anyone not listed on the authorized emergency contact list without written consent from a custodial parent(s). Those individuals picking up a student will be asked for identification before a child is released.

Please keep in mind that although pediatricians vary in terms of defining "contagious or communicable," (ex. nasal discharge), our policy will be enforced, as we must be concerned with the well-being of all children and staff. A doctor's note stating your child is not contagious, and is well enough to attend classes, will be required for any child demonstrating symptoms that would keep them

from attending CDS under the Health and Safety Policy.

*Please notify the school when your child is ill and will not be attending. In the case of communicable diseases, we have to notify other parents as well as the health department.*

### **Public Health Protocols**

In the event of a public health emergency (i.e., pandemic, outbreak), Community Day School policies will be informed by recommendations and guidance from local, state, and national officials to update our procedures. Given the evolving nature of information and guidance under such events, please refer to the Health/Safety tab on the school website for up-to-date information on the school's public health policies and procedures.

### **Permission To Treat**

Student enrollment records include a provision termed "permission to treat." Community Day School only "treats" extremely minor injuries and illnesses i.e., taking temperature, applying ice to bumps and bruises, washing cuts with soap and water, and offering band-aids. In the event of any injury or illness beyond the most minor incidents, we call parents and/or appropriate emergency services.

We completely understand you wanting to be the one making choices for your child's care, and you are welcomed to refrain from authorizing us to treat your child, however, it is important that we explain the implication of this choice. **In the event of ANY illness, injury or health concern, Community Day School would**

**be unable to attend to your child and would call you and/or emergency personnel.**

### **Medication**

The school will administer medication only if the parent completes an authorization form giving us permission to do so. (Forms are available from the School Office and in the online enrollment packet.) The authorization, medication, and the doctor's instructions for administration must be given directly to the front office administration.

It is important for parents to understand that teachers are not trained medical personnel.

**Under no circumstances may medication be placed in a backpack or lunchbox. Medication should not be sprinkled on top of a food item - it's possible that another child might "sample" the food! AT NO TIME MAY A CHILD SELF-ADMINISTER MEDICATIONS AT SCHOOL.**

The term medication covers prescription drugs, over-the-counter drugs, vitamins, cough syrups, cough drops, homeopathic remedies, and bug sprays. Sunscreen is not considered medication. If you'd like us to apply sunscreen to your child, please give a labeled bottle with instructions to your child's teacher, who will keep it locked in the classroom.

### **Lice/Nit Policy**

The School follows the following procedure for the prevention and treatment of Pediculosis:

1. Students displaying signs of head lice are sent to the clinic to be checked.

2. If lice are found, all siblings and any students potentially exposed to the infected child are checked.
3. If nits are present, parent/guardian will be contacted and a notice will be sent home.
4. Student must report to clinic every morning until no nits are found.
5. Student along with parent/guardian are to come to the clinic 10 days later for a final re-check.
6. If lice are present, parent/guardian will be called to pick up student.
7. Information will be sent home.
8. After treatment, the student must report to the clinic with parent/guardian to be examined for lice/nits.
9. Steps two or three must be followed accordingly.

### **Child Abuse/ Cooperation with Governmental Authorities**

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Director. If a parent suspect's child abuse/neglect at the School, s/he should immediately notify the Director.

### **Child Safety from Sexual Offenders and Predators**

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these

people may be in a position of trust or responsibility to a child and family. Because of our concern for student safety, all employees, and those parents who volunteer for overnight field trips, are screened through the School's criminal background process.

### **Custodial Agreements or Parenting Plans**

- In the event the parents of a student are separated or divorced, they shall provide a certified copy of any temporary or final order of the court, if any, respecting legal custody of said student and parenting plan.
- Upon a request of the non-custodial parent, the School, absent a proscription contained in the court order, has the discretion to provide the non-custodial parent with copies of all status reports relating to such student.

### **Emergencies**

It is imperative that we be able to contact parents at any given time while your child is at school. It is the parent(s)' responsibility to ensure current and updated emergency information is available to the School.

Occasionally, medical emergencies may arise. In the event of a life-threatening situation (heavy bleeding or no breathing) or a serious injury (unconsciousness or the inability to "get up"), the school or its representative may need to contact the appropriate emergency medical service first, then the parents will be called. In the case of an accident or illness where



immediate emergency care is not judged to be necessary, but where a child is unable to remain at school, the school will contact the parents to arrange transportation home. **Please remember that the school must be able to reach either parent at all times!** If the school is unable to contact either parent the school will contact emergency contacts listed in Blackbaud.

If transportation to a medical facility is needed, it will be by authorized medical personnel only, not a staff member.

### **Severe Weather**

As a guideline, whenever the Sarasota County Public Schools close due to severe weather, CDS will close as well. The Head of School will make a specific determination if School is canceled on a case by case basis and parents will be advised via email or parent alert.

If severe weather strikes while school is in session, we will move the children into the hallways, away from all windows, and glass doors. Parents will be notified immediately to pick up their children.

### **Animals on Campus Policy**

*Animals are not allowed on campus unless pre-approved by administration for specific classroom curriculum purposes.* Proper documentation of up-to-date shot records will be required in advance prior to approval. Animals may not be brought into school buildings or permitted to walk the campus grounds during drop off, pick up, or at any other time.

Community Day School's academic program includes animals as a teaching tool. Animals present on campus may include, but are not limited to, chickens, rabbits, reptiles, other wildlife, and service animals. **It is imperative that student information on Blackbaud identify any animal allergies.**

### **Campus Security**

Community Day School takes campus security very seriously and has implemented a multi-faceted strategy to ensure the School is knowledgeable, prepared, and protected. Our campus safety plan was developed in conjunction with local and national security consultants. The School employs a full-time, licensed security officer who maintains a direct line of communication with local law enforcement and is accessible 24/7.

Access to the lobby and the interior of the school building is controlled. Visitors to campus must be registered with the front desk and are required to submit identification for a security screening. Once screened, visitors will receive a badge to authorize access. The badge must be worn, and be readily visible, for the duration of the campus visit.

Contractors and other sanctioned service providers may only exit the lobby area with the approval of Administration personnel and after submitting appropriate identification and/or being screened through our security system.

To ensure both school personnel and students are prepared in case of an emergency, the

school regularly practices various security scenarios, including fire, weather, intruder, and evacuation drills. The drills are done in a manner that allows students to become familiar with the procedures. Every effort is made to ensure the drills are not alarming or scary.

In the event it is deemed necessary to evacuate the School, students will convene at a designated rally point on campus.

### **Media Policy**

Community Day students may be photographed over the course of the school day and during special events. The photographs often capture the essence of our program and students' love of learning. As such, Community Day School may use the images in promotion of the school and in sharing on campus activities. In addition, special events and other activities may be captured by members of the professional media. The tuition contract grants permission to use a student's name, photograph, voice, image and information by the School for use in the School's publications, promotional materials, social media sites, and website. It also authorizes students to be interviewed by the media on campus or at school-related events. Your registration packet provided an opportunity to opt-out from default media permissions. If you choose "No Name" your child's image may appear but they will not be identified. If you choose "Do not photo" your child will not appear in any school postings, publications, or activities, including but not limited to the classroom blog, learning

expedition photos, weekly newsletters, Facebook, advertisements or media articles etc.

