

# רמב"ם Maimonides School



**Elementary School Handbook**  
**2009-2010** תש"ע



*“The individual is responsible, not only for himself, but for the future. Perhaps his main responsibility is to the future and to the countless generations that will come after him. The motto of the Jew has always been the importance of the Mesorah, or tradition: pass on and transmit. You received from your father and you must transmit those traditions to your children.”*

—The Rav, as quoted in *The World of Rabbi Joseph B. Soloveitchik* vol. II – page 14

For the last seventy years, Maimonides has educated countless generations of children. As our students continue to grow and learn, we can proudly exclaim that we are abiding to the objective stated by the Rav many years ago. It is our obligation as parents and educators to partner together in the transmission and diffusion of Torah and traditions.

As such, we would like to take this yearly opportunity to re-establish our communication and partnership with each of you. This Elementary School Handbook is a formal way of informing the school community about Maimonides School and its daily operations as they affect you, the parents, and your children. We hope the information included in the following pages will answer many questions you may have regarding basic community rules, expectations, and ongoing routines. We ask that you especially note the important ideas contained in this handbook in regard to daily life both within and outside Maimonides. Please read this handbook carefully.

As we look forward to the future, let us work together to meet the community guidelines and expectations set out in the following pages.

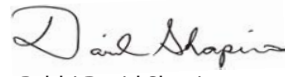
With best wishes for a productive and successful year,



Rabbi David Saltzman  
Principal



Reena Slovin  
Assistant Principal



Rabbi David Shapiro  
Rosh Yeshiva



Welcome to the Elementary School! We encourage all new families to familiarize yourselves with the information and policies contained in this handbook, in order to facilitate a productive and successful school year for your family. For further information, please refer to our website at [www.maimonides.org](http://www.maimonides.org).

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This handbook is designed to provide general guidance for school families and students about current school policies and programs. We reserve the right to amend, delete, or alter any of its contents as necessary. Maimonides families must understand that the statements contained in this handbook do not constitute a contractual undertaking on behalf of Maimonides School.



## I. THE RELIGIOUS DIMENSION: SCHOOL AND HOME

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Maimonides aims to provide more than a theoretical Jewish education. Our goal is to offer daily opportunities for our students to practice *mitzvot* within a community of people who share that commitment. Our ultimate purpose is to foster within each child a commitment to *halacha* which extends to his/her entire life—not only within the school day and on the school campus. We have found that of the many factors that contribute to a student's growing commitment to a life governed by *halacha*, his/her peer group is the most determinant. Therefore, we strive to instill within our students a standard of religious observance—both within the school and in their private lives—conducive to achieving our educational goals.

### **Tefilla**

*Tefilla* is an observance taught and practiced within school in an effort to instill within students a lifelong commitment to daily prayer. We expect all our students (boys and girls) to *daven* the required *tefillot* daily. In addition, coming on time to *tefilla* shows the appropriate dedication to, and respect for, prayer and develops proper lifelong habits. **It is expected that students will arrive to tefilla by 7:55 AM at the latest.**

Students are not permitted to *daven* at home in lieu of participating in morning *tefilla* at school.

If a student will be *davening* in his/her synagogue, a note signed by his/her parents is required. When arriving in the morning, the note should be left in the school office.

### **Tzni'ut and Appropriate Dress**

*Tzni'ut* has been erroneously and narrowly understood to deal only with a modest mode of dress. In reality, however, *tzni'ut*, or modesty, is a way of life—an attitude and a sensitivity which should govern our relationship to God and to one another, and which should guide us within the *halachic* system to develop our own personal set of values and priorities.

One of the major goals of Maimonides School is to help foster a life of *tzni'ut*. This is accomplished first by encouraging students to adopt specific patterns of behavior. More importantly, we try to help students develop the intuition that will allow them to discern the entire realm of *tzni'ut* on their own, which cannot—and should not—be defined merely by a list of rules and regulations.

One specific aspect of *tzni'ut*, which is governed by *halacha*, is the requirement to dress in accordance with the Torah concept of decency and modesty. It is impossible to describe concretely all the kinds of clothing which are or are not appropriate, but we have implemented clear guidelines of acceptable dress for the school outlined below. Parents and students are therefore expected to exercise appropriate discretion in the selection of clothing. The *halachic* guidelines that govern the choice of clothing in school should also guide choices of clothing on weekends and during vacations.

Students will be permitted to attend classes only if appearance is in compliance with the dress code. Should you have any questions about the details of these guidelines, we invite you to e-mail Rabbi Saltzman (dsaltzman@maimonides.org) or Mrs. Bessler (mbessler@maimonides.org).

### Attire Specific to Grades K–5

- **Shoes—Grades K–2:** Both boys and girls in Grades K–2 are required to wear sneakers every day, in order to be prepared for physical education classes and for twice-daily active play in the recess yard. Footwear with straps, heels, or buckles, such as sandals or Shabbat-type shoes, is not permitted for safety reasons.
- **Shoes—Grades 3–5:** In the interest of safety at recess and on the stairs, students in Grades 3–5 are encouraged to wear sneakers daily. High heels, flip-flops, Heelys, or other shoes not suitable for active play should not be worn. Sneakers are required for all physical education classes.
- **Outdoor Gear:** Because of our commitment to a healthy, active schedule for students, it is our school's policy to send children out to the yard for recess unless weather is severe. Therefore, we request that your children come to school properly dressed for periods of outdoor activity. Students are expected to bring hats, coats, boots, gloves, etc. because they will be going outside for recess unless the temperature drops below 20 degrees. Parents will be called to bring clothing appropriate for the season if students arrive without it.
- **Special Dress:** On *Rosh Chodesh* all students should wear a white top. On *Yom HaAtzma'ut* and *Yom Yerushalayim*, boys should wear blue slacks and a white top; girls should wear blue skirts and white tops. On *Yom HaShoah* and *Yom HaZikaron*, boys should wear black pants and white tops and girls should wear black skirts and white tops. On other occasions, there will be different types of special dress. Please watch our newsletter for announcements regarding special attire.
- **Watches:** All students, particularly in Grades 3–5, are encouraged to wear a watch daily to school. Punctuality is a value of our school. It shows respect for others and for the learning environment.
- **Hats:** Baseball caps, woolen winter hats, or other hats must be removed when entering the school building.
- **Messages:** Shirts containing messages or pictures not in keeping with the atmosphere of a religious school are not permitted.
- **Events/Trips:** The dress code is in effect for all school events (e.g., science fair, end-of-year bash) and for all activities, including field trips.
- **Purim:** Although students are permitted to dress up and to wear makeup or face paint on *Purim*, it is expected that standards of modesty will be maintained. Also, weapon facsimiles or military toys of any sort may not be brought to school on *Purim*.

### Attire Specific to Grades 1–5

- **Arrival and Dismissal:** Students should arrive in the school building dressed in school attire and should leave the building at the end of the day in school attire.
- **Shorts:** In general, shorts are not permitted. However, girls who play on the climbing equipment at recess are encouraged to wear shorts or tights under their dresses.
- **Physical Education:** For physical education, students are expected to wear sweatpants (not leggings), tee shirts and sneakers.
- **Make-up:** Make-up of any type may not be worn, except for during the *Purim* carnival.
- **Hair:** Faddish hairstyles are incompatible with the religious environment of our school.
- **Field Day:** On field day and color war, both boys and girls may wear loose-fitting pants and skirts long enough to cover the knee when seated.

