



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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Community Day School Administration

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Front Office Administrative Assistants

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Facilities Manager,

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School Resource Officer,

Nayan Leslie, nleslie@communityday.org

Parent Help Line

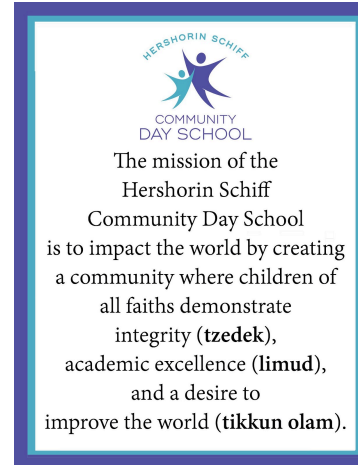
Questions@CommunityDay.org

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 policies herein, and on the enrollment agreement govern the expectations and required compliance of all individuals associated with an enrolled student, regardless of their role for student enrollment (i.e. parent, guardian, step-parent, grandparent, emergency pick-up contact, invited guests, etc.)**

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).

Mission Statement and School Information



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 Education Center (ECE) and the Elementary and Middle school (K-8). 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 Shalom, a conservative Jewish congregation. As Temple Beth Shalom 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 Hershorin Schiff family initiated a significant gift to the school in honor of their patriarchs, Isador Irving Hershorin 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 Hershorin Schiff Community Day School was adopted in their honor. A display in our lobby shares more of their stories.

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 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, 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.

Accreditation

The school is accredited by 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 2022-23 school year.

Community Day School is also accredited by Prizmah Center for Jewish Day Schools. The accreditation process evaluates schools through a multi-faceted review of leadership, governance, professional skill and development, and other core functions.

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 (PBL) into its curriculum. Over 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 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 carefully designs and integrates 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. Twice a year Community Day School students showcase their work during Learning On Display. Learning on Display offers students the platform to reflect on the process of learning with parents and the larger community while providing them an opportunity to receive authentic feedback and recognition for their hard work.

What is Project Based Learning?

Project Based Learning (PBL) is a model and framework of teaching and learning where students acquire content knowledge and skills in order to answer a driving question based on an authentic problem, need, challenge, or concern. Project Based Learning is done collaboratively and within groups, using a variety of employability skills such as critical thinking, communication, and creativity. PBL incorporates student voice and choice as well as inquiry. Authentic PBL involves a community partner and a publicly presented end product. Project Based Learning involves an ongoing process of feedback and revision as well as reflection.

Eight Essential Elements of Project-Based Learning:

- **Significant Content:** The project is focused on important knowledge, concepts and skills derived from standards.
- **21st Century Skills:** Students build critical thinking, collaboration, creativity and communication and other skills needed for success in today's world.
- **In-Depth Inquiry:** Students engage in a rigorous extended process of asking questions, gathering information, and developing original answers

- **Driving Question:** Project work is guided by an intriguing, open-ended question.
- **Need To Know:** The project creates an authentic purpose for learning, beginning with an Entry Event.
- **Voice & Choice:** Students make some decisions about the project, including how they work and what they create.
- **Revision & Reflection:** Students give, get, and use feedback to improve their work, and reflect on their learning.
- **Public Audience:** Students create products for or present work to people beyond their classroom.

Honoring Tradition and Celebrating a Diverse Community

Philosophy and Approach

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 woven 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.

At CDS diversity is welcomed not only relative to culture, heritage and religion but also in a way to make our high quality education available to a broader community of learners due to socioeconomic factors, social-emotional needs, and/or learning profile.

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.

Jewish Education at Community Day School

Community Day School is a diverse Jewish Day School for students of all faiths and backgrounds. Judaism is an essential part of the school's identity and heritage. 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 6th – 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 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.

Each week at Community Day School we celebrate three Shabbat services - Early Childhood, Elementary grades K-2, and Elementary grades 3-5 with Middle School. Shabbat recognizes the day of rest and reminds us of how G-d rested after creating the Earth. Jews observe its importance through the sense of family and community connection celebrated at a weekly service. Although Shabbat is traditionally welcomed at sundown, at CDS we observe it when we are together as a school community so we can joyfully celebrate the end of the week and spend time recognizing how happy we are to be all together. We sing songs, share “shout outs” in recognition of each other, and lift our hearts and spirits as we acknowledge how much our school family enriches our lives. We welcome family members and special guests to join us in celebrating Shabbat.

Jewish holidays are an important part of life at school. In K-8 most holidays are taught through Jewish Studies and Comparative Religion classes. In Early Childhood the children will explore the holidays during Judaica time. Classroom teachers may also incorporate the Jewish holidays into their unit explorations, art, and into their centers. Certain holidays are celebrated school-wide through special programming, hallway decorations, class parties and more.

Holiday dates are set in the Jewish calendar which is a lunar calendar. That means the dates float around the secular calendar from year to year. Please note, on the Jewish calendar a day lasts from sundown to sundown, rather than from 12:00am-12:00am. Thus, Jewish Holidays always begin at night and continue through the next day(s) this is why you may see “special programming days” on the school calendar. As mentioned above, these are days of religious observance on which the school remains open. Since some families observe these Jewish holidays, we adjust the academic programming on these dates so tests are not administered and no new content is covered in class.

Below is a list and brief description of Jewish holidays and observances at Community Day School.

Shabbat - weekly - A celebratory, end of week service focused on gratitude and community.

Rosh Hashanah - Sept/Oct - Jewish New Year. The beginning of a period of reflection and renewal.

Yom Kippur -- Sept/Oct - Day of Atonement. The holiest day of the year in Judaism, traditionally observed with a 25-hour period of fasting and intensive prayer

Sukkot - Sept/Oct - The "Festival of Tabernacles" and the "Feast of Booths." It is one of Judaism's three pilgrimage festivals. Students help build a Sukkah, a temporary hut, and may eat snack there.

Shmini Atzeret/ Simchat Torah - Sept/Oct - Celebration marking the conclusion of the annual cycle of public Torah readings, and the beginning of a new cycle

Chanukah - December - Festival of Lights, the eight-day festival is observed by lighting the candles of a hanukkah to recognize the miracle that occurred at rededication of the Jewish Temple

A detailed events and activities calendar is housed on our website and is regularly updated. Parents/Guardians may link to the online calendar using RSS feeds and the content will synchronize to your personal calendar.

Please contact us if you have any questions at questions@communityday.org.

Tu Bishvat - Usually January - New Year for Trees. One of four "New Years" in Jewish life

Purim - Usually March - Celebration of Jewish deliverance in Persia.

Passover/Pesach - April - Feast of Unleavened Bread. It commemorates the Exodus and freedom of the Israelites from ancient Egypt

Yom Hashoah - April 18 - International Holocaust Remembrance Day

Yom Hazikaron - April 25 - Israel Memorial Day

Yom Ha'atzmaut - April 26 - Israel Independence Day

Shavout May/June - Commemorates the giving of the Torah at Mount Sinai

A useful online resource is <https://www.myjewishlearning.com/article/calendar-of-major-jewish-holidays/>

CDS Community

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.

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 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 classes, to only snack during appropriate times, to take water, bathroom, locker breaks between classes (if possible), 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).



Inspired by the Native American Hopi Tribe of the Desert Southwest
Created by the 2/3 Team 2013-2014

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, common areas, 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 drills 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, common areas, 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. Refer to the discipline policy for further information.

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.

Guide to Key School Events

Summer Meet Ups - Join us to connect with your child's classmates and other CDS families over the summer. We look forward to seeing you!

Meet the Teacher Day - Welcome to the new school year. This is an opportunity for families to get acquainted and for students to become familiar with their teachers and classroom.

New Family Orientation - We welcome all our new families to join us for an informational session to help you become familiar with and learn about our school. New family orientation will be held on the Friday before school begins.

Family Shabbat Dinner - Join us for a family-friendly potluck dinner celebrating the start of a new year! Bring your favorite entrée, side or dessert (dairy, vegetarian or vegan).

Upper School Parent Information Night - This evening is an opportunity for K-8 parents/guardians to meet Administration and our faculty, learn about your child's classroom, and ask any questions you may have.

Grandfriend's Day - Please join us for a morning celebrating our grandparents & special grandfriends including intergenerational Shabbat services, classroom activities & more!

Challahween Bake-Off - A celebrity-judged family-friendly challah bake-off.

Jog-a-thon - A fun family field day. Come out and run with our students. Cheer them on as they run laps to raise money for the school! 100% of the money raised goes directly to our school. Sponsorship opportunities are available.

Friendship Luncheon - The Friendship luncheon is generally held the week prior to Thanksgiving break. It is an opportunity to come together as a school and celebrate our Community Day family. Students prepare decorations and side dishes in their classrooms while the school provides a yummy lunch. The luncheon is for the students; however, parent volunteers are always needed for both the classroom preparations and for the luncheon itself.

Learning on Display - All year Hershorin Schiff Community Day School students learn core academic topics, develop their social and emotional knowledge and cultivate their 21st-century

skills. Twice a year, Winter and Spring, students share their learning journey with us and serve as docents for an exposition of their projects. Learning on Display is their opportunity to shine and for the school community to be inspired by all our students have learned and accomplished.

Hanukkah Scholastics Book Fair - Our annual Scholastic Book Fair will be held in the Janis Kaplan Multicultural Media Center. Our students will have an opportunity to peruse the shelves, buy books or add something to their holiday wish list.

Parent Education Seminars - At various points during the year, Community Day school offers seminars on topics relevant to our families to support parents in obtaining the tools and resources they need. Topics include those that link directly to activities in school to those that pertain to age-appropriate social dynamics.