## General Policies And Procedures Add Public Health Protection Policies

### **K-8 Absence/Tardy Policy**

CDS focuses on providing the best academic environment for its students. K-8 students are to be in attendance from 8:30am-3:30pm. Students are to be on campus by 8:15am, so the students will be ready for the beginning of the instructional day at 8:30am.

Families are to plan all vacations around school holidays. An absence from school will be recorded as either excused or unexcused. A written explanation from the parent/guardian explaining the absence is required upon a child's return to school. If a student is absent from school for more than 2 hours, a half day absence will be recorded and a written explanation from a doctor or parent/guardian explaining the absence is required. If a child is absent more than 3.5 hours, a full day absence is recorded.

### *Unexcused Absences*

An unexcused absence will be recorded if the absence does not fall into one of the listed categories, if a note is not provided upon return to school after an absence, or if the absence is a result of disciplinary action taken by the school. Work missed during the school day due to an unexcused absence may not be made up.

### *Excused Absences*

An excused absence will be recorded for the following:

- Illness or injury. (If a student is repeatedly absent from school, documentation of the illness/injury may be required from a physician justifying the absences.)
- Major illness/death in the immediate family.
- Religious holidays of the specific faith of the student.
- Medical or dental appointments. (All appointments are to be made during non-school hours whenever possible.)
- Special and unique situations. (Approval must be granted at least one week in advance by administration.)
- Absence notes may be hand written or emailed to the office to [Frontoffice@communityday.org](mailto:Frontoffice@communityday.org).

### **K-8 Excessive Absenteeism/Tardiness**

Excessive absenteeism/tardiness will result in a consultation with administration, an evaluation of the student's academic progress, and could result in extra requirements for promotion such as additional reports, projects, or examinations. The school reserves the right to hold tardy students from attending class until the end of the period. Missed work due to excessive tardiness may not be made up. Excessive absenteeism or tardiness may result in dismissal from School and can be a factor in the School's determination whether to offer re-enrollment.

### *Tardiness*

- K-8 students are to be inside their classroom and ready for the instructional

day by 8:30. Those entering the classroom after the 8:30 tardy bell will be recorded as tardy.

- Work missed due to excessive tardiness may not be made up.
- Students arriving after the 8:30 tardy bell must check in with office personnel before proceeding to their classrooms (K/1 parents must escort their child/ren to the office).
- If a student is tardy more than 5 times during a trimester, a letter from school administration may be sent home. If the tardiness continues, a conference will be required with the parent/guardian, teacher, and school
- administration in order to discuss the importance of arriving at school in a timely manner and to implement a plan of action that will enable the student to get to class on time.
- Please be aware that Employability Skills are averaged into students' grades and include arriving at school on time and being prepared for class.
- The school reserves the right to hold Tardy students from attending class until the end of the period. Missed work may not be made up.

### **K-8 Make-Up Work**

- Work missed due to an unexcused absence may not be made up and will not receive full credit.
- Work missed due to excessive tardiness may not be made up and will not receive credit.
- All missed tests are to be taken on the first day back from an excused absence for full

credit. If the absence was unexcused, one letter grade will be deducted from the final grade.

- All projects/assignments which were due during an absence of a student are to be brought to school on the first day back from that absence.
- If an excused absence, the projects/ assignments are eligible for full credit.
- If an unexcused absence, the projects/ assignments will have one letter grade deducted from the project/assignments' final grade.
- Late project/assignments will have one letter grade deducted for every additional day late.
- All work missed due to disciplinary action is expected to be made up for possible partial credit.
- A student will be allowed one day for each day absent to make-up work missed due to an excused absence.
- Absences are to be called in to the office by 8:30am, and followed by a written note or e-mail to the school office explaining the absence. The absence will be considered unexcused if a note is not received.

### **Distraction Free Zone**

In order to maintain the best possible academic environment, CDS asks parents to leave messages, notes or send emails to teachers. The teacher will respond to your note/ message at the earliest possible opportunity. Parents are respectfully requested not to enter classrooms before classes begin to ensure teachers the valuable time necessary to prepare for the day.

Parents are asked not to Interrupt the classroom once the school day has begun.

### **Dismissal**

At any time during the day, students are only released to: parents with legal custody; legal guardians; persons listed on the student's pick-up list; or persons with written permission by parent(s) to pick up the child. When in doubt, we check them out! It is the parent(s) responsibility to give current and updated pickup lists to the School Office. In the unlikely event that there is a dispute over the release of a child, the Director ( or authorized representative) will do the following:

- Inform the unauthorized person of this policy.
- Inform the parent with legal custody that an unauthorized person has appeared at the School.
- Attempt to remove the child to a safe place on school grounds, under supervision.
- If the unauthorized person refuses to leave, call the police.
- If a staff member suspects a parent or other authorized adult to be under the influence of drugs or alcohol or to be otherwise impaired, the staff member will not release the student and will call another authorized adult to pick up the student.
- If the parent or adult is aggressive or threatening, the School will call the police.
- If the situation happens repeatedly, the school will terminate the enrollment of that student.

### **Carpools**

It is the parents' responsibility to ensure that all carpool drivers' names are listed on the student's pick-up and/or emergency list and update the information as needed. If the driver of a carpool changes, the new driver must be listed on all of the carpool students' pick-up and/or emergency list.

Arrangements for play dates and/or after school activities must be made in writing and in advance by parents. The office is not responsible for relaying messages to spouses or other parents, or contacting spouses or other parents regarding play dates, and changes therein (unless it is an emergency). The School office will not transmit messages to spouses or other parents, as well as, will not set up playdates with other students.

### **Learning Expeditions**

Learning Expeditions are a way of enriching the curriculum and are encouraged. Careful thought goes into planning a trip. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend. Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

As an experiential, project-based school, an expectation of a student's enrollment at CDS is

participation in any scheduled learning expedition. Parents may notify the school and request to opt-out of expeditions on a case-by case basis.. For any students whose parents have opted-out, the student may be given an educational alternative that may be completed independently or may remain at home.

All learning expedition attendees must meet at school first and then proceed to the field trip destination. Students are not to meet at the destination. Siblings are not permitted on learning expeditions. Students are required to wear purple school t-shirts on all learning expeditions. If a child is not wearing a purple logo uniform shirt, the child will not be allowed to attend. Teachers bring their class lists and emergency contacts with them on the field trips.

### **Car seats**

We require age appropriate car seats on all learning expeditions as applicable by Florida law.

### **Chaperone Guidelines/Learning Expeditions**

Per DCF (Department of Children and Family Services), drivers must submit copies of their licenses and insurance cards prior to driving. Please note that primary insurance coverage is provided by driver's policy. The School reserves the right to check the motor vehicles records of the drivers prior to a field trip. Drivers are also required to sign appropriate forms mandated by DCF. Drivers are prohibited from using cell phones while driving. Chaperones' undivided attention is required at all times. Parents need

to be aware they are in a supervisory capacity when serving as chaperones on class field trips. To this end, any time a parent is acting as a field trip chaperone, all cell phones must be silenced AT ALL TIMES and conversations with other parent chaperones must be kept at a minimum. Parents who are not able to fulfill their responsibilities as field trip chaperones will not be permitted to serve as chaperones on future field trips.