### Attire Specific to Boys in Grades K–5

- Boys must wear *kippot* and *tzitzit*. This applies equally to gym, recess, field day, and all class trips. Boys should wear some type of clip to secure *kippot* on their heads during activities.
- In accordance with Torah law, boys' sideburns may not be higher than mid-ear.
- All boys in **Grades 3–5** must wear polo or buttoned dress shirts, with full collars; sweaters, turtlenecks, and jackets do not qualify as collared shirts. Shirts must be fully buttoned, except for the top button at the collar.
- Boys may not wear jeans, wind pants, sweatpants, or the like during the school day (except during gym).

### Attire Specific to Girls in Grades K–5

- **Skirts:** Girls must wear skirts or dresses to school. Skirts must be long enough to cover the knees when seated. Slits in skirts may not be higher than the knee. Loose-fitting skirts are strongly suggested, as they allow girls to be full participants in active play at recess.
- **Sleeves:** Dresses, blouses, and shirts must have sleeves that extend midway between shoulder and elbow (i.e., no capped sleeves).
- **Tops:** Tops must be long enough to overlap with skirts (or pants during gym) at all times, even with the arms raised. Tops, shirts and sweaters should not be excessively tight, and the neckline must be modest; no scooped neck or deep v-neck tops will be permitted (this applies during gym, as well).
- **Pants:** Girls in Grades 1–5 may wear tights, leggings, and pants under skirts. They may not wear sweatpants, jeans, or pajama pants under skirts.

Loose-fitting sweatpants (not yoga pants or leggings) may be worn alone during gym or for field day. Kindergarten students may wear pants.

- **Make-up:** Make-up of any type may not be worn.

## Kashrut

We expect all students to live at all times by the standards of *kashrut* taught in our classes—in school, at home and when eating out. In simple terms, this means food should have reliable rabbinical supervision. Students should eat only in restaurants under rabbinical supervision; food prepared in a non-kosher restaurant cannot be considered kosher. If your child has any special *kashrut* requirements, please inform his/her *Limudei Kodesh* teacher.

All food brought to school must have one of the following symbols, indicating supervision by a recognized Rabbinical authority:



Please note that the presence of the letter "K" on a wrapper indicates only the manufacturer's claim that the product is kosher; it is no guarantee of genuine *kashrut*.

Should you have any question about a specific product, we suggest that you call either our *Rosh Yeshiva* Rabbi Shapiro, your own local Orthodox Rabbi, the office of the local *Va'ad HaRabbonim* (617-426-2139), or the *Kashrut* Division of the Union of Orthodox Jewish Congregations of America (212-563-4000). In general, we will, of course, be happy to assist you with any *kashrut*-related issue.

Maimonides School parents have a right to expect that their children will be served only kosher products when invited to friends' homes (kosher food which is prepared in or served on non-kosher utensils is not considered kosher). Please be particularly careful about *kashrut* when you invite your child's classmates so both your children and their friends will be comfortable going to one another's homes. (See the section on Food under General Policies and Procedures.)

***Home-prepared foods, such as birthday cakes, may not be served to other students in school.***

## Bar/Bat Mitzvah and Parties

The *Bar* and *Bat Mitzvah* are very significant life events. They are critical "coming-of-age" ceremonies which celebrate the culmination of many years of preparation, and, at the same time, mark the beginning of a new stage of life. It is most important the celebration of the *Bar and Bat Mitzvah* be in keeping with the Torah values our children have spent so much time learning. Therefore, please bear in mind that there is an expectation that Maimonides families will adhere strictly to *halacha* at *smachot*. The following are guidelines for *smachot*:

1. *Divrei Torah* should be an essential part of this celebration. Many children choose to study their *parasha* or a specific *sefer* in preparation of their *Bar/Bat Mitzvah*.
2. *Chesed* projects may be incorporated into some celebrations. These may be projects done by the *Bar/Bat Mitzvah* child alone or as a project with the participation of invited guests (especially other students).
3. Children need to be positively engaged at all times during *smachot*. Sitting for lengthy speeches and very long meals is difficult for students of this age. Please keep this in mind. Sometimes it is helpful to engage "counselors" (e.g., Upper School students) to supervise activities if the children will not be occupied for a long period of time.
4. Respect for and proper decorum in *shuls* and homes are of the utmost importance. This includes behavior in the synagogue and excellent manners in homes in which students will be visiting. Please remind your children of these important items before they leave for a *simcha*. Our children's appropriate behavior reflects positively upon home and school.
5. The standards of *kashrut* for a *simcha* are the same as those for birthday parties and any other events that involve Maimonides students.
6. Boys should not sleep over at the homes of girls, and girls should not sleep over at the homes of boys. Such arrangements are *halachically* problematic and may encourage students to behave inappropriately.
7. Clothing should be modest and appropriate and follow the guidelines written in this handbook.
8. Dancing should be of the type that expresses "*simcha shel Mitzvah*," the joy of doing *mitzvot*. Students from Maimonides should not be involved in any type of "mixed dancing" (boys and girls together).
9. Parties in private homes organized by and for Maimonides students should not include contact sports that involve both boys and girls together, or other inappropriate activities.
10. Maimonides parents expect that a responsible adult who is aware of the above guidelines will be present to supervise all parties.

At Maimonides School we offer a program discussing in greater detail many of these items and much more: the *Growing Up* course in Grade 5. Should you have any questions or comments, please contact Rabbi Saltzman at dsaltzman@maimonides.org or 617-232-4452, ext. 311.

### **Reserving a Bar/Bat Mitzvah Date**

To assist families in planning *Bar/Bat Mitzvah* celebrations, Maimonides School maintains an online calendar of date reservations. Parent volunteer Dan Gruen has graciously agreed to take over maintaining this calendar.

The Maimonides Bar & Bat Mitzvah reservation calendar can be viewed at: <http://www.maimonides.org/pwDocs/simchaCalendar.php>  
The page is password protected. (User: maimoparents / Password: horim)

We encourage all our families to participate in this system as early in the process as possible. For those of you looking to reserve a date for your child's Bar/Bat Mitzvah, please e-mail **MaimoSimchaList@gmail.com** to add your request or to discuss a potential conflict.

### **Birthday Parties—Outside of School**

Although birthday parties are a time of great joy for children and parents, sometimes they can put families in an uncomfortable situation regarding *kashrut*. There is an expectation by parents at Maimonides the laws of *kashrut* will be strictly observed. In order to avoid confusion and uncertainty, and put all parents at ease, we ask that *kashrut* at birthday parties to which Maimonides students are invited follow the guidelines that are found in the Maimonides Parent Handbook. This means that *products which are served should bear the symbol of one of the kashrut organizations listed earlier in this handbook*. Please see the section above regarding *Bar and Bat Mitzvah*, as the guidelines written there apply to all types of parties.

### **Birthday Parties—Within School**

In Kindergarten, the teachers plan and organize an in-school birthday party for each child at the appropriate time, celebrating summer birthdays in some way during the year. In Grades K–5, the school does not permit parents sending in food for in-school birthday parties. Instead, we encourage you to celebrate your child's birthday by purchasing a book in honor of his/her birthday through the PTA birthday book program, mentioned in the Library section of the handbook. If individual teachers decide to celebrate momentous occasions in school, they will do so without snacks provided by the parents. Some teachers may choose to do a big fall/winter party and a spring/summer party, or offer the opportunity to donate a small game or book to the classroom in honor of the birthday. Please ask your child's teacher for suggestions if you wish to celebrate in some way in school.

### **Birthday Parties—Entertainment**

Care should be taken that any movies shown at parties are those which the parents of all students would feel comfortable having children watch. Much of what is available today conflicts with many of the Torah values we wish to instill in our children. Therefore, please use extreme care in choosing movies. We would be happy to offer suggestions or guidance in this matter; do not hesitate to call.