Spirit Days - Everyone shows their CDS spirit and dresses with as much flair as they can muster. Spirit days are often themed. The school hosts fun, spirited activities to celebrate our school and students. They are generally scheduled for the middle of each trimester.

Panther Pride - The student body is divided into Panther Pride teams. Each student works within their assigned team on Panther Pride activities to earn points for their team. At the end of the year, the team with the most points is crowned the victor. Panther pride events include sporting events, field days, cheer competitions, and other creative activities for team building and academic fun. They are scheduled for the end of each trimester.

Chanukah & End-of-Year Parties - Each classroom's room parent coordinates with the other classroom families to bring in snacks and activities for a classroom party.

Janis Kaplan Author's Day - Janis Kaplan worked as an enthusiastic and committed elementary teacher in the Norfolk Virginia school system. She loved teaching and adored her students. Tragically, she passed away in 1990 after a 10-year battle with cancer. In her honor, her parents established a fund for an annual author's day program at Community Day School. Jay Kaplan, Janis' brother, calls the annual Spring event "a tribute to quality education and a small attempt to help in the endless challenges of giving children the best opportunity to learn and grow."

Measure of Academic Progress (MAP) - We know that children learn better—and faster—when teachers have a clear picture of what each student knows and what they are ready to learn next.

That's why we have selected the MAP, Measure of Academic Progress, assessment for our K-8 students. This tool reacts to each student's answers, making it "adaptive" or personalized to measure the needs of every student.

- If your child answers a question correctly, the test follows up with a more challenging question.
- If your child answers incorrectly, the test follows up with an easier question.

Adaptive tests make it possible for us to pinpoint what each child needs to learn best. This will help teachers understand each student's unique learning needs.

Moving Up Day - Toward the end of the school year, students get to visit the grade they will be entering the following academic year. This provides them with the opportunity to know what to expect and helps them get excited about things to come.

Alumni Day - Alumni day is a great day for the students and teachers. Past graduates visit Community Day and share their stories about life after graduation. They often discuss how their Community Day education prepared them for their next steps and what they valued about their experience as students of our school.

CDS Community Engagement

Volunteering

Community Day School believes that connecting home and school is essential to creating a supportive and nurturing learning environment for our students and also for building a sense of community among our teachers, parents/guardians, and administrators. Involvement and support for Community Day School and our students can take many forms. 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. Each year we share a volunteer questionnaire with our school community to provide an opportunity for families to become involved on campus and enrich the students' experiences. Please reach out to Brenna@communityday.org to share your ideas.

Parent Ambassadors

Community Day School participates in and hosts in-house and off-campus events where we share information about the school with prospective families. Speaking with members of our school family is the most authentic way of helping a prospective family understand the difference our school makes and the value of our educational approach. Help us spread the word. Contact Brenna Wilhm Brenna@communityday.org if you are interested in becoming involved as a parent ambassador.

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 compassionate 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 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.

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 provide information and updates that pertain to a given class/grade (Early Childhood teachers may issue theirs on Friday). 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. These communications review the current curriculum, units, projects, events, and aspects of classroom and school life. Teachers also communicate electronically via Blackbaud (K8), Lillio (Early Childhood), etc. It is expected that parents will review Blackbaud, Lillio, Panther Press, Tuesday Tidbits, the school website, and the school events calendar.

Community Day School sends school-wide e-mail weekly as a way of communicating with our families and also utilizes a cellular phone-based parent alert system. It is the parent/guardian's responsibility to ensure their contact information is correct in the student and family records.

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

Distraction Free Zone

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 through Blackbaud/Lillio. 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 phone messages (unless in case of emergency). Parents/Guardians are asked not to interrupt the classroom once the school day has begun. *We respectfully request that parents/guardians refrain from visiting the classroom unless an appointment has been scheduled.* Parents/Guardians 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.

Conferences

Formal parent/teacher conferences are scheduled twice per year for the Early Childhood Education Center (November and May) and once a trimester for kindergarten through eighth grade (November, February, and May). Conferences are scheduled on the designated dates identified in the school calendar. 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.

Parent Support

Your support of School programs and policies is essential. *If you disagree with a policy or a decision, speak to the people who can make a difference and engage with you in seeking a solution.* 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 have key expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

1. We expect parents/guardians to have students arrive at school on time and to read all school-home correspondence such as class newsletters, school flyers, etc.
2. As a part of our joint role to help students grow and mature, parents are expected to encourage their students to address perceived inequities appropriately and independently, including reporting if necessary.
3. 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.
4. When parents/guardians 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 call.
5. 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.

6. The School will typically investigate issues and question students without the parent's/guardian's presence. This helps us move quickly to resolve issues.
7. Please do not ask us to tell you about discipline imposed on other students. We would not disclose the discipline of your student to others and expect that you understand the same principle applies to other students.
8. The School believes that a positive and constructive working relationship between the School and the parent is essential to the fulfillment of the School's educational purpose and responsibilities to its students.
9. All communications between the parents/guardians and any person at the School must be professional, cooperative, and appropriate.
10. If the parent's/guardian'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.
11. 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.

School-wide Logistics

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 included in the quicklinks of the website 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 (1st 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.

Holiday Observances - Programmed days and School Closures

Hershorin Schiff Community Day School is an pluralistic Jewish school. We respect all families and faiths and welcome a diverse community of families as part of our school family. Our traditions and observances are steeped in the Jewish faith which obligates us to observe specific high holy days (Yom Tovs) by closing school. On certain holidays for which we would have otherwise been closed, we remain open. On those days, we will offer a special program of instruction that reinforces our school's values and philosophy, while also respecting the Jewish traditions of our school. Communication specific to the programming days will be shared with you at a later point. We welcome and encourage families to ask us about these special programming days at any time.

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 persons identified on the student's pick-up list or emergency contact list.
- *Parents or guardians who do not have an appointment with a member of the faculty or staff are not permitted beyond the lobby doors (K-8) or the preschool courtyard (ECE) during the school day.*

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.

Parking Lot Protocols

The parking lot at Community Day School is a one-way lot with entry from McIntosh Road and exit through the Wilkinson Road gate. Please do not enter the parking lot from Wilkinson Road or travel against the flow of traffic while in the lot.

Arrival and Dismissal Logistics

We are committed to the safety and well-being of our students and families. Our arrival and dismissal procedures are designed to ensure that the parking lot is safe and school entry is an

efficient process for all people coming to campus. Please adhere to the general guidelines and refer to the Early Childhood and K-8 content for procedures specific to your child's program of attendance.

- Enter the lot only through McIntosh Road gates.
- Proceed slowly and carefully, children are present.
- Passing other vehicles and cell phone use within the parking lot or travel lanes is unsafe and is not permitted.
- Parking is restricted to the stripped parking lot area. Parking else impedes the office's view from the lobby and creates blind spots, and thus poses a safety threat to the children
- [No parking or idling is permitted in front of the school building or along the travel lanes/entryways unless specifically directed by campus security.](#)
- Drivers must remain in their vehicles at all times during carline. Only students may exit the vehicles. All student entry and exit must be from the passenger side of the vehicle only.
- Please use the marked crosswalk to access the school buildings
- Student will only be released to a custodial parent/guardian or individuals specified on the authorized pick-up list on record with the school.
- [We do not accept verbal modifications to the list.](#) Please email the Front Office personnel to add/modify your authorized pick-up individuals.
- If you have an occasional, extenuating circumstance that prevents you from parking your vehicle, please call the front desk at 941-552-2770 and we will assist you with your child's arrival/dismissal.
- [Consult the Early Child Education Center or K-8 specific procedures sections for additional details pertaining to each division.](#)

Emergency Contacts and Authorized Pick-Up Individuals

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 the Front Office staff, or emailed to attendance@communityday.org.

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 you call, you will be asked to follow up on the verbal request with written/email*

confirmation. 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.

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 for families who repeatedly pick up 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.

Student Experiences (Extended day, Sports, Clubs, Enrichment etc.)

Early Childhood Afternoons

Students remaining after 1 pm dismissal will participate in our Full-Day Early Childhood program. The afternoon programming begins after completion of a State-mandated rest period. The program consists of a suite of age and developmentally-appropriate activities designed to nurture and engage them while further stimulating their learning and growth in a fun, play-based atmosphere. Our afternoon enrichment program will highlight specific STEAM subjects like science, art, math, literature, and music. Children will be exposed to experimentation, creativity, and exploration through different activities. The student will complete a state-mandated rest period at the beginning of the afternoon session.

The extended day program operates from 3:30 pm to 5:30 pm. During this time students will enjoy additional outdoor, classroom, and creative activities. In the courtyard students play freely under the supervision of our ECE after care faculty and may not be kept within their assigned classroom groupings. Our littlest learners are independently supervised.

K- 8 After School Programs

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

K-8 After Care

The aftercare program is an open play environment on the playground, athletic field, and/or

gymnasium. Aftercare provides the opportunity for the students of all grades to interact and play with each other. This is where special friendships are made between the upper and lower school students.

The schedule includes check-in; followed by outside or indoor play. In addition, Community Day School offers After School Enrichment Clubs. A variety of clubs involving sports, arts, music, science, animals, cooking, math, language, etc. have been offered in the past. Some clubs are offered by local youth sports and activities businesses. An additional fee and pre-registration will be required for clubs. Look out for the club sign-up notice at the start of the school year.