### **Visitors**

Parents or guardians who need to visit campus during School hours are asked to follow these guidelines:

- Make an Appointment: If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.
- Check-in at the main office: When you arrive on campus, please report directly to the main office for authorization. If you need to proceed from there to any other part of the campus you will be issued a visitor badge after your driver's license is scanned.
- I.D. Check: If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children. This applies as well to all person identified on the students' pick-up list or emergency contact list.

Please Note: For the safety and security of our students, anyone seen on campus during School hours without a visitor badge will be reminded to obtain one or asked to leave campus.

### **Parent Support**

Your support of School programs and policies is essential. If you disagree with a policy or a decision, please try to refrain from discussing this in front of your child or other parents. See the teacher first, then the Director, and then the Head of School, if necessary. We expect parents to have students arrive at school on time and to read all school-home correspondence such as class newsletters, school flyers, etc. We have ten expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

1. As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.
2. Students must learn to seek assistance from an adult on campus for academic, social, athletic, or other assistance. We have resources for your student for this purpose, including the student's advisor & Director.
3. When parents contact the School without the student's knowledge("John doesn't know I'm calling, but ..."), the School will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality over your phone call. Refer to expectation number one.
4. The School will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.

5. Although your student's issue is important, concerns take time to address.
6. Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.
7. The School will not communicate everything that occurs in the student's daily life to a parent. We have a lot of students under our care (including your student) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.
8. Neither the teachers nor the School will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your student.
9. All communications between the parents and any person at the School must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.
10. The School believes that a positive and constructive working relationship between the School and parent is essential to the fulfillment of the School's educational purpose and responsibilities to its students.
11. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school sponsored events) is disruptive,

intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

12. Should the School dismiss the family from the community, there will be no refund of tuition and any unpaid balance is payable in full according to the payment schedule in the Contract. If, for any reason, it is in the best interest of the School, the School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed Tuition Contract.

### **Communication**

Community Day School believes that it is important to have open lines of communication between our families and Administration/Faculty.

The school issues a weekly newsletter, on Friday, to share important and interesting

information that is relevant to a school-wide audience. Each Tuesday, classroom teachers and/or specialists send a grade/class specific email to families that provides information and updates that pertain to a given class/grade. If ever you do not receive the school e-newsletter or the teacher's Tuesday Tidbits, please let us know by contacting the front desk or emailing the parent helpline [questions@communityday.org](mailto:questions@communityday.org). Teachers also communicate electronically via Blackbaud, HiMama (preschool), etc. These communications review current curriculum, units, projects, events, aspects of classroom and school life. It is expected that parents will review Blackbaud, HiMaMa, e-blasts, Tuesday Tidbits, the school website, and school events calendar.

To ensure communications are handled effectively please submit all correspondence, information, questions, forms, finance, etc. to the school office.

Notes and other communications are often sent home in cubbies or mailboxes (preschool) or sent home with students (K-8). It is important to ask your child to show you all communications-including updates, notes, agenda books (2<sup>nd</sup>-8<sup>th</sup> grade), and flyers. If students neglect to do so, parents should check their child(ren)'s book bag.

CDS sends school-wide e-mail as a way of communicating with our families. It is the parent's responsibility to make sure the school office has your correct email address.

The School strives to keep classroom interruptions to a minimum. We are truly committed to maintaining open channels of communication between home and school. All of our staff has e-mail addresses which will be published for parental use at the beginning of the school year and are also available on the school website. Staff emails are formatted as follows: first initial of first name followed by last name@communitydayschool.org. For example, the email for Dan Ceaser is dceaser@communityday.org.

All communications will be responded to by staff with a 24 hour turnaround time. Please understand that the staff will acknowledge your message and may need more time in order to fully address your concerns. If you have difficulty reaching a teacher, please contact the front office.

The office will not interrupt the classroom once the school day has begun for parent phone messages (unless in case of emergency). Parents are asked not to interrupt the classroom once the school day has begun. *We respectfully request that parents refrain from visiting the classroom unless an appointment has been scheduled.* Parents may call the School office to add their child to the After School Program list. The students will be informed at 3:25 during afternoon announcements.

### **Preschool Parent-Staff Interaction**

A key component in a high quality early childhood program is interaction and communication between staff and parents. We view young children as integrally connected to their families. As a preschool, we recognize that our programs cannot adequately meet the needs of our children unless we also recognize the importance of our children's families and develop strategies to work effectively with families. Our goal is to have parents who are well informed and welcome them as observers and contributors to our programs. To this end, we communicate with families through the application HiMama, portfolio assessments on each child, daily blogs/eblasts, project/theme documentation, Chit-Chats, and parent teacher conferences. We work hard at this communication between our school and our families because we believe in the concept that parents are and should be the principal influence in children's lives.

### **Disciplinary Procedures**

#### *Preschool-Specific*

When appropriate, we use a 3-part reminder

- What you can't do
- Why you can't do it
- What you can do instead

For example:

- "No hitting with blocks"
- "Hitting hurts"
- "You can build with blocks or play with something else"

We may offer appropriate choices. At center time a child can choose between art,

housekeeping, blocks, table toys, and water play.

- When a child can't handle the number of choices, we narrow the choices. "Let's paint a picture or do a puzzle."
- When a child can't handle those choices, we make the choice for the child. "It's time to do a puzzle."
- We do not single out one activity (like puzzles) to be the only last resort activity used, or that activity may be considered a punishment.
- We use logical consequences - "If we don't clean up the blocks, we can't use the blocks."
- We point out natural consequences - "Oh look, there's no more sand in the table, you'll have to pick it up if you want to play more."
- We encourage children to express themselves verbally - "Tell Johnny you don't like it" and we give them words if they need them - "Say 'NO don't push me!'"
- Teachers express their feelings too - "That screaming hurts my ears."

Sometimes, in order to break a pattern of inappropriate behavior, a child needs to be removed from the classroom. Teachers may bring a child to Administration at such times. We believe that time-out in a group setting is more humiliating than helpful. For this reason, the school does not use time-out. We may remove a child from a situation to protect the child, the teacher, or the other children. Further, the School reserves the right at all times to take any one or more of the possible disciplinary

consequences as set forth in our Disciplinary Procedures.

### **Community Day School Expulsion Policy Intent / Purpose**

Our program is committed to providing a safe, nurturing environment conducive for learning and growth for all our children. We strive to ensure all of our children are set up for success regardless of their need or developmental level.

Unfortunately, there are sometimes reasons we have to expel a child from our program on either a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

#### **Reasons for expulsion, suspension and dismissal**

Every effort will be made to prevent the expulsion or dismissal of children from the program. However, Hershorn Schiff Community Day School reserves the right to cancel the enrollment of a child for the following reasons, not limited to, but including:

- Non-payment or excessive late payment of fees/tuition
- Failure to adhere to policies and procedures as outlined in the Student/Parent Handbook
- The child has needs which we cannot adequately meet with our current staffing and/or resources

- The child's behavior threatens the health and safety of him/herself, the other children or program staff.
- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom and/or program. This includes but is not limited to: vulgarity, intimidation, harassment, or violation of child care licensing regulations.