### **Birthday Parties—Invitations, Whom to Invite to Celebrations**

Each of us would be happy to go to a little extra trouble to avoid hurting a child's feelings. To that end, we request that when a child has a party, the invitations are mailed and *not* distributed in school, in order to avoid hurting the feelings of those children who are not invited.

In order to prevent slighting a child, we ask you to select from one of the following guidelines when inviting fellow students:

- Invite the entire grade or class
- Invite all the boys or all the girls in the grade or class
- Invite a small number of friends from the grade or class

### **Halloween**

Each year, one or two students ask teachers whether or not Jewish children may go “trick or treating” or observe Halloween in some other way. Although the popular image of Halloween is certainly not a religious one, its origins are certainly religious in nature and are not in keeping with the tenets and beliefs of Judaism. Therefore, it is inappropriate for Jewish children, particularly the children of parents with a commitment such as ours to religious education, to participate in Halloween activities.

On the other hand it might be considered meritorious to hand out candy to “trick-or-treaters” who may come to our house, *mipnei darkei shalom*, for the sake of maintaining good relationships with our neighbors.

We know it is sometimes difficult, particularly in neighborhoods in which many of the children’s neighbors and playmates do go “trick or treating”, to explain to young children why they should not participate. Please feel free to contact Rabbi Saltzman, or your child’s *Limudei Kodesh* teacher, if you wish us to discuss the issue further with your child.

### **Summer Camps**

The summer camp experience is an important one in a child's life, with significant social, emotional and religious implications. The environment created by summer camps has a profound impact on children and pre-teenagers. Should you need assistance in finding a camp in which Torah values are reinforced, Rabbi Shapiro, our *Rosh Yeshiva*, will be happy to provide you with guidance.

## **II. EXPECTATIONS FOR BEHAVIOR**

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With the goal of maintaining a safe, productive and positive learning environment for all, each person is expected to behave responsibly, thoughtfully and respectfully in his/her interaction with others. In order to achieve this goal, all members of the school community will be expected to do the following:

1. Speak and act in a kind, courteous, and respectful manner.
2. Work toward educational goals, and support and respect the learning of others.
3. Maintain decorum in the classroom and in non-classroom settings.
4. Show respect for other people’s property, as well as their own.

5. Resolve conflicts in an appropriate manner, without resorting to physical or verbal aggression.

### **Midot Tovot**

To support the behavioral expectations above, each year we have a *Midot Tovot* Program which emphasizes various important personal behaviors and qualities that we expect of our students. The Maimonides community is committed to these guidelines. We ask that parents join faculty, staff, and administration in serving as role models for students in these areas.

### **Chesed**

In addition, every year there is a major emphasis upon doing acts of *chesed* (loving kindness).

## **Behavior Management**

Our goal is to create and maintain an environment in which everyone has an opportunity to act responsibly, to feel respected, and to learn. The following guidelines were developed by the faculty.

### **Student Expectations**

Each student should strive to demonstrate the following expected behaviors which make up the Classroom Code of Conduct:

- Respect
  - We raise our hands and wait to be called upon to speak.
  - We ask permission to use things that do not belong to us.
  - We are polite to others, treating them as we want to be treated.
  - We listen politely when others speak.
- Responsibility
  - For our safety and learning we follow our teachers' directions.
  - We accept responsibility for our decisions.
  - We support and participate in class lessons and activities.
  - We complete all work as best we can.
- Safety
  - We do not touch others.
  - We stay where we belong.
  - We use things for what they are designed to do.

In addition, students should be reminded of the following rules:

- We walk at all times in the building, except in the gymnasium.
- We contribute to respectful *davening* and *benching*.
- We speak softly in the school hallways and cafeteria.

- We keep the school clean by picking up after ourselves in the classrooms, the hallways, the restrooms, the cafeteria, and the recess yard.

Any behavior or action jeopardizing the safety of others will have immediate consequences. Below are examples of serious misbehavior:

- Physical aggression or fighting
- Verbal or physical intimidation (bullying or teasing)
- Damaging school property

### **Logical Consequences for Misbehavior**

Consistent consequences are related directly to children's behaviors and help guide them through mistakes. The use of consistent consequences is part of an approach to discipline used within the Maimonides Elementary School. Consistent consequences are a powerful way of responding to children's misbehavior not only effective in stopping the behavior but respectful of children and helps them take responsibility for personal actions.

The goal of punishment is to enforce compliance with the rules by using external controls or authoritarian discipline. While effective in stopping the momentary misbehavior, punishment rarely alters patterns of behaviors. Punishment often leads to feelings of anger, disempowerment, discouragement and resentment and a potential increase in evasion and deception strategies. It is the very nature of children to want to garnish praise and acceptance. They earnestly desire to know how to avoid conflict.

The goal of consistent consequences is to help children develop internal understanding, self-control, and a desire to follow rules by challenging students to value compliance over consequence. Consistent consequences help children look more closely at behaviors and consider the results of choices. Consistent consequences are respectful of the child's dignity and respond to the misbehavior in ways preserving the dignity of the child.

## **III. ACADEMIC MATTERS**

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The Maimonides School community values learning and the many benefits to be derived from a quality education. We strive to offer high levels of academic challenge within the dual curriculum of Judaic and General Studies. The school aims to enhance and build upon each child's interests and strengths, even as we work to balance the needs of individual students.

The partnership of home and school is crucial to success in the area of academics. Parents ensure children receive a good night's sleep and nutritious meals, arriving fresh and ready to learn. Teachers plan engaging lessons and work to create exciting classrooms and experiences to sustain student interest. Parent volunteers come in for special activities or raise money to fund the many needs of our active student body. Together, we endeavor to offer our children the opportunity to achieve academic excellence.

## Communication

Parent-teacher communication is central to your child's progress. We urge you to stay in close contact with your child's teachers and to contact them whenever you have a question or comment. Many times a problem situation can be resolved with a simple telephone call, avoiding unnecessary anxiety on the part of students or parents.

**Conferences:** Parent-teacher conferences are held twice yearly, once in the fall and again in the spring. Sign up for conferences occurs online. You will receive information in the mail approximately 6–8 weeks prior to conferences with the instructions. Naturally, a meeting between parents and teachers may be arranged at any time, should the need arise. Parents are reminded, throughout the year, that your child's teacher should be contacted first, regarding any questions which you may have, after which you may decide that it is appropriate to direct an administrator's attention to the issue.

**Student Grade Reports:** Electronic grade reports focus on both the social/emotional aspects of the child's development, as well as his/her growing academic skills and knowledge and are scheduled for distribution in proximity to parent conferences and at the end of the academic year. Each report includes a narrative portion, as well as feedback about skills. Grade reports and other information regarding student progress are offered to both parents. If other arrangements are desired, the principals must have a letter of explanation and a copy of any relevant court documents.

**Class News:** Periodically throughout the year, teachers send home news of class activities through letters or class newspapers.

**Rambam News (Chadashot Rambam):** This newsletter is emailed home every three weeks and highlights projects and activities in the Elementary School and is available on the school website.

**Kol Rambam:** Published quarterly, the *Kol Rambam* provides informative articles about the Elementary, Middle and Upper Schools. A supplement, *Kol Rambam Weekly*, is emailed and is available on the school website.

**Website:** Information, useful forms and documents, photographs, curriculum outlines, and news about the Elementary School are available on the Maimonides School website at [www.maimonides.org](http://www.maimonides.org).

**Telephone and Email:** Messages for students received during the day will be communicated through the teachers, since it is difficult to deliver messages to individual students.

Teachers cannot receive calls in rooms during class hours. To leave a message for a teacher or administrator, call the main number 617-232-4452. A directory of teachers' voicemails is available.