Homework Help may be offered after the start of the school year. The schedule is designed around the needs of students. The sessions provide a quiet space for students to complete their homework, study, and receive assistance or additional practice/instruction in a certain subject. CDS offers a mentoring program with alumni who participate as volunteers to assist in homework help. Pre-registration for homework help is required and an additional fee is assessed for this program.

Athletics Program

Our Athletics program provides our students with a socially safe, emotionally and mentally sound, and developmentally appropriate learning environment. Our Varsity athletics programs participate in the Gulf Coast Athletic League in the sports of volleyball, flag football, cross country, basketball, soccer, cheerleading, and tennis. Our varsity program welcomes all 5th-8th grade students to participate. 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.

Participation in extracurricular programs is a privilege. 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 program continues to be of utmost importance.

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 during arrival and dismissal. Safety patrols are expected to always set a positive example.

Learning Outside the Classroom

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 generally participate in one annual sleep away field trip. 7th grade students participate in an additional leadership retreat. The 8th grade's final trip occurs during the 3rd trimester of their graduation year. The costs to fund overnight trips are not covered by annual tuition. Parents/Guardians will be advised of trip costs in advance. Trips costs need to be paid prior to the students' date of departure. Students in 7th & 8th 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, beach clean-ups, 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.

Supporting Learning Success (K-8)

Success in school is a partnership between student, parent, and educators - ***we all play a role.*** Below are some ways that you and your child can work together to support their success in school. If ever you need help or have questions about your child's work, progress, or challenges they are facing, we are here for you. Please do not hesitate to reach out to the Program Directors [K-4 Barbara O'Brien (bobrien@communityday.org) and Middle School 5-8 Dr. Vincent Miller (vmiller@communityday.org)], our ESE Coordinator, Amber Whitenight (awhitenight@communityday.org) or our Head of School, Dan Ceaser (dceaser@communityday.org) to ask for help or voice your concerns.

Strategies for Supporting Learning at Home

1. Send your child to school ready to learn
 - a. Fuel them up with a nutritious breakfast
 - b. Recharge them with a good night's sleep - Most kids need 10-12 hours of sleep
 - c. Clear their mind so they can unwind (limit stimulating diversions like technology)
 - d. Support good attendance. Missing school or being routinely tardy affects both their command of the material and their attitude toward school
2. Teach and reinforce good skills and learning habits
 - a. Establish a routine for completing school work at home
 - b. Select a workspace/area at which your child will complete their work and get them involved in setting it up with what they'll need to complete their work
 - c. Check your child's assignment book and homework folder every day

- d. Talk to them about their day and what they are working on. If you are engaged, it helps them to be more engaged.
 - e. Model good learning habits. Admit when you don't know, engage your child in a journey of discovery.
3. Keep in Touch - Communication is Key
- a. Check in with your child, how are they feeling about their schoolwork?
 - i. Learning is work. Show your support, give them space and acknowledge their feelings. It is ok for them to feel like don't understand or to need help.
 - ii. If they are not making progress on the task, it is ok to take a break or put it aside and reach out to the teacher.
 - b. Reach out to the teachers...we want to hear from you! Our goal is for the students to learn and for everyone to feel supported. CDS faculty are compassionate, practical people who understand childhood upsets, parent questions, and that life happens! Please never hesitate to contact your child's teacher.

Early Childhood (ECE) Specific Information

Preschool Staff

Our high-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 childcare 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.

ECE Schedule and Classroom Information

The Preschool hours are as follow:

- 7:30 am - 9 am Early Morning Care (optional)
- 9 am - 1 pm Preschool Hours Half Day Students
- 12 pm - 1 pm Lunch
- 1 pm Dismissal for Half Day Students
- 9 am - 3:30 pm Preschool Hours Full Day Students
- 3:30 pm Dismissal for Full Day Students
- 3:30 pm - 5:30 pm 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.

Classroom 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

ECE Arrival and Dismissal Procedures

ECE Arrival Time

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 9:00-9:30 am. 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. Students may not arrive later than 10:30 am without prior notification of the Early Childhood Director, Tracey Bortz (tbortz@communityday.org). Under no circumstances will students be admitted for only the afternoon portion of the school day or extended care (no arrivals are permitted after noon.)

Our teachers' day begins at 9:00 am as they greet the students, listen to their stories, and attend to their needs. We are sure you will agree that the number one priority for a teacher is to be with the children.

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, however, it is important for our teachers to greet each child in the morning. 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 9:15 am 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 exit the preschool hallway and gather in the main hallway by the office or on the benches provided at the front of school to converse after the school day has begun. This will help give our preschool children a distraction free zone as well as minimize separation anxiety from parents.

Early Morning Care

7:30-8:55 am

Parents/Guardians drop off their child/ren by checking in with the staff person on duty. EMC staff transfer the students to the classroom at 9 am. For everyone's safety, the school playgrounds will NOT be available for parents and children to use before the school day begins.

Classroom Drop-Off

At 9:00 am

Parents/Guardians accompany their child/ren to their classroom at 9:00 am and sign in them in with their teacher through Lillio.

1:00 pm/3:30 pm Pick-up

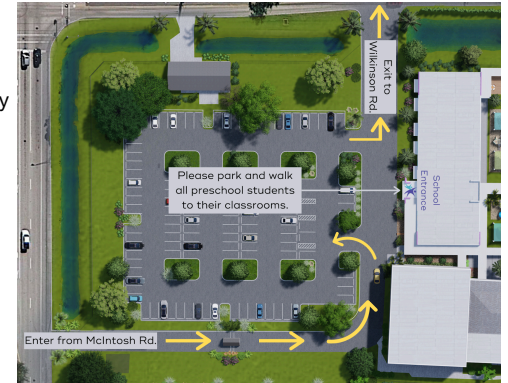
Parents/Guardians pick up their child/ren in their classrooms or on the playground at the end of their school day and sign them out with the teacher through Lillio.

Aftercare Pick-up

Parents/Guardians must pick up their child/ren by 5:30 pm. When picking up your child from the extended day program, please sign your child out with the Staff on duty. In addition you must sign your child's pick-up time in the binder at the entry door of the ECE.

ECE Release Procedures

- Every preschool student is signed in/out through Lillio. Upon a student's arrival/dismissal they will be checked in/out by staff.
- 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 within 15 minutes of their scheduled dismissal time by 1:15 pm or 3:45 pm, they will be checked into the extended day programs. A late fee of \$15 per hour or portion thereof will be charged for any child remaining past their contracted dismissal time.



- If a child is not picked up by 5:30 pm, attempts are made to reach the parent(s) and then any authorized persons on the child's Emergency Contacts.
- 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 and only if proper child restraint equipment is utilized.

ECE Extended Day

The ECE extended day program is an option offered daily from 3:30 to 5:30 pm. Extended day is only available to students who are attending the full-day academic program until 3:30 pm. There is no extended care offered for half-day students, those attending only until 1 pm. During extended day hours, children can be picked up either from a classroom, or from the playground (depending on the activities planned for the day). Parents/Guardians picking up their children at the end of the day must walk into the school building and sign out their respective children.

ECE Remaining on Campus After Dismissal

When parents/guardians arrive on the playground or in the classrooms during the extended day program (including lunchtime) they are present only to sign out their children and take their children with them. *Once the children are signed out, they cannot be signed back in or remain on the property under their parent/guardian's supervision (i.e., continue to play on the playground, visit the chickens, etc.);* therefore we ask that the parent/guardian and children leave the campus as soon as your child is dismissed. Our secondary accident insurance on the children ends at the point when they have been signed out by a parent/guardian; 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

Many of our teachers clean, arrange, prepare and set up their classrooms for the following day before they leave for the day or go to their extended day responsibilities. Parents/Guardians, with or without children, may not be in any classroom without a teacher being present.

Staffing schedules are based on child-to-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/guardian 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.

ECE What to Leave at Home

Although each classroom teacher sets their 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. During their "getting acquainted" period at school, students in our 14 month to 2 year old class may use pacifiers only during rest time.

ECE 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**. We suggest that you also provide a zip-lock bag of shelf-stable snacks for your child that remains in the classroom.

- Students enrolled until 1 pm will have **one snack** and **lunch** with us each day.
- Students enrolled until 3:30/5:30 pm will have one additional **afternoon snack**
- Food items should be brought to school in a lunchbox or bag with a cold pack, as necessary, since refrigeration is not available.
- Snacks - You may pack daily snack(s) or we'll use the shelf-stable snacks you supply.

Please ensure food items brought to school are consistent with the school's **kosher-style dietary guidelines**. In brief, beef and poultry may be included. Pork or shellfish are not permitted. Meals and snacks may not contain dairy and meat products in the same meal. Community Day School limits non-water beverages served on campus or brought into school as part of student lunches. Refer to the Dietary Guidelines section of the handbook for further details.

CDS is not an allergen-free school. Students are permitted to consume nuts, gluten, eggs, milk, and other common allergens as part of their snacks/lunch. If your child has a specific allergy, we can work with you to be cautious on a classroom-specific basis, however, we cannot guarantee an allergen-free environment. Student allergies that require specific attention must be discussed with the ECE Director prior to a student's first day of attendance.

ECE 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

ECE 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.

Early Childhood 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/ebcasts, 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.

Discipline Policy In the Early Years

Discipline in early childhood is a misnomer. "Discipline" at this developmental stage is a set of methods designed to teach children and grow their capacity to make proper choices, share their feelings, and develop empathy for others. We believe children are creative problem solvers. We facilitate conflict resolution skills by guiding the children to define the problem and find solutions with which everyone can be happy. Classroom rules will be determined during the first week of school. The children and teachers will work together to develop rules, which they feel are necessary for their class. The rules will be role-played and discussed using "what-if" scenarios.