We are committed to each child's social emotional development and so we make every effort to work with families to avoid dismissing children from our program because of concerns with behavior. When serious concerns arise, we will partner with parents and to develop the child's social and emotional skills. When serious concerns arise, we will partner with parents and any professionals who may be engaged by the family to support the child. On rare occasions, we may make a determination that our program can no longer meet the needs of an individual child.

#### **Child's actions that may lead to expulsion**

- Failure of child to adjust after a reasonable amount of time
- Pattern of disruptive behavior
- Bullying or hurting other children (pushing, kicking, punching, cursing etc.)
- Threatening other children with violent words
- Other-at the discretion of the Director

Steps that may be taken prior to expulsion or suspension

Positive behavior intervention supports include:

- Screenings
- Classroom/environment assessments
- Reaching out to inclusion specialists, specialized care team, mental health consultants where available

Proactive Action that will be Taken in Order to Prevent Expulsion

- Staff will try to redirect child from negative behavior
- Staff will teach child appropriate skills to address challenging behaviors
- Staff will reassess the environment, activities, and supervision
- Staff will always use positive methods and language while disciplining children
- Staff will celebrate appropriate behaviors
- Staff will maintain strong connection with child at all times
- Staff will consistently apply consequences for rules
- Child and parent will be notified of disruptive behaviors that might lead to expulsion
- Director and parent will have conference to discuss how to promote positive behavior
- A specialized care team will be formed to address how to best support the child

### *K-8-Specific*

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students and parents. Each situation will be handled at the School's discretion in accordance with the School's rules, policies, and practices, as well as general common sense. Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of School rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or School disruption caused by the student's behavior;
- The number, if any, of prior infractions of School rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal substances (for example, drugs, alcohol, cigarettes, etc.);
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;

- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

The range of possible disciplinary consequences include one or more of the following:

- *Disciplinary Report*: Written notice of the infraction. This document is to be signed by the parent and returned to the School promptly. A second disciplinary report requires a parent-teacher conference. A third disciplinary report requires a conference with the parent, teacher, and principal, and may result in suspension. A fourth disciplinary report may result in expulsion.
- *Detention*: The student must spend a period of time (typically 45-60 minutes) in a School classroom or other designated area. During detentions, students are required to complete missing assignments.
- *Disciplinary Warning Status*: Students who have serious or repeat infractions will be placed on disciplinary warning status, which means that further infractions will result in probation, suspension, or expulsion.
- *Probation*: A student on probation is in jeopardy of being expelled if found guilty of a major offense. Probation lasts for a full semester. Students on probation lose privileges (such as participating in extracurricular activities, holding office, participating in student council, etc.).
- *In School Suspension*: Students required to be on campus at a designated area but are not allowed to attend class or events.

Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Suspension becomes a permanent part of a student's record.

- *Out of School Suspension*: Students are banned from all School activities, including, and are to remain at home. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Suspension becomes a permanent part of a student's record.
- *Expulsion*: Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the Administration may be grounds for expulsion. In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

### *Behavior Incident Policy*

On rare occasions it is necessary to circumvent the classroom consequences and immediately remove a child(ren) from a situation. These serious infractions when deemed outside the range of developmental behavior, include, but are not limited to; purposely physically injuring or verbally abusing a student or



staff member. When such conduct occurs, the following steps will be taken:

- Immediate removal from situation
- Child(ren) conference with administration.
- Phone call to parent(s) of child(ren) involved
- Arrangements will be made for child(ren) to finish out the school day or to be picked up from the school.
- Mandatory Parent, Teacher, Administration Conference before child(ren) is allowed to return to the classroom
- A phone call will be made to the parent(s) of the offended child(ren) and an Accident Report will be filled out and sent home with any child(ren) receiving an injury.

In addition to this Behavior Incident Policy, the school has the discretion to send any child(ren) home immediately and repeatedly if the child is causing physical harm/injury to child(ren) and/or teachers in the classroom. Repeated infractions and violations of the Behavior Incident Policy can seriously effect a student's continued enrollment.

### **Conferences**

Formal parent/teacher conferences are scheduled twice per year. Twenty to thirty minutes are set aside to discuss your child's abilities, interests and attributes, and any possible questions or concerns you may have. Feel free to request additional meetings with the teacher at any time during the year. We are truly committed to maintaining open channels of communication.

### **Technology Acceptable Use Policy**

All persons using the School computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applied to the use of any personal electronic devices (tablets, computers, cameras, iPhones, iPods, video cameras, PDAs, etc.) on School property or at a School-related event. Failure to do so will result in appropriate disciplinary action determined by the school administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses.

**PURPOSE:** The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

**PRIVILEGE:** The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

**INTERNET ACCESS** The School community-students, faculty, administrators and staff-have the privilege of full access to the Internet. The school encourages students and

teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files are not to be downloaded to the school's local or network hard drives.

Student internet access is monitored and an effort made to limit it to age-appropriate content. Students are blocked from accessing sites considered inappropriate for a school environment and social media sites. Students may only send and receive emails within the communitday.org domain.

We work to safeguard our students' computer use, however, we cannot control every activity in an online environment. We expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

**INTERNET SAFETY** Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

**PIRATED SOFTWARE** The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to school for personal use.

**NETWORK ACCESS** Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be handled through the school's

behavioral referral policy. Guard your password. You will be responsible for any activity done on the School's systems under your password.

**RIGHT TO INSPECT** The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus. In such cases, students must provide any passwords to inspect the device upon request by a School administrator. Do not assume that any messages or materials on your computer or the School's systems are private.

**E-MAIL** E-mail, short for electronic mail, is any of various systems that transmit some form of electronic representation of a page or message from one location to another. It should be clear that electronic mail cannot be used to harass or threaten others. The School reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content which the author would not be willing to share from the podium at a school meeting. Students should be made aware that deleted e-mail can be undeleted. Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

**VIRUSES** Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the Computer Lab and Media Center. The school is not responsible for the transmission of any virus or for damage suffered from a virus.

**COMPUTER CARE** Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

### **Guidelines for Technology Use**

- Use of computers, networks, and online telecommunications systems must be related to students' educational systems.
- This includes the prohibition of plagiarism, reproduction of teacher-made tests, textbooks, teaching materials, non-authored text, cheating and theft of ideas.
- Students must not access or distribute offensive,
- obscene, inflammatory, or pornographic material.
- Students must not use network access to destroy information that belongs to others.
- Copying personal communication to others without the original author's permission is prohibited.

- Copying software or other copyright protected materials without the original author's permission is prohibited.
- Using the network for any illegal activity, private business purposes, or accessing inappropriate internet sites is a violation of school's policy.
- Students shall not intentionally spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance.
- No illegal activity, private business purposes, or accessing inappropriate internet sites is a permitted.
- No illegal activity may be conducted using the school's computers, networks, online telecommunications systems.
- All users of computers, networks and online telecommunications systems shall adhere to laws regarding copyright.
- "Hacking" into the school's computers, networks, or online telecommunications systems will be considered vandalism and will be treated as such.
- Technology shall not be utilized to threaten or harass other students or staff.
- The use of computer or program in any manner other than that for which it was intended is unacceptable.