- **Voicemail:** Please note that messages may not be received on the same day as they are left.
- **Email:** Faculty and administrators may be reached via email by using their first initial and last name (no spaces or hyphens) @maimonides.org.

**Communicating Concerns:** We believe that concerns of both teachers and parents should be treated with respect and investigated in a serious and timely fashion. You will receive a written or telephone response to your concern within a reasonable amount of time, assuming all the key parties are available to meet and work to resolve the issue.

If a parent has a concern about a situation involving their child, he/she should follow the following procedure:

- Contact the teacher directly by emailing him/her or leaving a voicemail. Often, the parent and the teacher together have the information needed to handle the issue. In order for the teacher to devote full attention to a parental concern, a meeting or phone call must be scheduled for an appropriate time and place. The teacher will call or email the parent to set up this meeting or to arrange for a convenient time to call. Parents should not interrupt the teacher in class or during the school day. Parents should not call a teacher at home unless the teacher instructs them to do so.
- If a parent has a curricular concern, he/she may contact a Principal, or the *Ivrit* coordinator for questions regarding *Ivrit*.
- If there is not yet a successful resolution to the complaint at the levels already indicated, it may be appropriate to contact the principal who is responsible for the area of concern.
  1. *Limudei Kodesh*, *Ivrit* and Specialty Areas —Principal
  2. General Studies and Student Support—Assistant Principal
  3. Student Behavior—One of the Principals
  4. Student Emotional or Social Issues—School Social Worker
- If your concern is of a non-academic nature, please contact the Executive Director, Business Office staff, or the Development Office staff who can help you with questions on billing, the budget, or the website.

## Homework

Homework is a regular and important feature of the Elementary School program, beginning in Grade 1. In most cases, there will be homework assigned in both General Studies and *Limudei Kodesh* on school nights. Homework should not readily exceed 30 minutes in either general or *Limudei Kodesh* studies. Homework offers students the opportunity to reinforce and extend daily lessons, practice skills, prepare for the next day's lessons, and become increasingly responsible about planning for and completing tasks. Long-term assignments help develop organizational and time management skills and extend a student's thinking beyond the content learned in school. Written homework is not assigned on holidays or vacations. Consistent completion of homework is one measure of student performance and is, therefore, included in the report card.

Here are some tips for making homework time productive:

1. Decide with your student the time and place that homework will generally be done at your house. Have materials (paper, pencils, dictionary, etc.) handy.
2. Look for daily assignments and sign homework sheets, as needed.
3. Help your student identify a classmate to serve as a "study buddy" or person who might help explain questions that arise with directions or expectations.
4. Offer support without taking the responsibility away from your child.
5. Try to anticipate nights when special activities (sports, music lessons, etc.) are likely to interfere with homework completion and arrange a plan to help.
6. Contact the teacher if it seems homework is regularly taking an excessive amount of time to complete. If your child does not understand a concept, let the teacher know, rather than trying to teach it yourself.

## Library

**Resources:** Maimonides students have the benefit of a school library, featuring collections of print, audiovisual and multimedia in both English and Hebrew. The library houses both English and Modern Hebrew fiction, non-fiction and reference materials that are specifically geared toward our students.

**Donations:** Parents, grandparents, and friends of the school are encouraged to make donations of funds to the school libraries for special occasions or for no reason at all! The PTA maintains a "Birthday Book Club" program to help families and friends donate books in honor of student birthdays. Parents will be contacted in advance of their child's birthday to be invited to participate. Further information is also available in the PTA area of the school website. General library donations should be made payable to the school with a memo note to direct to Libraries, and checks should be sent directly to library staff. Parents wanting to make donations of used books or other materials should contact the librarians.

**Return of Materials:** In order to ensure that books and other library materials will be available for use by other members of our learning community when needed, support is requested at home to help students care for materials appropriately and return them on time. If materials are lost, parents will be expected to pay for their replacement. Families must be in good standing with the libraries in order to receive spring report cards at the end of each year.

## Free Readers

All students in Grades 1–5 are encouraged to have in their backpack a "free reader"—a reading book of their own choosing. Free readers may be library books, books from the classroom library, or books from home. Books chosen for free readers should not be overly challenging, but rather a source of

reading pleasure for the student. Students will be given opportunities to read at various points throughout the day or week.

## Special Activities

During the course of the year, students (and often parents) have opportunities to be a part of a vibrant and exciting life at school. The details and dates of this year's activities are included in the school calendar and in notices and newsletters sent home throughout the year. Some examples include:

- September Safety Week K–12
- *Rosh Hashana* Shofar Factory for 5<sup>th</sup> Grade; *Midot* Program
- *Sukkot* *Simchat Beit Hashoeva*
- *Chanukah* Class Plays; *Sufganiyot*; Candle Lighting; Olive Oil Press Workshop (3<sup>rd</sup> Grade)
- Fall/Winter Science Fair (Grades K–5); 100<sup>th</sup> Day of School
- *Chagigot* Grades 1 and 2
- *Purim* Carnival
- *Pesach* Kindergarten *Pesach* Celebration; *Matza* Factory (K–2)
- *Yom Ha'Atzmaut* Special programs, food, and dancing; *Yom Ivrit*
- Spring PTA Book Fair; Grandparents and Special Visitors Day; Color War/Maccabia; Fifth-Grade *Siyum*; End-of-Year Celebrations

Students may have opportunities to participate in plays, assembly presentations, choirs, *Rosh Chodesh* pizza lunches, Elementary School orchestra, music lessons, sports, *chugim*, after school programs, yearbook creation, field trips, math team, Israeli dancing, *Shulchan Ivrit*, *chesed* visits to nursing homes, writing letters to Israeli and American soldiers, collecting toys, games or food for people in need, Israeli pen pals, fundraising for Israel, and volunteering to work with or assist younger students.

We are indebted to many, many people who make activities at school possible. Your donations of time, money and necessary equipment/food make many of these celebrations possible. Many of the activities and events are funded by our hardworking PTA, to whom we owe an extra "thank you".

## Family Learning

On approximately 8 Sunday mornings each year, families get together in the Brener lunchroom to learn Torah together. Breakfast is served. Then texts are distributed in Hebrew and English and families study the texts together. A presentation by a teacher or guest presenter (often a parent) follows. Benching and a raffle come next. We strongly encourage families to take part in this unique learning experience. Let us all make the most of the unique opportunity to learn Torah *lishma* ("for its own sake") with our entire family, in a community setting. *Please check your mail carefully for details regarding the Family Learning Program.*

## IV. MEETING INDIVIDUAL NEEDS

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The Maimonides curriculum is a rigorous one, and faculty members take great care to plan lessons which challenge students at their own level. Teachers approach students as individuals with unique and diverse learning styles and behaviors and make every effort to differentiate their classroom instruction based upon student readiness levels, learning preferences and interests. Maimonides faculty are in the midst of ongoing professional development and individual coaching in order to gain greater expertise in analyzing their own teaching styles and student learning to better adapt content, activities and assessments, thereby enabling all students to succeed at school.

The school also offers a number of other enrichment and support opportunities outside of the regular classroom setting:

### 1. General Studies Enrichment

- There are Mathematics Support Services Teachers who will be identifying and servicing talented students, Grades 1–5 in Mathematics.
- A new, comprehensive schedule will allow for flexible, individualized reading instruction.
- The Maimonides Elementary **Math Team** is made up of selected students in fifth grade and competes in math meets with other Brookline public and independent schools through the Brookline Mathematics League.
- The **Activity Period** for Grades 3–5 is scheduled weekly. Activities include newspaper, art, orchestra, and dance.
- There is an elementary chorus for Grades 1–2 and for Grades 3–5 scheduled weekly.