1. We anticipate problems and redirect whenever possible.
2. We use a 3-part reminder
 - A. What you can't do
 - B. Why you can't do it
 - C. An alternate choice

For example:

- "No hitting with blocks"
 - "Hitting hurts"
 - "You can build with blocks or play with something else"
3. We praise the deed not the doer.
 4. We use logical natural consequences.
 5. We encourage children to express themselves verbally.
 6. We believe that the time-out in a group setting is more humiliating than helpful. For this reason, *Community Day School does not use time-out*. We may remove a child from a situation *to protect the child, the teacher, or the other children*, but it is within the parameters of narrowing (eliminating) choices, not punishment. Needless to say, we will not subject a child to humiliation, ridicule, or frightening threats.
 7. Spanking or other forms of physical punishment are prohibited.
 8. We communicate with parents and work together as a teaching team.

As our students develop and mature, we continue a respectful approach to discipline using natural and logical consequences. 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. 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.

Elementary and Middle School Specific Items

K-8 Staff

Our exceptional K-8 programs are carefully designed and delivered by a team of highly skilled and knowledgeable educators who are deeply committed to your child's future. Our teachers are carefully selected for their expertise and profound understanding of children's needs. Our Elementary and Middle School teachers bring a wealth of knowledge, with formal training ranging from Bachelor's to Master's Degrees in Education.

Our dedicated team goes above and beyond, completing a minimum of 10 hours of in-service training each year. We believe in continuous growth, which is why we provide extensive professional development opportunities for our teachers, including local, state, and national conferences.

Our Elementary and Middle School Directors bring years of experience and work diligently each day to ensure our teachers have all the tools and training required for daily classroom success. They are hands-on with our teachers in the classrooms, getting to know each and every student. Our Directors and teachers collaborate closely to create a challenging and rewarding curriculum, ensuring thorough student assessments and evaluations to guarantee your child's academic excellence.

Join us and watch your child thrive in an environment where their future is our top priority!

K-8 hours/schedule:

- 7:30 am - 9 am Early Morning Care (optional)
- 8:15 am - Classrooms open
- 8:30 am - 3:30 pm K-8 School Day
- Middle School Schedule
 - 8:35 am - 8:45 am Homeroom - Middle School
 - 8:40 am - 9:35 am Period 1 - Middle School

- 9:40 am - 10:35 am Period 2 - Middle School
- 10:40 am - 11:25 am Period 3 - Middle School
- 11:40 am - 12:30 pm Period 4 - Middle School
- 12:35 pm - 1:25 pm Lunch/Recess - Middle School
- 1:30 pm - 2:25 pm Period 5 - Middle School
- 2:30 pm - 3:25 pm Period 6 - Middle School
- 3:30 pm Dismissal
- 3:30 pm - 5:30 pm Aftercare Hours (optional)

K-8 Arrival and Dismissal Procedures

- Families may park and walk their child into school or may use carline.
- Adults walking students into the building must complete their good-byes in the lobby.
- 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.
- Only for scheduled appointments or events may K-8 parents exit the lobby into the school building

K-8 Early Morning Care

7:30-8:15 am Parents/Guardians must remain with their child(ren) until they are admitted by staff at 7:30 am. Beginning at 7:30 am students may be checked in with staff on duty at the gymnasium entrance and to be admitted to EMC. Classrooms open at 8:15 am.

K-8 Morning Carline

8:15-8:25 am Faculty and safety patrols assist students out of their cars

- Please pull up to the furthest available spot before stopping your vehicle.
- Adults using carline may not exit the vehicle during the drop-off/pick-up process.
- Trunks/cargo areas MAY NOT be accessed during carline.
- Students must be prepared to exit the car immediately upon the doors being opened (i.e. fully dressed, shoes on, backpack, lunch, and water in hand)
- Chronically unprepared students may be requested to park for future mornings.

Park in a Parking Space If:

- You need to access your trunk
- An adult needs to get out of car
- A large project needs to be carried in
- To converse with administration or other parents

K-8 Late Arrivals

After 8:25 am In order for students to do their best in school, it's important that they start off their day on a positive note and arrive at school no later than 8:25 am.

Students who arrive late (after 8:30 am) must check in at the front desk to receive a Tardy Pass, they may then go to their classroom. K/1 parents must walk their children into the building to sign them in. 2nd-8th grade students may walk themselves into the main entrance.

K-8 Excessive Absenteeism/Tardiness

Excessive absenteeism/tardiness will adversely affect student learning. It may 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. See *Absence/Tardiness policy* for details.

K-8 Afternoon Carline

Pick-up begins at 3:25 pm. Cars may begin stacking at the carline at 3:15. If you arrive prior to 3:15, please park in a parking space and walk up to pick up your child. Afternoon carline ends at 3:45 pm. Students remaining on campus after 3:45 pm will be checked into aftercare and late pick-up fees will be charged at \$15 per hour or portion thereof.

Dash Pass

K-8 Families will be invited to utilize *DashPass* for regular afternoon dismissal. DashPass is a modular, cell phone-based application designed to increase the efficiency and safety of our school dismissal process. Students remain safely in the classroom until parents, guardians & approved pick-up individuals cross the campus' geofence and are automatically detected.

K-8 Early Dismissal

In order to allow for a smooth and efficient dismissal process, please advise staff of early dismissal needs at morning drop-off or via email to attendance@communityday.org early in the school day. Early dismissal is not permitted within the last 15 minutes before carline (after 3:10 pm) without advance notice

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.

K-8 What to leave at home

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.

K-8 Food

Students need to bring a kosher-style lunch each day. **Kosher-style** means no dairy and meat in the same meal, no pork products of any kind, and no shellfish of any kind. Community Day School limits non-water beverages served on campus or brought into school as part of student lunches. Refer to the Dietary Guidelines section of the handbook for further details.

We recommend that parents place ice packs in their children's lunch boxes, as we do not refrigerate the children's lunches. We do not have the ability to warm lunches in K-8.

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.

Allergies - CDS is not an allergen-free school, please refer to the dietary guidelines for further details. Student allergies that require specific attention must be discussed with the relevant Program Director prior to a student's first day of attendance, K-4 Barbara O'Brien (bobrien@communityday.org) and Middle School 5-8 Dr. Vincent Miller (vmiller@communityday.org)

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.
- Headsets are required grades K-8. Please label them.
- School supply lists are available online in the parent portal of our website
- Parents/Guardians may purchase supplies from any source
- All Students must have a purple uniform shirt for Learning Expeditions. Purple school t-shirts may be worn. Additional school t-shirts may be purchased for \$10 each through the admissions office. Please order online at <https://www.communityday.org/order-shirts>

K-8 Homework and Supplies

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

All K-8 students need to keep a "Homework Box" of supplies at home.

Kindergarten: Crayons, Markers, Pencils, Scissors, Glue Sticks, Math Facts Flashcards

1st-4th: Also #2 Pencils w/erasers, Colored pencils and markers, Pencil Sharpener, Ruler (w/cm

& in), Wide-rule Loose Leaf Paper

5th-8th: Also a Protractor/Compass

K-8 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.

K-8 Students Evaluation and Grades

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 2nd-8th 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.

Key K-8 Policies and Procedures

K-8 Absence/Tardy Policy

CDS focuses on providing the best academic environment for its students. The school and parents/guardians are partners in positioning the students for learning success. Supporting good attendance is one way of helping a student progress. Missing school or being routinely tardy affects both a student's command of the material and their attitude toward school. Please follow these policy guidelines relative to student attendance:

- 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.
- Absences up to 10% of scheduled school days or 17 days per school year are permitted by our attendance policy. Excessive absences will be addressed through our progressive attendance procedure.
- If a student is absent from school for more than 2 hours, a half day absence will be recorded.
- If a child is absent more than 3.5 hours, a full day absence is recorded.
- Families are to plan all vacations around school holidays.
- An absence from school will be recorded as either excused or unexcused.

- A written note/email from the parent/guardian explaining the absence is required upon a child's return to school after a multiple day absence (2 days or more). A doctor's note is may be required for such absences due to illness.
- Families are responsible for the reporting absences and providing proper documentation. All absences should be reported to the front office using the **absence reporting email address** Attendance@communityday.org

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 attendance@communityday.org.

Unexcused Absences

An unexcused absence will be recorded if the absence does not fall into one of the listed categories, if an absence has not been reported, 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.

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).
- The school reserves the right to hold Tardy students from attending class until the end of the period.

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 will be considered unexcused if not reported per the attendance/tardiness policy.

Classroom Tardiness During the Academic Day (Grades 3 - 8)

Class tardiness is unacceptable because:

- Tardiness reduces the instructional time of the student who is late.
- A student's tardiness interrupts the class he or she is entering, resulting in a loss of instructional quality and time for all students.
- Students late to class frequently are noisy in the halls and disturb surrounding classrooms.
- Students' being late to class causes additional administrative work for teachers and the attendance office.
- Punctuality is a virtue valued by society; students should be guided in the importance of punctuality in school.

Tardiness and Class Absence are defined as:

- Any student not in the classroom at the start of class.
- Any student tardy by more than 5 minutes will be regarded as absent and must present a re-admit pass from a staff member to enter class. If a student arrives at a class 5 minutes late without a pass the assumption is that the student was skipping unless otherwise noted.

Corrective Actions for Unexcused Class Tardies are as follows:

- All tardies are documented in Blackbaud
- Any unexcused tardy of more than 5 minutes is assigned detention by the teacher.