**REPORTING REQUIREMENTS/DISCIPLINE:**

Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to a school

administrator for the student's School so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Technology Acceptable Use Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

**Social Media Policy**

**USE AT SCHOOL OR A SCHOOL-RELATED**

**EVENT:** We do not permit students to access social media and/or social networking sites while on School property or at a School-related event. We have taken steps to block many of the social media /networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

**USE AWAY FROM SCHOOL PROPERTY:** It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or School employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate those policies. For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining

to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not be "friends" with any faculty member or other adult member of our community ( other than the Student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately. In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities on line. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential

information of the School, employees, students, parents, or activities online.

**YOUR IDENTITY ONLINE:** You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets. What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

**SCHOOL'S RIGHT TO INSPECT:** The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

### **Harassment/No Bullying**

The School will not tolerate any type of harassment and/or bullying of or by our students or employees. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Harassment also includes any unwanted, offensive sexual conduct. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion),

emotional aggression (teasing, threatening, intimidating others). Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Twitter, Snapchat, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a School bus, or at a School-related event, can create an uncomfortable School environment. These words are not always meaningful to younger children. *Therefore, in explaining these concepts you should stress that the School needs to know whether anyone at School makes your child feel uncomfortable.* In that regard, you should remind your child that it is inappropriate and unacceptable to call other students mean, unkind names or to tease them in ways that are hurtful. It is also inappropriate and unacceptable to grab or touch another child in ways that are hurtful or embarrassing. You should explain to your child that your child should not engage in any of these behaviors when your child talks, writes, draws or plays with other children. **VIOLATION OF THIS POLICY WILL SUBJECT THE HARASSER/BULLY TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISCHARGE OR EXPULSION FROM SCHOOL.**

We ask that Parents and students promptly report all concerns of harassment and/ or bullying by a teacher, administration or fellow student to the Director or Head of School. This reporting obligation also applies to conduct

directed towards other students by a teacher, administrator or fellow student. These matters will be investigated and, where appropriate, disciplinary action will be taken, including dismissal from School for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

### **Inappropriate Behavior**

Students are prohibited from inappropriate displays of affection on campus or any School-related events. Further, any type of sexually-related activity (kissing, touching, showing body parts, touching in private areas, entering the restroom of the opposing sex, etc.) even if consensual, is inappropriate at School or at School-related events. Any unwanted or offensive sexual conduct occurring on School property or a School event must be immediately reported in accordance with the Harassment and Bullying policy. Disciplinary action may include, but is not limited to, warning the students, a parent conference, referral to therapeutic resources for evaluation/ remediation, suspension, or expulsion.

### **Investigations**

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements

may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from School.

### **Grievance Procedure**

In the event that a parent is having difficulty or has a concern with their child's teacher we ask that the following procedure be followed:

- Speak directly with the teacher in question and try to correct the problem through communication.
- Speak with the appropriate Director
- Speak with the Head of School.

### **Inspection Policy**

The School reserves the right to inspect and conduct a search of any place or item on School property or at School-related events, including, but not limited to, lockers, book bags, backpack, purses, vehicles, pockets, computers, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos,

images, address books, etc. whether such message or information was sent over the School's system or any personal account such as Yahoo, AOL, Gmail, etc.). These property searches will be conducted, without prior notice to you, by authorized School personnel, police or trained canines. The School's provision of locks to students will not affect this policy. ALL ITEMS BROUGHT ONTO SCHOOL PROPERTY OR TO A SCHOOL-RELATED EVENT MAY BE INSPECTED BY THE SCHOOL WITHOUT YOUR PERMISSION. THEREFORE, YOU SHOULD NOT ASSUME THAT YOUR LOCKER, BOOK BAG, BACKPACK, PURSE,VEHICLE. ETC. ARE PRIVATE. Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local or state law.

### **Criminal Activities**

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the School may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned

punishment. All decisions involving suspension or expulsion are subject to the final approval of the Director and Head of School.

### **Drugs and Alcohol**

**GENERAL** Our students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on or near School-property or at School-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premises alcohol abuse is also prohibited. **TESTING** Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending School or School related activities with intoxicants or mind-altering substances in his/her system; (b) when a student suffers an injury or is involved in an accident while at School; ( c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or ( d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of any alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (directly or through the student's parent/guardian) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of our policy and will result in

expulsion. This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or non-prescription drugs, which could affect their ability to function in a safe and efficient manner, must notify an administrator in the School Office of this fact when they report to School.

**CONSEQUENCES** In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Procedures, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration.

### **Employing Staff**

The School does not condone and is not party to the employment of staff outside of School hours. Any such outside employment may not interfere in any way with the staff's job, attendance or performance at School. Note: School personnel may not be listed on an unrelated student's emergency contact list.

### **Student Files**

Student files are confidential and accessible to parents and staff members only, unless

subpoenaed in a court case. Included in the files are student evaluation forms, documentation of parent teacher conferences, and any correspondence regarding the child. Requests for student records and transcripts must be directed in writing to the School Office.

The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released. Parents should allow for a two-week turn-around time. The School reserves the right to withhold student transcripts for non-payment of tuition and fees.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information.

### **Health Information Sharing**

Parents and student agree, as a condition continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the School, as determined by the Head of School or his or her designee, to meet the medical or

safety needs of the student and the community or the legal responsibilities of the School. The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

### **Student/Adult Interaction and Communication**

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety. If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should

immediately be reported to the guidance counselor or administrator of the division.

Some examples of behaviors that should not occur and which should be reported include School employees:

- Calling students at home for a non-School matter;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.)
- Sending emails, texts, or writing notes to students of a personal nature;
- Flirting or asking a student on a date;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events or when the student's parents are not at home;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the adult's social networking profile or become a "friend" on a social network;
- Telling off-color jokes; and
- Dating or engaging in consensual relationships with students.

Similarly, we expect that our parents will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student's parents. Loud, angry, or aggressive language or actions will not

be tolerated. Any such interaction should be reported under this policy.

## Drop-Off And Pick-Up Policies & Procedures

### Authorized Pick-Up Names

If a person has been listed on your child's pick-up list as an authorized pick up person or as an emergency contact, your child may be released to that person without a note from home. Please ensure that all carpool drivers' names are listed on your child's pick-up list and updated as needed. NOTES OR EMAILS AUTHORIZING PICKUP BY SOMEONE OTHER THAN A PARENT/ GUARDIAN (even if the person is listed on the pick-up list) ARE STRONGLY ENCOURAGED AS A COURTESY TO OUR TEACHERS. These notes may be given to your child's teacher, to Early Morning Care staff or faxed in.

### Parking Procedure

When dropping off your child at the school, please park in a designated parking slot in the main parking lot and walk your child to their classroom. Parking anywhere other than the parking lot creates blind spots and thus poses a safety threat for the children. Please cooperate and walk the few extra steps.

### Drop-Off and Pick-Up Items

- Every preschool class has a Sign-In/Sign-Out through HiMaMa posted for their classroom. Please sign your child in (initials) on a daily basis.
- When picking up your child at 1:00pm, please sign out your child on the HiMama app to indicate they have left for the day.