### 2. Hebrew Language (*Ivrit*) and *Limudei Kodesh* Enrichment

- Hebrew Language and *Limudei Kodesh* enrichment is provided by a number of teachers on our faculty. Each of these ventures is coordinated by a faculty member in consultation with classroom teachers.
- We also offer **Shulchan Ivrit**, which is conversational Hebrew around the lunch table. This small group experience is lead by our *Bnei Akiva Shlichim* representatives.
- **Mishmar:** From Grades K–5, students may join a voluntary *mishmar* program on Thursday afternoons. This class, which is run as part of our After School Program, allows students to show extra dedication and commitment to Torah *lishma* (for its own sake). Classes are given in a variety of subject areas as outlined in our After School Program booklet.
- **Mishna Enrichment Group:** This is a special *Mishna* learning group for 5<sup>th</sup> graders. Students who show extra dedication to and aptitude in Judaic Studies may be asked to join this group.

Parents will be contacted if your child's teacher determines that he/she would benefit from enrichment in General Studies, *Limudei Kodesh* or Hebrew Language.

## Student Support Services

At various points in a student's academic career there may be times when academic support is necessary. Often, extra practice at home or outside tutoring can make a difference. For students with diagnosed learning disabilities, long-term support and specific services may be necessary to help them improve their academic skills and learn helpful strategies.

Support services may be offered to students in the following situations:

1. The student has received an outside educational evaluation and it has been determined that he/she has a learning disability and is in need of academic support. Maimonides School does not necessarily provide the full range of services which might be recommended in an evaluation or IEP (individual educational plan).
2. The student has received an outside educational evaluation and it has been determined that he/she has a learning disability and that certain instructional modifications are necessary to ensure ongoing personal growth.
3. A child is referred to and offered services through the building's Child Study Team.

Currently we have on the faculty learning specialists for General Studies and *Limudei Kodesh/Ivrit*, as well as a reading specialist for General Studies.

We have expanded the services provided by our department by forming a working relationship with the Day School Program of Gateways: Access to Jewish Education in September of 2006. Gateways is committed to helping students with learning differences succeed at their day school. Gateways provides specialized services above and beyond the school's existing support.

Gateways staff includes Occupational Therapists, Speech-Language Pathologists and Reading Specialists to provide specialized intensive reading support three times each week. Gateways provides services to students in and out of the classroom, consults with classroom teachers, and meets with school staff, Maimonides learning specialists, and parents.

### Who to Contact Regarding Student Support

1. To discuss your child's academic progress, please contact his/her classroom teacher as a primary contact.
2. If your child is receiving formalized support and you have questions specific to your child's support services, please contact his/her learning specialist(s).
3. To find out more about Maimonides Elementary School support services, Gateways services, or other special needs resources, please contact Reena Slovin, Elementary School Assistant Principal.

4. If you have questions or need help with the process of having your child evaluated or tutored, please contact Maxine Zizmor, Overall Case Coordinator K–5.

Learning specialists will meet weekly with Building Administration and Grade Level teams to discuss students' progress and to assure that classroom modifications and recommendations are in place.

### **Communication with Parents**

There are a number of times throughout the year when the learning specialists are in contact with parents:

- In September, learning specialists contact the parents of each student serviced. A child will not receive support services without parent notification.
- When it is necessary to change the amount or type of service the child is receiving, the learning specialist(s) will contact the parents to discuss the change.
- Student Support Progress Reports are sent home with the child's grade report. The progress reports will list the type of service(s) the child is receiving, the skills he/she is working on and how the child is progressing towards learning these skills.
- Learning specialists are also available to talk with parents during parent-teacher conferences.

### **Social and Emotional Growth**

Of equal importance to the academic progress of our students is their growth in the areas of social interaction and positive attitudes toward school and one another. With this in mind, Maimonides provides a school social worker who works closely with teachers, administrators, and parents. Depending on the needs of a student or class, the social worker, or her graduate intern, may observe lessons or recesses, conduct discussion groups with children around a particular topic, or meet with individual children. The social worker can help facilitate referrals and serves as a liaison with outside professionals who serve our students and their families; see the school website staff directory under "Support Services" for her telephone extension and email address. Parents are encouraged to speak to their child's teacher and the social worker with any concerns regarding social and emotional growth. Parents will be contacted if an area of concern is identified by the school.

During the 2009–10 school year, all elementary classrooms at Maimonides will be working on social and communication skills by participating in the Open Circle program. Open Circle is a widely used curriculum designed to create a cooperative classroom environment, build positive relationships, and solve interpersonal problems among students. All faculty will be trained before the start of school, as well as supported during the year, in the use of this program, which we hope will help to create a social/emotional atmosphere that is inclusive, respectful, and proactive in addressing social issues in a

constructive manner. Grades K–2 will concentrate on basic social and communication skills such as good listening, cooperation, sharing, and calming down. In Grades 3–5 the emphasis will shift to include respect, friendship, bullying, and problem solving.

### **Private Tutors**

At times, families may be advised by the school that a student might benefit by private tutoring. In other cases, parents may decide independently that private tutoring is desired for their child. In both cases, the school will work closely with the tutor to help the student derive maximum benefits.

When we are able to, the school is happy to make recommendations for private tutors in both General Studies and *Limudei Kodesh/Ivrit*. Please contact Maxine Zizmor at ext. 302.

### **Class Placement**

The school has the responsibility to create diverse, compatible classes that best meet the needs of the individual students. We, the team of professionals working with your child, try to build classes with roughly equal numbers of students who can work together in a positive learning environment for all members of the class. The team consists of classroom teachers, specialists, support services teachers, as well as administrators. There are many factors that go into each placement, and the process is approached by the school with care and sensitivity. Class lists are mailed over the summer. An updated class list which includes any students who may have enrolled over the summer will be mailed in late August.

## **V. GENERAL POLICIES AND PROCEDURES**

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### **Attendance**

Considering the importance of the work done in the classroom and the negative effect absence has upon the individual as well as upon the entire class, we ask parents to see to it that their children always arrive on time and that their children not miss school, for reasons other than illness, unless absolutely necessary. The school should be informed in advance of any unavoidable absence.

### **Arrival**

School begins promptly at 8:00 AM. *Students should arrive at school between 7:45 AM and 7:55 AM.* Chronic tardiness will result in a call from the school administration.

Coming at least five minutes before classes begin allows children to “unwind,” put bags and coats away, greet classmates and teachers, and prepare for *davening* and a busy day. If a child arrives between 7:30 AM and 7:45 AM, he/she must wait within the school lobby. *Students may not enter the building*

before 7:30; there is no supervision prior to that time. Therefore, if you do arrive with your child before 7:30, please wait with him/her.

**Carpools:** We recommend that carpools with students in both the Elementary School and the Middle/Upper School make only one drop-off at the Brener building. Students in Grades 6-12 may cross Philbrick Road to the Middle/Upper School independently.

**Tardy Students:** Punctuality is a strong value of the school. We believe it shows respect for oneself and others and for the learning environment. Therefore, late arrival is to be avoided. Attendance is taken at 8:00. Students who are present are marked Present. Students who are absent are marked Absent. If students come in late, their marks are changed from Absent to Late. Students who arrive before 9 AM do not need to check in with the office. Any student arriving after 9 AM should stop at the office and receive a late pass to be presented to the teacher. If a student does not have a late pass, it means the office does not know they are here and they need to return to the office to check in. Tardiness is reflected on the report card.