- First three tardies: the teacher warns the student of the consequences of arriving late to class.
- Fourth tardy: The student is assigned detention by the teacher; the teacher will call the parent/guardian to provide notification of detention and to discuss the problem of tardiness.
- Every tardy thereafter: The teacher will write a discipline infraction via Blackbaud and the corrective action will be handled by the corresponding program Director, elementary or middle school.

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. Excessive absences equals exceeding 10% of scheduled school days or 17 days per school year. 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.

K-8 Attendance Requirements and State Scholarships

Recipients of 3rd party scholarships through the State of Florida are *required to meet the school's attendance policy*. Each quarter a recipient's attendance must be reported to the State by the school in advance of the quarterly scholarship payment being awarded toward student tuition. If the student exceeds the maximum the family will forfeit their scholarship funding and will be required to pay the State back for funds received and/or pay the tuition for any scholarship funds not awarded and applied to their school Smart account at CDS.

Progressive Attendance Management Procedure (Grades K-8)

Elementary and Middle School age students need a routine of school attendance to ensure they have full access to the curriculum and are positioned to learn at their greatest potential. As noted earlier in this section, there are also legal requirements for school attendance established by the Florida legislature. Community Day School's attendance policies and procedures are administered with these factors in mind. When addressing inconsistent attendance patterns or excessive absences, the following notification and grading standards will apply.

Days Absent*	Timeframe	Step
Absent 13 days	School Year	Email to Custodial Parents
Absent 17 days	School Year	Letter to Custodial Parents
Absent 25 days	School Year	Conference Required
Absent 20% (12 days)	Trimester	Annotation on Report Card

Absent 40% (23 days)	Trimester	Incomplete (I) on Report Card
Tardy 3 times	Trimester	Full Day Absence Recorded
Tardy 5 times	Trimester	Letter to Custodial Parents
* Consecutive, multiple day absences related to a significant health incident (e.g., COVID, medical procedures, etc) will be counted a single absence.		

- Attendance requirements may be adjusted and appropriate accommodations incorporated into a student's **Individual Success Plan** as determined by the Division Director and Learning Services office.
- Certain pre-arranged attendance exceptions may be authorized at the discretion of the Head of School
- If the tardiness continues after letter issued, 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.
- Impact of tardiness/absences on employability grading will be determined by the Division Director.

Dress Code and Uniform Policy

The Community Day School dress code and uniform policy reflect 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 when they enroll. Additional shirts may be purchased from the admissions office. A t-shirt order form is located in the parent portal on the school website.

Summary

- Students in the Elementary and Middle school are required to wear uniforms.
- Uniforms for K-8th grades consist of a collared shirt and Khaki/Navy bottoms.
- Shirts may be any solid color as long as they are not embellished with a logo, design, etc.
- T-shirts associated with a school activity or event may also be worn (i.e., Panther Pride)
- All students must have a purple uniform shirt for field trips.
- Shorts/skorts/dresses must be fingertip length or longer when standing up straight.
- Closed-toe shoes are required.
- Outerwear must be of a single, solid color and not be embellished.

- K-4 students should have a change of clothing in their locker or cubby for emergencies.

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.
- ❖ *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 Early Childhood 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
- A purple, logo t-shirt is required for any off-site learning expeditions.

K-8 Dress Code

Uniforms are required for K-8 students. No sheer or netted materials or cut-outs permitted. School appropriateness is determined at the discretion of the program directors and/or Head of School

Shoes

- Must be sneakers, rubber-soled, closed toe, covered back.
- No Crocs, slippers, open back or slip on shoes (e.g. mules or clogs) permitted
- Boots may only be worn from December thru February.

Uniform Bottoms K-8

- Shorts, Skorts, skirts = Navy or khaki; navy gym shorts
- Pants = Docker-style chinos, any brand, navy/khaki/black.
- All bottoms must be longer than a student’s fingertips when standing up straight.
- Middle School (Grades 6-8) only may wear black bottoms and jeans on any school day
- Leggings are permitted under skirts or dresses.
- 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; Grades 6-8 only may wear shirt with discrete brand logos.
- Branded school spirit wear.
- *Dresses* are permitted and must follow the same uniform standards of shirts/bottoms.
- **A purple, school logo shirt is required for any off-site learning expeditions.**
- **Students arriving without an appropriate shirt will be provided with a school t-shirt (cost \$10 billed to SmartTuition).**

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 an 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 an undershirt, as appropriate to meet the dress code, in lieu of a standard uniform on days they have a scheduled game.

Hats

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

Cooler Weather (December through February ONLY)

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

Kippot

- Kippot are required for all boys during Jewish Religion classes, Shabbat, and when eating.
- Girls are also provided Kippot; however, wearing them is optional.

Items NOT Permitted

- Shorts/skirts/skorts 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

- Patches to cover brand logos
- Overalls
- Skin-tight or yoga pants or jeggings
- Platform shoes, sandals, flip-flops, crocs, slippers
- Visible piercings, other than small earrings or studs
- Jewelry that is distracting or extreme
- Make-up for K-4th grades (modest make-up is allowed in 5th-8th grades)
- 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.

If you have gently used, school uniform-compliant clothing you would like to donate for use by other school families, please contact the Admissions office.

Dress Code Exceptions:

- 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 a 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 who are not in compliance with the Dress Code may be subject to progressive discipline resulting in the following consequences:

- Asked to change clothes
- Parents/guardians contacted to bring clothing
- Letter sent home with student
- Parents/Guardians and students meet with Director
- Uniform contract
- Repeated infractions (3+ incidents) will have consequences as defined in the progressive discipline policies of the corresponding academic program.
- Enforcement of the Uniform Code is at the discretion of the Elementary and MS Directors.

Health and Safety Policy

Public Health Protocols

Community Day School will utilize recommendations and guidance from local, state, and national officials to update current health and safety policies. Given the evolving nature of information and guidance regarding public health, 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.

Allergies

CDS is not an allergen-free school. Students are permitted to consume nuts, gluten, eggs, milk, and other common allergens as part of their snacks/lunch. If your child has a specific allergy, we can work with you to be cautious on a classroom-specific basis, however, we cannot guarantee an allergen-free environment. Student allergies that require specific attention must be discussed with the relevant Program Director prior to a student’s first day of attendance

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.

Immunization Policy Summary

Community Day School follows the State of Florida and Sarasota County School District procedures relative to immunization for school-aged students (Grades K through 8.) Early Childhood immunization policies are determined at the sole discretion of the school.

CDS does not accept any vaccination exemptions for Early Childhood students. As of May 19, 2019, Community Day School's Early Childhood health policy was amended to no longer accept unvaccinated children into the early childhood learning center. All students enrolled after that date must supply proof of up-to-date immunizations.

Students enrolled prior to May 19, 2019 who are not current on their immunizations may provide a physician-signed letter indicating the plan for completing any outstanding immunizations. Community Day School will consider the plan and determine if it meets the requirements of our Health and Safety policy. If you have questions, contact us at questions@communityday.org.



Illness Policy Summary

For your child's well-being, and out of respect for our other students and teachers, please refrain from bringing a sick child to Community Day. Children demonstrating signs of illness will be sent home from the program. If called to pick up your child, you or an authorized emergency contact are asked to do so as quickly as possible. If we are unable to reach a parent, we will call the emergency contacts listed. Any child sent home will be unable to return until they are symptom-free, without medication, for 24 hours.

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 100.4°F or above within the previous 24 hours; is in school with a fever of 100.4°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 who experience diarrhea during school day will be sent home immediately
- has vomited; 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
- 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. The area should be covered.
- Head lice - the child may return after treatment has been initiated "See handbook Lice/Nit Policy"
- Scabies - the 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 the child has been without fever for 24 hours.
- 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 and 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.

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, on the parent portal, and in the online student checklist.) 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 active lice are found, all siblings of the infected child are checked.
3. If active lice are present on a student, the parent/guardian will be contacted and a notice will be sent home regarding the treatment of the student(s)
4. Children may remain in school until the end of the day and may return after treatment has been initiated.

General Policies and Procedures

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. Service animals are authorized to enter campus consistent with the Americans with Disabilities Act and Florida Statute 413.08.

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.

Birthday Celebrations

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 acknowledgment or *non-food-related* birthday activity on your child's special day. If you arrange with the classroom teacher to bring a food-related treat to share with the class, please be considerate of any food allergies or dietary constraints of the students (i.e., gluten free). In order to maintain and moderate a healthy and nutritious community,

please limit birthday food treats to wholesome items. Community Day School limits non-water beverages served on campus or brought into school as part of student lunches. Refer to the Dietary Guidelines section of the handbook for further details.

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. Alternate pick-up arrangements should be communicated to the office.

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. Badging does not apply to authorized adults on campus engaged in drop-off/pick-up activities.

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.

Cellular Phone and Device Use by Students

We recognize that students may have personal telecommunication and/or internet connected devices. Those devices are not authorized for use during the school day on campus or during off campus activities (e.g., bus trips, learning expeditions, sporting events). Student cellular telephones or any other electronic devices may not be on their person at any time while on campus and must be turned off and in their backpacks or lockers at all times while on campus. The exception is devices that have a specific medical function as documented in the student's pediatrician-signed health records on file with the school. Students needing to contact their parents or guardians during the school day may advise their teacher and may be directed to the front office to use the school's telephone system.

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 or guardians of a student are separated or divorced, they shall provide a certified copy of any temporary or final order of the court, if any, regarding legal custody of said student and the 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.