- When picking up your child from Stay and Play, please sign your child out with the Staff on duty.
- Utmost caution is used at dismissal times.
- Children will only be released to parents with legal custody, legal guardians or persons named on the student's Pickup List.
- Staff must know the adult or see identification before turning the child over to that adult's custody. We adhere to the policy "when in doubt, check them out," so please don't be embarrassed if we ask for your identification.
- If a child is not picked up by 1:15pm, s/he is brought to Stay-n-Play.
- If a child is not picked up by 5:30pm, attempts are made to reach the parent(s) and then any authorized persons on the child's Emergency Contacts.
- A \$5.00 late fee is charged for each 5-minute interval. This fee will be billed to your account or you may pay directly to the staff. Failure to pay late fees for Stay-n-Play to staff will result in the parent's inability to use Stay-n-Play until fees are brought current.
- After one hour, if no authorized person has been reached, the teacher will call the police and follow their instructions regarding childcare.
- Under no circumstances will a teacher transport a student without parental consent.

It is imperative that you regularly update your list of people authorized to drop off and pick up your child(ren) on the Emergency Contacts. Any changes to this list must be made on Blackbaud

by the parent. We will not accept telephone changes, as we cannot always verbally identify a parent over the phone. If the driver of a carpool changes, please remember that the new driver must be listed on all of the carpool students' Emergency Contacts or written (email/faxed) permission must be sent into the school by all the parents of the students involved.

### Preschool-specific

#### *Preschool Drop-Off*

Being on time for school is extremely important to establishing a consistent routine for preschool age children. Their morning sets the tone for their entire day. By arriving at 9:00 young children are able to settle into their morning routine, make a smooth separation from parent/s and begin their morning play in a relaxed manner. Preschool teachers usually schedule a greeting time activity for all children from 9:00-9:15am. If a child is late, after this time, the important activities and daily projects have already begun and this creates a rushed unsettled feeling as well as a harder transition. To aid the children to have a successful morning and begin their day on a positive foot, we look to you, their parents, for support. At the start of the preschool day at 9:00, we are sure you will agree with us that the number one priority for a teacher is to be with his/her children. It is also equally important for our teachers to greet each child in the morning. Our teachers' day begins at 9:00am as s/he greets the students, listens to their stories, and attends to their needs.



Our teachers understand that your child's education and your need to convey concerns or questions to them are very important to you. They welcome the opportunity to discuss them with you before or after school. In order for our teachers to give their undivided attention during the preschool morning and to ensure confidentiality of your conversation, please keep in mind that beginning at 9:00 the teachers' focus needs to be on the children.

**We ask parents to leave the classroom by 9:15am so the teachers and children can begin their preschool morning. We ask the parents to please not disrupt the teachers after this time.**

Any questions or further conversations can be handled through leaving messages for the teacher or setting up an individual meeting with the teacher.

In order to provide a smooth transition for the children, we ask that parents gather in the main hallway by the office or on the benches provided at the front of school to converse after preschool has begun. This will help give our preschool children a distraction free zone as well as minimize separation anxiety from parents.

#### *Stay-n-Play Pick-Up Procedures*

Stay-n-Play is an optional program offered daily from 1:00 to 5:30pm. During these hours, children can be picked up either from a classroom, or from the playground (depending on the activities planned for the day). Parents picking up their children at the end of the day must walk in to the school building and sign out their respective children.

What is expected from parents when they arrive on the playground or in the classrooms during Stay-n-Play (including lunchtime) is that they are present only to sign out their children and take their children with them. Once the children are signed out of Stay-n-Play, they cannot be signed back in; therefore we ask that the parent and children leave the Stay and Play program. Many of our teachers before they leave for the day or go to their Stay-n-Play responsibilities clean, arrange, prepare and set up their classrooms for the following day. Parents may not be in any classroom with or without their children without a teacher being present. Staffing schedules are based on child: teacher ratios during the course of the various transitions of the day. The responsibility of the teachers is to supervise the children during their stay in the program and up until they are signed out by a parent or authorized adult. We understand the need for parents to get an update on their children's daily routines and experiences; however, we ask the parents to realize that the teachers are responsible for the care and supervision of all of the other children while they are talking to you. We respectfully ask that all conversations with teachers when signing out children be brief.

Our secondary accident insurance on the children ends at the point when they have been signed out by a parent; therefore, the school playground or any other space is not available for parents and children to use once the child/ren have been signed out of Stay and Play.

#### *Preschool Early Morning Care*

From 8:00-9:00 parents may choose to utilize Preschool's Early Morning Care Program in the Lower School building. For everyone's safety the school playgrounds will NOT be available for parents and children to use during the CDS hours of 8:00-5:30.

#### **K-8 Specific**

##### *K-8 Drop-Off Procedures/Carline*

First thing in the morning as families hurry to get their children to school on time, there is nothing more than entering carline on time and still having your child/ren be tardy for school due to carline moving slowly. K/8 carline begins as early as 7:30am and runs until 8:25am.

In the afternoons, CDS works hard to speed up carline which begins at 3:30.

To expedite carline make sure you pull your car to the furthest drop off point and follow the listed rules. Rules apply for both Morning and Afternoon Carlines.

ALL CARS ENTER THE CAMPUS from McIntosh Road and travel only one-way. ALL CARS EXIT CAMPUS onto Wilkinson Road. BEFORE families ENTER morning carline student/s must be ready to exit the car and enter school:

- Backpacks/lunch boxes loaded and zipped on student's lap, on the floor in front of them, or readily accessible. (NOT IN THE TRUNK, NOT IN ANOTHER ROW OF SEATS)
- Shoes on and tied, be completely dressed, hair combed and up, breakfast completed, and hugs-n-kisses given.

#### PARK IN A PARKING SPACE if:

- Trunk needs to be opened
- An adult needs to get out of car
- Backpack is not directly with student or needs to be placed in the trunk
- Large project needs to be carried in
- To converse with administration or other Parents
- Arrive at school before 3:25 (for afternoon carline)

#### FOR SAFETY REASONS

- Do not park in the parking spaces directly in front of the School Building (backing out into carline is an accident waiting to happen)
- Do not attempt to pass other cars in carline
- All students need to be able to exit/enter cars from the passenger side
- Drive at a safe speed at all times

#### OTHER REMINDERS

- There are many students that need to be dropped off in the mornings and picked up in the afternoons - Everyone's cooperation is essential!
- NO LEFT TURNS may be made from the driveways between the Temple and the other building. You must turn right and proceed to Tuttle Ave.
- Turning around in the driveways on Lyle is prohibited or at the end of Lyle (that is all private property.) You need to enter carline from Briggs via Bahia Vista.

#### *K-8 Early Morning Care*

Early Morning Care will begin at 7:30am in the Upper School building. Kindergarten and First Grade students will be escorted to their classrooms following Early Morning Care. Classrooms open at 8:15am.

FOR THE SAFETY OF OUR CHILDREN - UNDER NO CIRCUMSTANCES: may a K/1 student be dropped off at any school entrance and walk themselves in other than when carline is in progress and staff is on duty.