**Arrival/Dismissal Form:** In the interest of safety, parents are asked to complete the "Arrival/Dismissal Form" indicating how each child will travel to and from school. This form should have been mailed to you in July. If you did not receive a copy, please contact the school office.

**Walkers/Bikers:** Students who walk or ride bicycles to school must report to the school office upon arrival each day to sign in. By 8:30 AM, the school will call the home of walkers/bikers who are not in school.

## Dismissal

- **3:00 PM (Grades K–2)**  
All students must be picked up in the Brener driveway at this dismissal time.
- **3:45 PM (Grades 3–5)**  
Students in K–5 must be picked up at Brener. Therefore, if a carpool has students in Grades 6–12, the entire carpool will need to be picked up at the Brener Building.

**Have a Plan:** Please be sure your child clearly understands where he/she is to go at dismissal time (After School Recess, After School Activities, carpool, bus, etc.). It is helpful to consult the school calendar frequently so you will remember to arrange for your carpool to be at school promptly each day, particularly on early dismissal days. Children can be easily upset when classmates are picked up on time and they are still waiting for a parent to arrive.

- If you have forgotten to write a note, please call the office before **11:00 AM**. This gives the office staff enough time to get the message to the teacher with little disruption to class time.
- Please make any arrangements for play dates the night before, as opposed to the day of, unless of course this is being done in an emergency

situation. Also, please try to get in the habit of reminding your child(ren) what after school pick-up plans or arrangements are in the morning.

- Any change in a student's plans must be in writing to the teacher and the respective office. The message should be as specific as possible including the date and day and child's full name. These can be emailed to the office personnel if planned ahead of time.

**Caregivers:** If a babysitter or nanny will be picking up your child, please make sure he/she clearly understands the importance of following all Maimonides safety guidelines.

**Stay in Your Car:** To ensure a safe and efficient dismissal, all drivers must remain in cars. Please see **Traffic and Parking Policies** below for important new instructions regarding pickup procedures at the Brener Building.

**Bus Students:** We take attendance every afternoon on the Sharon and Newton elementary buses. *Please remember to send a note or call the office before noon every time there is a change in your child's bus schedule (K-5, ext. 300).* If another student will be going home with your child on the bus, the parents of both children are asked to please send a note to the office staff to inform them of the change.

**Late Pick Up:** For their own safety, students may not be left unsupervised in either building. After 3:15 PM, students in K-2 who have not been picked up are placed in After School Recess and parents will be billed. After 4 PM, all students who have not been picked up are placed in the MateS Program in the Brener building and parents will be billed.

**After School Programs:** Children must be picked up promptly at the conclusion of any after school program. Students who remain after school at that time will be placed in the MateS Program and parents will be billed.

**Friday Dismissal Schedule:** Please note the changes in Friday dismissal times which occur throughout the year and plan accordingly to pick up your children.

Fall	2:30 PM	
Winter	1:00 PM	(consult master calendar)
Spring	2:30 PM	

### Early Dismissal Procedure

We ask that parents and legal guardians make every effort to schedule medical and dental appointments for non-school hours. In unusual circumstances when a parent must take a child out during the school day, please follow the procedures below, to insure your child's safety:

1. A note should be sent to the office with the child, stating the date and time the student will be leaving and returning (approximately) to school.

2. Your child will be sent down to the office when you come into the office to pick him/her up. *Please make sure you allow time in your planning for the office staff to telephone the classroom and have your child sent down.*
3. When you return with your child you must escort your child back to the office.

### Missed Homework

In the event of absence, we suggest you ask a fellow student or "homework buddy" (a responsible neighbor or carpool member) to approach your child's teachers and to bring home the day's assignments. A note should be presented to the teacher upon a student's return to school after a period of absence.

### After School Opportunities

Information about all after school activities including fees is available by contacting the Director of After School Programs.

- **After School Recess:** Students in Grades K–2 who need to stay at school from 3:00–3:45 PM to wait for the bus, carpool, or MateS, may be supervised at After School Recess. In order to request this service, parents should complete the Arrival/Dismissal form, which was mailed in July and is available in the Brener office.
- **After School Program:** We are very pleased to offer an extensive after school program that allows our children to participate in a variety of entertaining, stimulating and educational activities. Classes for Grades K–2 take place from 3:00–3:55 PM and classes for Grades 3–5 are from 3:55–4:50 PM. A separate brochure detailing the classes offered is sent home early in the school year.
- **The MateS (Maimonides Afterschool Time Experiences) Program:** In addition to the After School Program and the After School Recess period, MateS is also offered Monday through Thursday. It consists of two sessions: 3:45–4:45 PM (Session 1), and 4:45–5:45 PM (Session 2). Students must be picked up by 5:45 PM.

In Session 1, students enjoy snack, complete homework with supervision, and participate in exciting activities. In Session 2, organized sports or arts and crafts activities are available.

Students may attend either or both sessions on a regular or drop-in basis. Please contact the After School Director for further information and registration forms.

Students must be picked up promptly after school or after their After School Program. *No student may stay after school unless he/she is enrolled in a supervised program.*

## Professional Days/Faculty Meetings

In order to afford our faculty the opportunity to participate in professional development to enhance the education of our students, we have scheduled several days during the year for professional days and early dismissals for faculty meetings. We are pleased to make special programs available for students during professional days and faculty meetings.

Please consult the school calendar so you will be able to make any necessary childcare arrangements in advance. We suggest scheduling medical/dental appointments for these non-school times whenever possible.

## Inclement Weather, Closings/Delays, Dismissals Due to Weather

- Information regarding school closings or delays will be posted immediately on the school's home page [www.maimonides.org](http://www.maimonides.org), and on our recorded telephone message on our main number 617-232-4452.
- Information will also be available on radio station WBZ (1030 AM) and television stations WBZ-TV (Channel 4), WCVB (Channel 5), and WHDH (Channel 7).
- Unless you hear a specific announcement that Maimonides is delaying the start of the school day, you should assume that we are starting at the regular time.
- If severe weather develops during the school day, parents should listen to the radio or TV and check our website for up-to-date dismissal announcements. Please note that because many of our students travel considerable distances to and from school, we must, for the students' safety, tend toward early dismissal when weather conditions begin to deteriorate. If you wish to pick up your child early on snowy days, please feel free to do so by going to the school office and asking for him/her to be dismissed to the office.
- Whenever there is a weather-related early dismissal, this automatically means all after-school activities for all grades are canceled.

## Food

A well-nourished child is alert and ready to learn; a hungry child may have difficulty giving his/her best to the challenges of the school day. Parents are asked to give students the support they need by offering a nutritious breakfast each morning and sending healthy snacks and lunch to school.

- **Peanut Free:** The Maimonides School is a peanut-free environment. To clarify, we are asking parents not to send children to school with foods having **evident nut content**. This means any food that has peanuts or tree nuts in its list of ingredients. Foods that "may contain traces of peanuts or tree nuts", or have been processed in a plant that also processes peanuts and tree nuts, are still acceptable.

- **Dairy/Non-Dairy:** The Brener lunchroom is divided into meat and dairy tables, so students with meat lunches will sit separately from students with dairy lunches. We would like to take this opportunity to remind all parents and students of the “no snack sharing” policy. It is especially important that all students be reminded not to share snacks with their friends, to eliminate the possibility of a student who has just eaten a meat lunch having a dairy snack, or vice versa.
- **Food at School Events:** In recent years, the school has instituted a policy to help promote healthful and nutritious eating habits for our students. The goal of this policy, described below, is to help ensure activities at the school which include food are distributed evenly throughout the year and there is a well-balanced availability of food at these events.