Dietary Guidelines

Community Day School adheres to the spirit of Jewish tradition by observing a [Kosher-style food policy](#). All food falls into three categories: [meat](#) (chicken, beef, turkey), [dairy](#) (yogurt, cheese, milk) and [parve](#) (everything else including, fruit, vegetables, breads, eggs, fish). Parve foods may be eaten with either dairy or meat.

- Students may bring their lunch from home or purchase lunch through the catered lunch program.
- All food *consumed on CDS property* (lunches, snacks, parties) must be Kosher-style compliant
- Beef and poultry may be included. Pork or shellfish are not permitted
- Meals and snacks may not contain dairy and meat products in the same meal.
- Students are not permitted to bring caffeinated or otherwise enhanced (e.g. Niacin) beverages to campus. Drinks with added stimulants are considered potentially unsafe and unhealthy for children and are prohibited at all times, including during afterschool clubs and athletics.
- Hot chocolate, juice, and decaffeinated sodas or teas are allowed when brought from home and consumed at appropriate times.
- Lunch delivery through services like UberEats, DoorDash etc. is highly discouraged.
- Breaded, fried foods, cooked with milk do not meet Kosher-style standards (i.e., Chik Fil-a)
- Community Day is not an allergen-free (i.e., gluten, peanut) school, however, some classrooms may have additional restrictions due to allergies of enrolled students.
- Food sharing is not permitted except for organized classroom events/parties.
- During Passover there are additional dietary restrictions relative to foods that may be consumed on campus. Any food *consumed on CDS property* during Passover may not contain any *hametz* and leavened items (i.e. no bread, rolls, pasta, flour tortillas, or cookies).
- Please contact us if you have any questions at questions@communityday.org

Dismissal Disputes

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.

All students with a co-parenting or alternative custodial arrangement must have a copy of their court-executed parenting plan/custodial agreement in their student file at school. The school will defer to the court-executed document in any case of a dispute between custodial adults.

Employing Staff

The School generally prohibits employees from holding other employment. Staff employment by school families must be noticed to, and authorized by, the program Director. 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.

Health 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.

Health Information Sharing

Parents/Guardians 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.

Learning Expedition Summary

Elementary and Middle School Learning Expeditions are a way of enriching the curriculum and are encouraged. Careful thought goes into planning a trip. As an experiential, project-based school, an expectation of a student's enrollment at CDS is participation in any scheduled learning expedition. A learning expedition release form executed by all custodial parents/guardians is required in order for any student to leave campus and participate in a scheduled activity. Students whose release is incomplete will be unable to participate in off-campus activities. The release is located in a parent/guardians Blackbaud enrollment portal.

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. Teachers bring their class lists and emergency contacts with them on the trips. Siblings are not permitted on learning expeditions. Students are required to wear purple school t-shirts on all learning expeditions. If a child arrives at school on the day of a learning expedition and is not wearing a purple logo uniform shirt, they will be provided a shirt and their account will be charged \$10.

Parents/Guardians of any K-8 student 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.

It must be stressed, 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/Guardians of any K-8 grade student unable to follow the given guidelines will be notified. In severe cases, the parent/guardian will be requested to come and/or provide transportation home for the student.

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

Learning Expeditions Chaperone Guidelines

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 the driver's policy. The School reserves the right to check the motor vehicle 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/Guardians 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/Guardians who are not able to fulfill their responsibilities as field trip chaperones will not be permitted to serve as chaperones on future field trips.

Lost & Found

Lost items will be placed in the Lost and Found closet located in the school lobby. Parents/Guardians 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.

Lunch Program

Community Day School students may bring a Kosher-style lunch (see dietary guidelines) from home each day or may participate in the lunch program offered through the school. We are excited to share that **Fresh Flamingo** will again serve as our lunch program provider for the 2023-24 school year. Details of the program options and logistics of ordering will be available during Meet the Teacher Day, August 11. The link for ordering is <https://www.communityday.org/hot-lunch>, orders for the upcoming week must be placed by the end of the school day on Friday.

Forgotten lunches - CDS keeps a small supply of essential food items on hand in case a student forgets their lunch. The supplies are not intended to replace a complete lunch or to be utilized on a routine basis.

Lunch Delivery services - Please make every effort to send your child to school in the morning with a packed lunch or pre-order lunch through the caterer. Lunch delivery through services like UberEats, DoorDash etc. is highly discouraged. The Front Office is unable to bring delivered lunches to the classroom and must call into class, disrupting instruction. In addition, delivery timing is not consistently timed to align with a student's lunch period, resulting in lunches sitting in the front office because they have arrived too early or too late for the grade-level lunch period. If you have an exceptional circumstance and must order lunch for delivery please remember that all ordered foods must be Kosher-style in compliance with the schools dietary guidelines [Note: Chik-fil-a breaded chicken does not meet kosher-style guidelines].

Pizza Fridays - Shortly after the beginning of the school year our 8th graders begin their weekly pizza sale fundraiser. They use pizza sales to support their end of year trip. Families may order pizza for their child. The pizza will be delivered to ECE students and K-8 is served at lunchtime. *Orders must be placed by noon on Thursday. Order forms are available from 8th graders in carline or at the front desk.*

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 enrollment agreement includes a procedure you may utilize to opt-out from default media permissions.* If you choose "No Name" restrictions your child's image may appear but they will not be identified. If you choose "Internal Only" your child's image and name may be used for internal communications to the school community (e.g. classroom communications, Panther Press.) If you choose "Do not photo" restrictions 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. Please contact Brenna@communityday.org with any questions.

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.

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. 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.

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).

Recording of activities and persons on the Community Day School campus or at off-campus school sponsored events is prohibited. Regardless of any consent given by the participants, no person shall record (audio or video) students, parents, teachers, specialists, contractors, or others on the Community Day School campus or at off-campus school sponsored events, without the express written permission of the Head of School. In addition, Community Day School expressly does not authorize, and prohibits, the recording of employees of the school during telephone conversations, video calls, and other remote means of communication. This restriction includes, but is not limited to: students recording other students or teachers; and parents/guardians, employees, or guests recording meetings, conferences, class lessons, classroom activities, business meetings, or other conversations and events. As a limited exception, this restriction does not include parents/guardians recording YOUR child during a school-sponsored sporting event, learning on display, or other similar public exhibition (e.g. graduation, Jog-a-thon), but is not extended to any other circumstance. In the event of any unauthorized recording in violation of this provision, the recording shall be immediately deleted or otherwise destroyed. Community Day School will exercise its legal rights to address any unauthorized recording.

Records Release

Processing of school forms, forms for doctors, and release of records requests must be made through the relevant Academic Director (K-4 or Middle School), 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.

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/Guardians will be notified immediately to pick up their children.

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;
- Following a current student on any social media platforms
- 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.

Any such interaction should be reported under this policy.

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/Guardians 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.

Walkers/Bicycle Riding

Middle School students whose parent/guardian have provided written permission for the current school year may be allowed to walk or ride a bike to/from campus for school. The document will become part of their student file.

Code of Conduct (Kavod) with Policies and Procedures

Harassment/Bullying Policy (including Cyberbullying)

The School will investigate and take action against any allegations 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, a pattern of 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 MAY SUBJECT THE HARASSER/BULLY TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISCHARGE OR EXPULSION FROM SCHOOL.

For reference, Community Day School utilizes the definition of Cyberbullying contained within Florida Statutes.

Florida Statute: "Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public or private humiliation or destruction of property." F.S. 1006.147

"Cyberbullying means bullying through the use of technology or any electronic communication which include, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications." Also includes assuming the identity of someone else in a created webpage AND distributing any communication that meets the definition of bullying.

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099%2F1006%2FSections%2F1006.147.html

We ask that Parents/Guardians 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. 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.

Students are not permitted to have a cell phone or any other electronic device on their person at any time while on campus and must keep such devices turned off and in their backpacks or lockers at all times while on campus. Students violating this policy will face serious consequences, including detention and the confiscation of the device/s.

Students who chronically disrupt class or other school activities will face serious consequences, up to and including suspension.

Plagiarism

Plagiarism, as defined by *Webster's Dictionary*, is the "misappropriation of the works or ideas of another." Purposefully taking the words or ideas of another person without citing them will be considered plagiarism. Students must never copy and paste directly from a website or printed material. If any idea unique to that website or print is copied, it will be considered plagiarism. Our teachers will make every effort to ensure students fully understand what constitutes plagiarism.

When our students communicate with our faculty and staff, we expect our students to be respectful at all times. In this vein, students are prohibited to reach out to any faculty and staff through social media without the expressed permission of the head of school or designee. Such requests will be denied, and students will be subject to disciplinary action for such requests. **(We also ask teachers not to text with parents and to communicate via BB/email/phone call).**

Weapons, Theft, and Fighting

We have a zero-tolerance policy for any weapons, theft, and fighting. Bringing weapons to school results in disenrollment/expulsion. Fighting or theft **most likely** results in suspension; multiple incidents of either most likely result in disenrollment/expulsion.

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.

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 may 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.

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.

Technology Acceptable Use Policy

The use of the School's technology equipment or online access of any kind is a privilege and not a right. There should be NO expectation of privacy regarding all online access. The School reserves the right to monitor and inspect all electronic data and usage occurring over the School's network or on School property. We also reserve the right to assess information in the public domain on the Internet. Staff may also randomly check e-mail or text messages.

All persons using School devices and/or networks must abide by these guidelines. This applies to using any personal electronic devices (tablets, computers, cameras, iPhones, iPods, video cameras, PDAs, etc.) on School property or at a school-related event, and in some cases, even while out of School. Administration may require Students on campus to provide immediate access to their device for inspection on demand.