#### *Late Arrival and Early Dismissal Policy*

Students who arrive after 8:30 am must check in with the School office, give the office staff the note from the doctor/ dentist/parent, receive a late pass, and then proceed to their class. Any time during school hours that a student must leave or return from an appointment, parents are required to come to the school office to sign their child in/out of school. Office staff will either call for your child to come to the office or the staff will go and pick up your child from class. During the hours of 8:30-3:30 the K-8 teaching staff is not permitted to release children directly to parents. The school requests that every effort be made to schedule appointments during non-school hours, or during days that school is not in session. See K-8 Attendance or Tardy policy. Please be aware that Employability Skills are averaged into students' grades and include arriving to school on time and being prepared for class.

#### *Pick-up After School Closes*

If a student is not picked up by 5:30 pm, attempts are made to reach the parent(s) and then any authorized person listed on the student's pick-up list. A \$5 00 late fee is charged for each 5 minute interval after dismissal time. This fee is billed to each student's account. The school reserves the right to suspend after school privileges to families who repeatedly pickup late. After one hour, if no authorized person has been reached, the school will call the police and follow their instructions regarding childcare. Under no circumstances will a staff member transport a student without parental consent.

#### **What to Leave at Home**

##### *Preschool: Toys And Things*

Although each classroom teacher sets her own rules regarding which toys are and are not allowed in the classroom, for safety's sake, the school rule is: toys, trading cards, electronic games, weapons or weapon look-alikes (guns, swords, sticks, etc.) and capes are not allowed. While we understand preschool children's fascination with TV heroes and characters, we see the negative effects of this fascination in the form of aggressive play, play with weapons, violence based social play and on and on in our classrooms. Power Rangers, other power figures, and paraphernalia (toy weapons, capes, gloves, etc.) are not permitted in the classrooms. even for Show and Tell. We recognize the importance of transitional objects (lovies) for some children. In the younger classes especially, the teachers expect to see some blankets, bears, and bunnies make their

way into the classroom. When needed, these transitional objects help a child make the transition from home to school. Once the child is comfortable in the classroom, the lovey will be gently discouraged. All "lovies" must be clearly labeled with the child's name.

*We must insist that bottles and pacifiers be kept out of the classrooms for two reasons. First, nipples tend to find their way into the wrong child's mouth. Secondly, many of the children are in the process of "giving up" their bottles and pacifiers and do not need the temptation.*

#### *K-8: Toys And Things*

Bringing valuable personal belongings to school is strongly discouraged since it is not always possible to watch them closely. Toys, trading cards, electronic games, cell phones, digital cameras, etc. are to be kept at home.

### **After School Program and Activities**

The After School program operates from 3:30 to 5:30. The schedule provides outdoor fun, homework time, and activities. CDS after school activities include JV & Varsity Sports and various clubs. Whenever a student stays after school for any program, after school fees apply. Nominal fees may apply for certain after school components.

Clubs at CDS are an opportunity for faculty and students to explore together the interests that go beyond the daily curriculum

#### *Preschool After School & Clubs*

The after school program is designed by our professional staff to meet the very diverse needs of our children. The children have the opportunity to choose from a wonderful variety of organized activities, such as art, drama, literature, and outdoor play in a relaxed but stimulating environment. We offer a variety of Clubs, Examples of these clubs are: Gymnastics, Science, Gardening, Dance, Spanish, Literature, Cooking, and Music & Movement. There is a fee associated with these clubs.

#### *K-8 After School & Clubs*

The after-school care program is structured with activities to meet the needs of all of our students and families. The schedule includes check-in/snack/ playground; academic time; organized active game; followed by outside-free play or additional homework time. In addition, Community Day School offers After School Clubs. A variety of clubs involving sports, arts, music, science, animals, cooking, math, language, etc. have been offered in the past. An additional fee will be required for club registration. Look out for the club sign-up form coming home the first week of school. If you have any questions or concerns please contact the school office. The Community Day School aftercare program intends to provide your child with enriching learning experiences after school hours.

### **Varsity Athletics**

Our Athletics program provides our students with a socially safe, emotionally and mentally sound, and developmentally appropriate

learning environment. Our Varsity athletics programs welcomes all 5th-8th grade students to participate. No previous experience is needed.

*Parent/Athlete Meetings held on "Meet the Teacher" day.* This meeting is a must for all 5th-8th grade varsity athletes and their parents! Bring your insurance card.

#### *Practices & Game Days*

Varsity practices are usually held Monday, Tuesday & Thursdays from 3:45-5:15 pm. The majority of games are scheduled on Tuesdays & Thursdays. Please see Dress Code for uniform details.

#### *Sports Fees*

A sports fee is associated with each varsity sport and is due at the beginning of each season. The sports fee covers uniforms, referees, court/field rentals and other sport related expenses.

### **Student Government**

CDS student government consists of President, Vice President, Secretary, Historian, Treasurer, Speaker of the House and Classroom Representatives. Student government officers are elected in the fall of each school year and take an active role in speaking for the student body. The officers must maintain appropriate GPA, be a positive role model, demonstrate honesty & integrity and attend required meetings and events.

### **Safety Patrol**

School Safety Patrol is a position of honor and is available to our upper intermediate students.

Safety patrols are on duty every morning during the school year helping classmates and teachers. Safety patrols are expected to always set a positive example.

### Learning Expeditions, Guest Speakers, and Community Involvement

Academic and cultural learning expeditions, guest speakers, and community service are ways of enriching the curriculum. Careful thought goes into planning each activity. Transportation may be provided by hired buses, school van or parent drivers. Purple polo shirts with the school logo are MANDATORY on all learning expeditions.

CDS students in 5th-8th grade participate in one annual sleep away field trip. These have included Space Camp at NASA Sea Camp in the Florida Keys, St. Augustine, Miami, Washington, D. C. and Peace River. 7th grade students participate in an additional leadership retreat. The 8<sup>th</sup> grade's final trip occurs during the 3<sup>rd</sup> trimester of their graduation year. The costs to fund overnight trips are not covered by annual tuition. Parents will be advised of trip costs in advance. Trips costs need to be paid prior to the students' date of departure. Students in 7<sup>th</sup> & 8<sup>th</sup> grade run projects and fundraise to support their trips.

Various community resources are tapped to bring the world to our students via guest speakers who at times include parents of our students. Examples of our students' community involvement include: participation in projects for the Jewish Children and Family Service , the

Humane Society, Salvation Army, Children First, programs for the elderly in various assisted living facilities, and other school events that illustrate the importance of being actively involved in our community.

### Panther Pride

Another valued event is Panther Pride. All CDS faculty and students are part of a Panther Pride team, which builds teamwork and school spirit through athletic, academic, and team building opportunities.

### Records Release

Processing of school forms, forms for doctors, and release of records requests must be made through the K-8 Director, not the classroom teachers. There is a two-week processing time. Parent/s and/or Legal Guardians are to sign a release allowing the school to process and release forms. All forms and records will be mailed/faxed **directly to the school/doctor indicated on the form and not to the parents.** In the case of separate households both parents/guardians will be required to sign the release form.