According to the policy, events that include not-so-healthy food choices are limited to once per month per grade/class. At these events (e.g., *Chaggigat HaSiddur*, Mexican Fiesta, *siyumim*) teachers will coordinate with parent volunteers to supply one refreshment such as cake or ice cream, as well as healthier alternatives such as fruit. As part of this policy, only healthier food will be distributed at after school programs, except at end-of-year celebrations. Please note that food is distributed in the context of celebration or learning only, and not by classroom or after-school teachers as a reward or incentive for the students. Modest celebrations with appropriate food choices may be included in end-of-year plans for classes and special activities.

- **Food Considerations:** Whole grains, vegetables, and fruits constitute appropriate foods for kids. When packing foods, you should please bear in mind that the school does not provide refrigeration. Bread must be included in every student’s lunch. Students in Grades 1–5 should bring snacks for each recess and should bring lunch each day. Kindergarten students should bring lunch only. Snacks in Kindergarten are provided by the school. Students in Grades K–5 enrolled in After School Programs or After School Recess should bring an additional snack. Please include a paper napkin with your child’s lunch. The cultivation of good manners is a part of the daily lunch experience.
- **What Not to Pack:** We ask for your cooperation in avoiding foods high in fat or sugar, such as chips, candy, soda, or other “junk” foods. Glass containers of any type are not allowed for safety reasons.
- **Milk:** Milk (regular, lowfat, and nonfat, as well as lactaid) is provided daily. Lowfat chocolate milk is offered as a treat once per week. Please discuss with your child if your family has a preference as to which milk your child should select.
- **Bread for Lunch:** All students in Grades K–5 must bring bread for lunch daily. If he/she will not be eating a sandwich, then one slice of bread will suffice. **Students are required to “wash” and to recite *Birkat HaMazon*.**
- **Pizza:** The PTA provides pizza on most *Rosh Chodesh* school days to students whose parents have ordered it in advance. Please consult the

school calendar for the exact dates. Please go to the PTA section on the Maimonides website [www.maimonides.org](http://www.maimonides.org) to download the order form.

## Daily Routines

**Recess:** A well-planned school day for elementary students is a mixture of quiet and active time. It is our school's policy to send the children out to the yard for recess unless the weather is severe. *During the winter months, students should come to school each day with hats, gloves, and boots, as they will be playing outside unless the temperature drops below 20 degrees.* Snow pants are encouraged when there has been significant snow fall (see also the section on Dress Code). Should your child have a medical reason for not being outdoors on a given day, please send a dated note specifying the reason. Those students who have notes will be permitted to sit outside the office during recess and be properly supervised.

**Games and Cell Phones:** We encourage students to use recess time to enjoy the fresh air and to be active. Students are welcome to bring in *soft* balls or other equipment suitable for playing in a busy play yard. We have found that GameBoys® and similar electronic devices detract from the time our children spend enjoying the fresh air. Likewise, trading or magic cards have proven to be a disruption to class and recess. Therefore, we ask parents to refrain sending in children with these devices. Students may not use the following items in school: electronic equipment, including cell phones, pagers, Walkmen, MP3 players, and similar items.

## Traffic and Parking Policies

Safety and security are top priorities at Maimonides School. We ask for parent cooperation in observing traffic and other guidelines, which may be updated periodically. Parents are asked to read all safety guidelines carefully. In September, a week is designated as "Safety Week" and proper procedures are taught.

The Talmud speaks of the concept of *dina dimalchuta*, "the law of the land." This means one is required to carefully adhere to the various rules and regulations of one's country of residence, such as pulling over for emergency vehicles. In addition, the rule of *darkay shalom*, "peaceful ways," of which the Talmud speaks so frequently, obligates us to go out of our way to be good neighbors. In consideration of these *halachot*, we ask that all parents and visitors to Maimonides School be extremely cautious in following traffic regulations, and in being courteous to our neighbors.

Over the past year we have been negotiating with the Brookline Transportation Board (BTB), Brookline Police Department (BPD), and most importantly the surrounding neighbors in finding a solution to parking and student drop-off/ pick-up issues on both campuses. We need to maintain a safe and cordial relationship with the neighbors and the Town of Brookline. Your assistance in making this a successful program for Maimonides School will be most appreciated.

The BTB has instituted a faculty/staff permit parking program for Maimonides School on a trial basis for one year. This program will allow our faculty to park on Brookline streets without being ticketed. These negotiations have resulted in policies that have a direct effect on parents who transport their children to/from school and to students who drive to school.

The following policies and procedures will be in effect:

- As a result of our negotiations with the Brookline Transportation Board (BTB) and the Brookline Police Department (BPD), Brookline's on-street two-hour parking restriction will be **strictly enforced** for anyone parking on Clark, Philbrick, Buckminster and Clinton Roads. The BTB, BPD and neighbors will be monitoring us on a daily basis. The BPD will issue tickets to all offenders. The **ONLY** exceptions to this restriction will be faculty members who have paid for permit parking under this trial program.
- For all Maimonides vehicles, Philbrick and Clark Roads are one-way traveling towards Rte 9. (Neighborhood residents may travel in both directions before 7am and after 6pm.)
- Clark Road: vehicles may only park on the right side of the street going towards Rte 9; there is NO parking on the left side of the street.
- Buckminster Road: vehicles may only park on the right side of the street going towards Rte 9; there is NO parking on the left side of the street.
- Parking is NOT allowed directly opposite any neighbor's driveway at anytime. This policy is crucial to maintaining a positive relationship with our neighbors!
- Due to traffic congestion and potential safety concerns on the Brener Campus (Clark Road), we are required to institute a modified drop-off and pick-up for all students. There will no longer be any faculty or visitor parking in the Brener driveway from 7am to 6pm. The driveway will become a two-lane system, allowing more efficient traffic flow and greater egress for any emergencies.

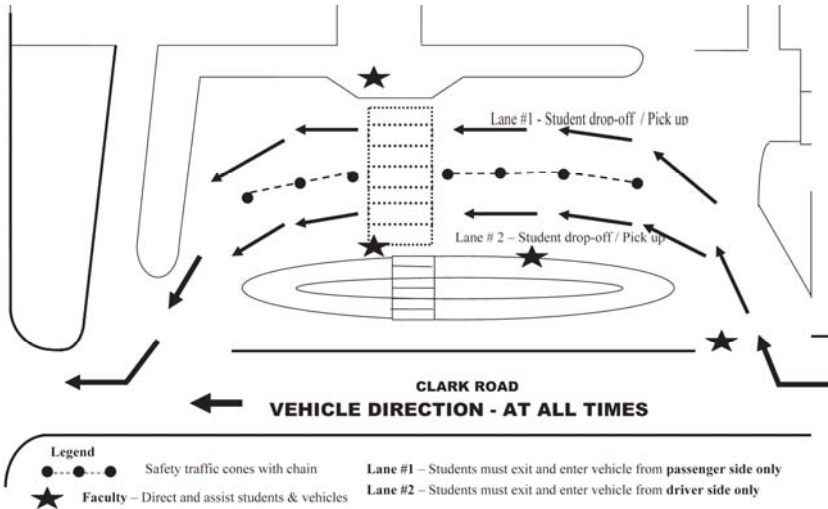
The following are **always prohibited**:

- Double-parking, parking on the sidewalk
- Stopping in the middle of the street
- Using neighborhood driveways for any purpose
- Parking anywhere in the school driveways
- Parking on Philbrick Road next to the flagpole island

### **Brener Student and Vehicle Daily Drop-off/Pick-up:**

- Faculty members will be assisting students/vehicles at all times. Parents must follow directions from these faculty members.
- Parents/drivers must have their child's placard visible in vehicle in order to be able to enter driveway. Vehicles without a placard will be sent to loop around via Rte 9 until the driveway has been cleared.