Violations of the following guidelines may result in the revocation of access privileges, reimbursement for repairs due to misuse, and other disciplinary actions.

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.

Purpose Of Internet Access

The purpose of providing access to the Internet and the School's computer systems is to support research, expand knowledge, and offer unique educational opportunities as directed by school staff. The Internet allows users to send and receive e-mail, log onto remote computers, and browse information databases. It also lets users send and receive files and programs contained on other computers. The use of such resources is limited to those activities that support the School's educational objectives.

Internet Safety Precautions

Student internet access is monitored, and an effort is made to limit access 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 communityday.org domain.

We work to safeguard our students' computer use; however, we may not be able to control every activity in an online environment. We expect users to act responsibly in their searches and online conduct. Users should immediately disengage from inappropriate materials and report the situation to the faculty member or administrator in charge of the activity. Obtaining material explicitly labeled as not intended for minors will be considered a serious violation of these guidelines.

Internet Safety Liability

The School has taken steps to block many of the social media and networking sites. Safe access is also the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student or family.

Computer Virus Liability

The School utilizes technology to minimize system exposure to external threats (e.g., viruses, phishing, hacking, etc.) Computer viruses can be transmitted to and from any computer, even when safeguards are in place. The school is not responsible for transmitting any virus or damage suffered from a virus.

Social Media Access Is Not Permitted

The School does not permit students to access social media and/or social networking sites on school-issued devices or personal devices while on School property or at a school-related event. Therefore, even if you can access such sites on School property or at a school-related event, you should understand that your activities violate School policy and may result in disciplinary action.

Teachers and administrators become aware of posted content on social media sites through several sources, most notably when parents, students, or other members of the school community report content they deem concerning to the Administration. School administration may determine that even off-campus behavior violates the School conduct code. For example,

- Posts that may be considered bullying or harassment when created online are considered cyberbullying. These posts or any others that cause another person to feel uncomfortable will be evaluated and may result in a formal investigation and possible discipline.
- Postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) are prohibited.
- Posts or reposting content that is contrary to the values of the school and/or code of conduct (e.g., racist, antisemitic, hate-speak, homophobic, etc.)
- Group communication (e.g., texts, DMs, Snaps, etc.) contrary to the values of the school and/or code of conduct (e.g., harassing, belittling, willfully excluding, etc.)
- Disclosing confidential information about the School, employees, students, parents, or online activities is prohibited.
- Attributing what is published on personal online sites to the School or appearing to be endorsed by or originated from the School.
- All other examples listed in these guidelines and those not listed can be perceived as violations of these guidelines.

Pirated or Copyrighted Software Is Not Permitted

All software and apps installed on school devices require administrator approval. Using or transferring stolen (pirated) software is illegally obtained and not permitted. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. The School will not be held responsible for a student's own software brought to school for personal use.

Internet And Network Access And Activity Guidelines

STUDENTS SHOULD ALWAYS...

- Guard your password--You are responsible for any activity done on the School's systems under your password;
- Guard your and your parents' personal information;
- Adhere to laws regarding copyright;
- Ensure that your online activities do not violate a School policy regarding cyberbullying or other similar policies pertaining to how students interact with each other;

- Understand that If you post or say something online that makes another student uncomfortable, your activity may result in an investigation and possible discipline.

FOR YOUR OWN 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.);
- Plagiarize, reproduce teacher-made tests, textbooks, teaching materials, and non-authored text, or cheat or steal others' ideas;
- Access or distribute offensive, obscene, inflammatory, or pornographic material.
- Meet with someone that they have contacted online without prior parental approval;

FOR OTHERS' SAFETY, STUDENTS SHOULD NEVER...

- Access the accounts and files of others;
- Obtain another's password or rights to another's directory or e-mail on the network--this is considered theft;
- Take advantage of a student who inadvertently leaves a computer without logging out;
- Use someone else's password or posting a message using another's login name--this is a form of dishonesty, just as is plagiarism or lying;
- Threaten, bully, or harass other students or staff.

FOR THE SAFETY OF OUR NETWORK AND EQUIPMENT, STUDENTS SHOULD NEVER...

- Abuse, tamper with, or willfully damage any computer equipment;
- Use the computer for other than appropriate schoolwork;
- Bring food or drink near any computer;
- Attempt to impair the network, bypass restrictions set by the network administrator, Use the network for any illegal activity, private business purposes, or accessing inappropriate internet sites;
- Download files to the school's local or network hard drives;
- Intentionally spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance;

FOR THE PROTECTION OF OUR SCHOOL, STUDENTS SHOULD NEVER...

- Be "friends" on social networking, gaming, or other meet-up and communication platforms with any faculty member or other adult member of our community (other than the Student's parent);
- Make 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;

- Use the School's name, logo, trademark, or service mark in online activities;
- Post photographs of the School, its locations, activities, students, parents, or employee-related activities online or 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.

WHEN USING EMAIL, STUDENTS SHOULD ...

- Use email as a convenient form of communication and a relationship-building tool;
- Use respectful and appropriate public language;
- Write content and use language you would be willing to share from the podium at a school meeting;
- Be aware that deleted emails can be undeleted;
- Understand that the School reserves the right to randomly check email

Community Responsibility And Reporting Requirements

Any student who accesses inappropriate material (as identified in this policy) on the Internet, receives harassing, threatening, or inappropriate materials via email or on the Internet must immediately report the concern to the teacher who is supervising the activity or to a school administrator so that the situation can be investigated and addressed appropriately.

Safety requires partnership. 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 imperative 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 anyone 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, which is a cause for disciplinary action.

Disciplinary Procedures School-Aged Students - Grades K-8

CDS encourages and teaches students to excel in academics, ethical and moral understanding and judgment, and life skills. Students will be able to make mistakes and learn the rules and expectations of CDS culture. The Progressive Discipline Plan will be implemented after the students have had ample time to acclimate to the school and classroom rules and procedures if a teacher and/or administrator feels necessary.

Our students and graduates are expected to act as mature and responsible individuals who contribute to their communities and demonstrate charity and concern in all their actions via our Kavod Code. For this to be accomplished:

- Every CDS staff member will create a positive, safe, and challenging learning environment that encourages and supports the success of our students. Underlying causes for misbehavior will be explored, and when necessary positive redirection will occur through positive behavior interventions to guide the student toward more appropriate behaviors. Such redirection will involve collaboration between the CDS community and our parents/guardians.
- CDS's objective is to recognize, preserve, and protect the equal education opportunity rights of all our students while at the same time encouraging and enforcing the exercise of these rights within the framework of an orderly, efficient, and disciplined program. As such, it's CDS duty to prevent and to prohibit student conduct that becomes dangerous, disruptive, or destructive and that endangers the proper maintenance and function of our program.
- All staff will model core value behaviors to be an example for all our students. All disciplinary measures will be conducted in a manner that is respectful to the student and respects that student's dignity and humanity. We expect each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to a great education and to accept responsibility for their behavior based on our CDS mission covering **Integrity (tzedek), Academic Excellence (limud), and A desire to improve the world (tikkun olam).**
- 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.

Progressive Discipline Procedures

The teacher of each class is in charge of the routine discipline in the classroom within the scope of classroom management and conduct expectation consistent with the classroom environment. The student is expected to comply with regulations or disciplinary measures the teacher may impose. 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 and elevated as necessary. 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 with intent;
- 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.

For disciplinary matters that progress beyond the scope of classroom management, administration is responsible for determining the consequences. Specifically, application of these procedures to specific circumstances and infractions will be at the discretion of the appropriate program director, elementary or middle school. The school has the right to discipline the students in accordance with the violation. Consequences will be determined based on the seriousness of the violation and may not always follow in the listed order. The specific range of disciplinary consequences may 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 may 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 may 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.

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, Hershoin 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

Reporting and Investigation Procedures

Anonymous Reporting Form

The ability to communicate their experiences and a sense of safety are an critical element to students being comfortable with their school environment. We understand that students may not always wish to come forward and identify themselves but that they also want to be heard. The ability to report concerns or incidents anonymously provides our students with a mechanism to elevate their concerns so they may be investigated without exposing to their peers how administration became aware of the matter.

https://docs.google.com/forms/d/13BtTwy16GPL7YNMvaJOMSSRqDKxawKaUWjQ2NLeh4Mw/vie wform?edit_requested=true

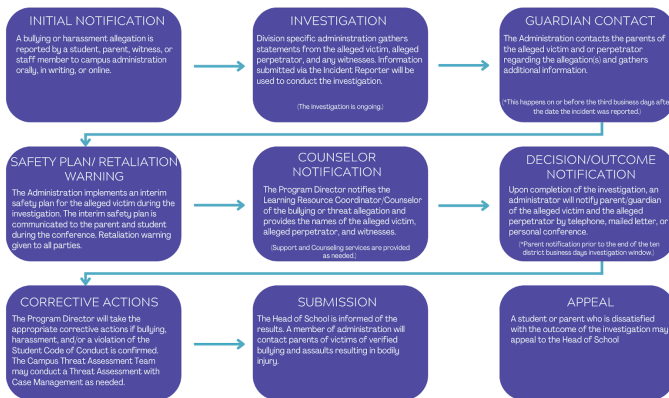


Investigations

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 to corroborate their role in an incident 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.