Forms and records will be released only if the family's school accounts are current and in good standing. Final records will be released when all textbooks, library books, and all school property has been returned in good condition and account balance is zero.

## School Operations

### Admissions Operations



Admission to Community Day School is open to all students regardless of race, color, religion, national or ethnic origin, gender identity or expression, or sexual orientation who possess the motivation, ability, and character which would enable them to succeed in our school community to all rights, privileges, programs and activities generally afforded to or made available to students at the school.

The admissions process is designed to offer families the opportunity to become acquainted with our whole child approach to education and our Reggio/Project-Based curriculum in the Early Childhood Learning Center and Elementary and Middle School programs. Through the application for admission, parents are asked to supply academic records, professional assessments, a recent instructional teacher contact, and any IEP/504/accommodations plan.

Once admitted, a final determination of grade/classroom placement each year will be made by the School administration.

### Provisional Admission

Community Day School may offer enrollment or re-enrollment on a provisional basis when Administration determines conditional admission is appropriate to best meet the needs of the student and/or the school. Parents will be advised of the provisional nature of their child's enrollment/re-enrollment invitation and the terms of their admission prior to finalizing their admissions paperwork for the upcoming school year/term.

## Billing and Student Accounts

### Tuition Plans and Procedures

#### **Student Tuition and Past Due Collection Policy Statement**

The purpose of this policy statement is to detail the specific process and action steps to be used regarding payment of tuition and to resolve an outstanding student account balance.

A student's financial representative is responsible for the payment of charges incurred at Hershorin Schiff Community Day School (CDS) by the payment deadlines identified in the tuition contract and/or any agreed upon payment plan. Student accounts may be accessed through the online accounting system. As such, payments are due whether the student's financial representative has received statement notification or not. Tuition account balances must be paid in full by May 30 for the prior school year.

**Annual tuition must be paid in full for each school year** unless an alternate arrangement

has been formally entered into by the financially responsible party and Community Day School.

Each new school year, the tuition is due by June 1. Families who cannot pay the annual tuition in full by the payment deadline (June 1) must enter into an installment agreement. Community Day School offers installment plan options through the online accounting system with no interest and a one time processing fee per school year. Tuition installment payment plans begin on June 1 and the latest payment date is March.

If at any time the payment fails to go through or is returned, the account is charged any bank fees incurred by Community Day School and is subject to any fees assessed by the third party vendor of the online accounting system. It is the responsibility of the customer, not CDS, to ensure payment methods are valid and sufficiently funded.

The party(ies) identified in the registration and enrollment materials as "financially responsible" is/are responsible for understanding the charges and meeting all financial obligations. We recognize that students may receive financial assistance from third parties, including state aid; however the ultimate financial responsibility belongs to the individual(s) completing the primary enrollment packet for the student to attend CDS.

#### **Deposit Payment Policy Upon Registration -**

The required tuition deposit must accompany a student's enrollment paperwork when it is

submitted to Community Day School. Currently, the tuition deposit is \$525 for preschool students and \$1,250 for students in Kindergarten through 8th grade. Failure to pay a tuition deposit will preclude submission of the student's enrollment packet. A fully executed enrollment packet is required for a student to attend classes at Community Day School. The exception is for students receiving a State of Florida, need-based scholarship. Students receiving State awards are eligible to submit a reduced deposit equalling half of the standard deposit amount. Families may claim financial hardship and seek additional relief by contacting Amy Meese at [ameese@communityday.org](mailto:ameese@communityday.org).

#### **Continuous Enrollment and Opt-Out Procedure**

Submitting an enrollment agreement (contract) and payment of the tuition deposit is required to secure a student's place in the classroom for the coming school year. CDS enrollment contracts are continuous enrollment agreements. Upon execution of the contract, Students will be enrolled for the entering year denoted on the contract and will continue for each subsequent School Year subject to Parents' opt-out rights. The School reserves the right to unilaterally modify the continuous nature of the Contract at any time.

#### **3rd Party Scholarships and Tuition Assistance**

If a Student has applied for or received a financial aid or scholarship award toward the amount of Tuition and/or fees, the family remains primarily responsible for all obligations under the enrollment contract. The School will

issue a notice reflecting the amount of aid or scholarship and the balance due. Any scholarship award funds not received by the School will become the obligation of the family. If a parent fails to properly assign scholarship payments to the School or is not compliant with the legislated procedures required by the State of Florida, the family will become liable for the scholarship funds not remitted to the School.

### **Delinquent Accounts - Current School Year**

**Payment Policy Upon Attendance** - If an existing student currently in attendance is found to have an unpaid tuition deposit and/or an outstanding tuition balance greater than \$200, the financially responsible party is subject to “progressive collection” efforts until the account is brought into “Good Standing.” “Good standing” is defined as tuition deposit paid and the student’s financial account brought current relative to outstanding balances, payments, and payment deadlines. Progressive restrictions and collection efforts are defined as:

**15 days past due** - late fee assessed by third party accounting system; will continue monthly until the balance is brought current. These fees are assessed and retained by the third party provider. Additional follow-up fees will be assessed and retained by the third party provider as they work in tandem with CDS to bring all accounts current.

**30 days past due** - 1st notice of past due status, typically a telephone call or email.

**60 days past due** - 2nd notice of past due status, follow-up call and email

**90 days past due** - 3rd communication of past due status; student may be excluded from optional activities requiring additional fees unless paid in advance.

**120+ days past due** - Formal letter issued of past due balance; continuing phone and email communications to try to resolve the past due balance. Students may not enroll in optional programs and may be limited from returning to school until a good faith effort is made to pay outstanding balance.

Future enrollment is not guaranteed and a seat is not held when a currently enrolled student’s account is substantially past due. Students’ registration for re-enrollment is placed on a financial hold until the account is brought current which may result in the unsecured seat being offered to another candidate and placement of the student on a wait list.

During the progressive restrictions and collection cycle, the financially responsible party may request to enter into an **accounting payment plan** through the Business Office.

Entry into an approved and executed accounting payment plan, qualifies as a good faith effort to bring a student’s account into “Good Standing.” Satisfactory compliance with the accounting payment plan is required to maintain a student’s attendance. Failure to meet the plan’s terms will initiate the services of a collections agency and may result in the student being suspended or expelled from attendance.

**Arrears on all accounts as of June 30:** any account not paid in full by May 30 will be contacted for final internal collection efforts for

full payment by June 30. Any account not paid in full by June 30 will be sent to a collections agency for the resolution of the debt if any portion of the arrears is greater than 120 days or when any portion of the arrears reaches 120+ days of delinquency.

For returning families, CDS has, at its sole discretion, the ability to “roll forward” any arrears as of June 30 that is under 120 days past due onto the family account for the subsequent academic year. The arrears will be added to the next payment installment due for the family. All arrears payments will be reconciled before any funds are applied to new/current charges.

**Billing Appeal** - If you believe your bill is incorrect, or if you would like more information about a transaction on your bill, we must hear from you within 60 days of the bill on which the item of concern first appeared. Contact Melissa Rivera, Parent Accounts Coordinator, [mrivera@communityday.org](mailto:mrivera@communityday.org).



Parent Helpline [questions@communityday.org](mailto:questions@communityday.org)