- NO Parking in the driveway at any time.
- Should there be more than 15 vehicles in line on Clark Road, you will be requested to loop around via Rte 9 and Sumner Road back to Clark Road.
- Right turn only when exiting the Brener driveway – NO EXCEPTIONS.



## Health Procedures

Maimonides maintains a health office in the Brener Building, staffed by registered nurses. A nurse will be available during most school hours. The nurses are employed by the school to maintain health records; to communicate health concerns between parents, students and appropriate staff; to formulate and maintain school health policies; and to take care of student health care needs that arise during school hours. The nurses may participate in informal health teaching throughout the school and collaborate with the science teachers on certain lessons.

The nurse uses a set of “standing orders” to guide practice, which have been approved by the school’s consulting physician. Standing orders and health protocols are kept in the nurse’s office. If a student experiences a minor illness or injury he/she is sent to the school nurse who will evaluate the health complaint, perform an appropriate physical examination, and implement the appropriate nursing intervention in accordance with standing orders. Parents will be notified of any significant findings and nursing actions, as well as recommendations for necessary follow-up care.

Any significant illness or injury that occurs during school hours is reported to the child’s parents as well as to the principals. In the case of significant injury that requires medical follow-up, an accident report will be filled out by the faculty member who was present and the school nurse or designated school personnel who cared for the child. The school nurse or designated school

personnel will follow-up with a phone call to the family to ascertain the outcome of the medical visit. No sick or injured child is left unattended or sent home alone.

Designated faculty and staff have been trained and certified in CPR, as well as in EpiPen administration for children with documented severe allergic reactions. Office staff members provide basic first aid in the absence of the school nurse, but they are unable to administer medication. When students leave school for field trips, the accompanying faculty will be provided with first aid kits by the school nurse.

**Emergency Information:** Emergency information containing parents' phone numbers and emergency contacts are kept in the Elementary School.\* In case of a serious emergency, school personnel will call 911 and will escort your child to the emergency room at Children's Hospital via ambulance. Parents will be notified immediately at the contact numbers provided on emergency information forms. The child's physician will be notified. The school must have emergency information about each student updated annually. Emergency cards are also taken on trips off campus.

*\* Students will not be permitted to attend school if a current emergency card is not on file.*

**Health Forms:** Maimonides School requires parents to fill out and submit an annual student health history for each child, as well as to turn in a physician's health examination with documented immunizations upon admission to school in fourth grade. It is very important for student health forms to be filled out completely and to include physician information in case of emergency. Please request an additional form to be filled out by the parent if your child has asthma and/or severe allergies requiring an EpiPen so we may provide optimal care for your child.

**Immunizations:** A state compulsory school immunization law requires students to be vaccinated. Exemptions are permitted for medical and religious reasons with appropriate documentation. *Student immunizations must be up to date and fully documented or students will not be allowed to attend school.* Forms should be sent in to school before the beginning of the school year.

**Illness:** Children should not attend school if ill. Parents contribute to the general health of the school community by keeping sick children at home. *Students with fever, diarrhea or vomiting should remain home for at least 24 hours following these symptoms.* If a student has a contagious condition, such as strep throat, they should not return to school until they have been on antibiotics for 24 hours. It is important the school nurses be notified if any student has a contagious condition. The nurses are responsible for tracking medical illnesses in the school, for minimizing student exposure to controllable health risks, as well as for notifying parents when necessary if their children have been exposed to contagious conditions.

**Lice:** Head lice is a worldwide, communicable condition common among children today. It is not associated with a lack of cleanliness. Head lice are usually transmitted by direct contact with infested persons, their clothing, hair

implements or hats. Lice cannot fly or jump. Children should be reminded by parents not to share hats, *kippot*, combs, brushes, barrettes, etc. Information about head lice control is available in the nurse's office.

In an effort to control head lice outbreaks, our school has a **no nit policy**. Our school nurses conduct a required head lice check for students in the fall before school begins. Consult the school calendar for details. Parents are requested to check their children's heads carefully before the start of school, when returning from vacation, and routinely throughout the year. If a student is found to have lice or nits, he/she will be sent home for appropriate treatment and complete nit removal. The child's head will be checked upon readmission to school, and if nits are still present, the child will not be permitted to remain in school. Once a child is able to be readmitted, they will be re-checked by the school nurse periodically for one month.

**Medications:** In accordance with state law, all medications, both prescription and over the counter, must be stored securely in the nurse's office. Students are not allowed to self-dispense medication. Under specific conditions, an agreement between the school nurse, a child's parent and a child's physician can be made to allow a specific child to carry a specific medication under the school nurse's supervision (i.e., asthma inhalers).

- **Regular Medications:** If your child needs to be given medication on a regular basis during the school year, then you must fill out a parental consent form and have your child's physician complete our school's physician medication order form and submit these forms to the school nurse. New forms are needed at the beginning of each academic year, as well as when changes in medications are necessary. These forms are available in the nurse's office.
- **Short-Term Medications:** If medications are to be given for a specified short term period, such as antibiotics, a physician's order form is not necessary. The pharmacy label on the medication container is sufficient. However, a parent consent form must accompany the medication. The appropriate forms are available in the nurse's office.
- **Non-Prescription Medicine:** A note from the parents specifically permitting the school to give the medicine and specifying the child's name, the name of the medication, the dates to be given, and the dosage must also accompany over-the-counter medications.
- **Inform the Nurse:** In the interest of safety, we ask parents keep the nurses informed of all medications students may be taking, even if they are not dispensed at school. In the case of a medical emergency it may be essential for the nurse to have this information.
- **Medication Labels:** You or a responsible adult whom you designate should deliver medications to the school in a pharmacy or manufacturer-labeled container. The nurse cannot legally give your child medicine from containers without the aforementioned labeling. You can ask your pharmacy to provide separate labeled bottles for school and home for no extra cost. No more than a 30 day supply of the medicine should be

delivered to the school. Left over medications may be picked up by the parent, or will be disposed of by the school nurse after a reasonable period of time.

- **Year End:** All medications must be picked up from the health office by parents by the last day of school. Remaining medication will be disposed of by the nurses.

**Communication:** Open communication between parents and the school regarding health issues enhances our ability to provide appropriate care for your child. The nurses are available to discuss your child's health concerns in the fall before school begins, or at any other time throughout the year.

## VI. THE PARENT-SCHOOL PARTNERSHIP

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### Volunteers

Many opportunities exist for parents and grandparents to serve the school by volunteering in the libraries, PTA events, and special programs. Tasks and time commitments can be tailored to the interests and availability of the volunteer. For more information, please contact the school.

### Keep Us Informed

When children come to school, they bring their homes with them. Everything that happens at home vitally affects our children—their behavior, their attitudes, and their ability to concentrate. Therefore, it is essential that the school be made aware of any unusual events taking place in your family. This includes the happy and the sad—births or marriages, anticipated trips by parents, illnesses at home, deaths in the family, or special *smachot*. Our only interest is to be able to help your child. Properly informed teachers and administrators will be able to deal with your child with greater understanding.

*begins:* פרקי אבות

מֹשֶׁה קִבֵּל תּוֹרַת מֹסִינַי, וּמְסָרָהּ לַיהוֹשֻׁעַ

*Moshe received the Torah from Sinai and transmitted it to Yehoshua.*

We are privileged for the opportunity to continue transmitting Torah and traditions to your children and preparing the next generation to do the same. May we all merit God's blessings as we partner together in the education and growth of our students.

We look forward to an outstanding year!

**שנה טובה!**