HERSHORIN SCHIFF COMMUNITY DAY SCHOOL

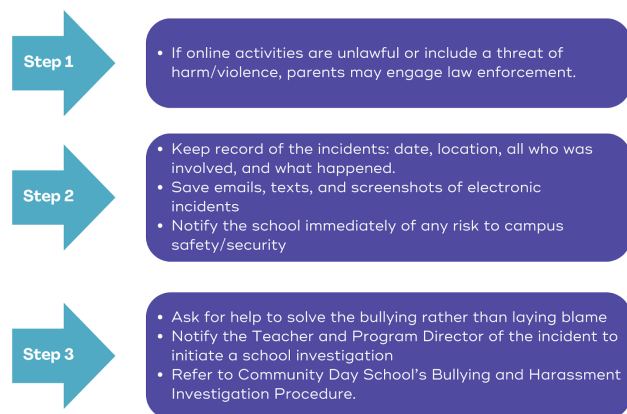
Bullying and Harassment Investigation Procedure



Absent extenuating circumstances, the bullying or harassment investigation should be completed within ten school business days from the date of the initial report of the alleged incident. However, the administration may take additional time if necessary to complete a thorough investigation.
*In the case that additional time is required, parents will be advised of extenuating circumstances that prolong the investigation.

HERSHORIN SCHIFF COMMUNITY DAY SCHOOL

Parent Action Flowchart



Admissions and Enrollment

Community Day School considers students from age 14 months (as of September 1) who are confidently and independently walking to students entering 8th grade for admissions.

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.

As much as we would like to accommodate all families, CDS cannot guarantee acceptance for any applicant. The Admission Committee selects students on the basis of many factors, not limited to school records, teacher recommendations, and school visit observations. All admission decisions are made in the best interest of each student. Once openings in each grade level have been filled, qualified applicants will be placed in a waiting pool to be accepted should new openings occur.

Mobility Independence

Students entering the Early Childhood Education Center are required to be independently and confidently mobile. The program cannot support students who must be carried or who require fingerholds or external support to walk. This requirement does not pertain to students with a medical or anatomical disability which precludes them from walking as governed by the American With Disabilities Act and other governing regulations.

Bathroom Independence

Students in the Kindergarten through 8th grade program are required to be fully independent as it relates to self-care and bodily functions. We understand that accidents may occur from time to time for school aged children due to exceptional circumstances (i.e., illness). All K-4 students should have a full change of clothing in their locker/cubby. The K-8 classrooms and bathrooms are not equipped with necessary sanitation and facilities to address these hygiene needs.

In Early Childhood we operate on the interest and opportunity model and create opportunities for regular diaper changes/bathroom use. Current students in our early childhood program must meet the bathroom independence requirements for admission to our K-8 program.

Admissions Process

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 Education 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 relevant documentation to aid in assessing student support needs, as appropriate, on an individual basis.

As a small school, we have a very limited number of placements available each year. Every student contributes to the classroom community and we are committed to making sure our program provides the best education and experience possible for them. The admissions committee weighs each application carefully before making a decision. Possible decisions include:

- **Accepted** means a candidate has been determined to meet the standards for admission and a seat is being offered for the upcoming school year
- **Provisionally Accepted** means a candidate is accepted for admission and a seat is being offered for the upcoming school year with a contingency requiring specific conditions are met and with satisfaction of program requirements. 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/Guardians 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.
- **Waitlisted** means a candidate has been determined to meet the standards for admission but cannot yet be offered a seat for the upcoming school year based on capacity/ratios.
- **Deferred** means a candidate's application was reviewed and the school not able to offer admission at this time but would like to maintain the student's application for admission in an active status. An application may be deferred for several reasons.
- **Denied** means a candidate's application was reviewed and the school is not able to offer admission for the coming school year. An application may be denied for several reasons. Speak to the admissions office if you receive a denial and would like further insight into the basis for the determination.

Community Day School offers rolling admission and will consider new applicants if capacity is available in the classroom/grade of interest. We release admission decisions as they become available. This means some students will receive their admission decision at different times than others. The order in which applicants receive their admission decision is not reflective of the decision itself. Applicants should not assume they have been admitted or denied if they know of someone else that has received a decision before them.

Candidate decisions are due one week from an offer of admissions being issued by the school. Admissions offers expire two weeks after they are issued. Once a candidate decision is recorded in the enrollment system as "accepted" an enrollment agreement will be issued.

Once a student is fully enrolled, a final determination of grade/classroom placement will be made by the School administration. Student academic placement is evaluated for both new and returning students at the beginning of each school year.

Admission and Learning Exceptionalities

Community Day School's first commitment is meeting the needs of our students and ensuring we are in a position to support their success. Community Day School does not have a separate educational program for students with learning exceptionalities, all students are part of our mainstream educational classes and learn alongside neurotypical students and conventional learners. We meet their needs through teacher training and also the integration of Educational Consultants, who provide additional support.

When a student has an identified learning exceptionality, we engage in a review of our capacity to support them based on their individual needs and profile. Through the application for admission, parents are asked to supply academic records and professional assessments. All background documents are needed at least 48 hours prior to a student visiting for their shadow day. Students with learning exceptionalities and/or social-emotional support needs complete a 2-day shadow visit to allow them to experience the full academic and enrichment curriculum, while transitioning through the classroom periods. Along with a student's shadow process, the documentation of their learning profile, provides our Intervention Coordinator and Admissions Committee, with the necessary information to determine if we would be well-suited to support them as part of our mainstream academic program and whether they are an appropriate candidate for the enrollment.

Exceptional Student Education and 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 supporting 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 an existing 504 plan or IEP, should provide those documents during the admissions process. Any accommodations or support resources allocated will be contingent upon an established plans being converted to a Service Learning Plan within the available scope of services and resources at Community Day School and in consultation with the Sarasota County School District. Community Day School does not directly implement IEP or 504 plans.

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.

Billing and Student Accounts

Tuition Plans and Procedures

Tuition amounts for the various grades are set forth on the Tuition and Fee schedule annually. Tuition due may be incorporated into an installment payment plan. All annual fees associated with Student's enrollment are due upfront and must be paid in full with the first scheduled installment payment. Through Tuition Management families may select the following payment plan for tuition and the costs of the optional programs:

One Payment Option (pay in full): Payment of tuition and the costs of the optional programs the family selected, if any, for the Student's grade to be paid in **one payment** prior to the upcoming School Year by June 30.

Four Payment Option (quarterly): Payment of tuition and the costs of the optional programs the family selected, if any, for the Student's grade to be paid in **four equal payments**, due June 30 prior to the upcoming School Year, and September 30, December 30, and March 30 during the School Year.

Monthly Option (10 month payment plan): Payment of tuition and the costs of the optional programs the family selected, if any, for the Student's grade to be paid in **ten payments**, with the first payment due June prior to the upcoming School Year, and each successive payment due accordingly on the monthly payment date selected in SmartTuition thereafter through March. Late enrollment will reduce the number of monthly payments available.

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 Hershorn 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 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 3rd

party system management 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 non-refundable tuition deposit must accompany a student's enrollment or registration 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 or registration 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 request 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.

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 school. 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 as defined in the Continuous Enrollment Contract. 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 a 3rd party 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 3rd party scholarship and the balance due. *Any 3rd party scholarship award funds not received by the School will become the obligation of the family.* If a parent fails to properly assign 3rd party 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 3rd party 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 Carrie Kashawlic, CFO, ckashawlic@communityday.org.

Where to Direct Questions?

Tracey Bortz	Early Childhood Curriculum, Classroom Matters, Extended Care
Dr. Vincent Miller	Middle School Curriculum, Classroom Matters, Student Placement/Progress
Barbara O'Brien	Elementary Curriculum, Classroom Matters, Student Placement/Progress
Amber Whitenight	Learning Resource Support, Social Emotional Support
Jamie Griffiths	Athletics Program, K-8 After School Program and Clubs, Facility Rental
Carrie Kashawlic	Business Operations and Finance; Parent Accounts, Tax Statements
Amy Meese	Enrollment, Admissions, Scholarships, Financial Aid, Handbooks
Kari Jones/Tracey Mara	Attendance, Student Records, Early Dismissal/Late Arrival, Pizza Fridays
Brenna Wilhm	Donations, Sponsorship, Volunteering and Engagement
	Communication, Newsletters, Media Policy, Photo Permissions
Patrik @ Fresh Flamingo	Lunch Program patrik@eatfreshflamingo.com 1-941-600-6551

Technology Assistance

Magan Weber	Blackbaud Learning Management System (<i>academics</i>)
Carrie Kashawlic	Blackbaud Tuition Management (<i>financial</i>)
Amy Meese	Blackbaud Enrollment Management (<i>admission/enrollment/registration</i>)

Info At A Glance

Main Office Phone	941-552-2770
Main Office Fax	941-552-2771
Mailing Address	Community Day School 4335 Wilkinson Road Sarasota, FL 34233
Absence Reporting	Attendance@communityday.org
Parent Helpline	Questions@communityday.org



Directors

Dan Ceaser, Head of School dceaser@communityday.org

Tracey Bortz, Early Childhood tbortz@communityday.org

Barbara O'Brien, Elementary K-5 bobrien@communityday.org

Dr. Vincent Miller, Middle 6-8 vmiller@communityday.org

Systems and Information

Blackbaud Access <https://communityday.myschoolapp.com/app#login>

Smart Tuition Access (billing) <https://parent.blackbaud.school/Login.aspx>

Instructional Calendar <https://www.communityday.org/school-calendar>

K-8 Summer Work Portal <https://www.communityday.org/K-8-summer-work-portal>

School Supply Lists <https://www.communityday.org/school-supplies>