

The Rashi School

Family Handbook



Please read
highlighted
information

The Rashi School is an accredited member of the Association of Independent Schools in New England (AISNE), the Progressive Association of Reform Day Schools (PARDeS) and is a beneficiary of Combined Jewish Philanthropies (CJP).

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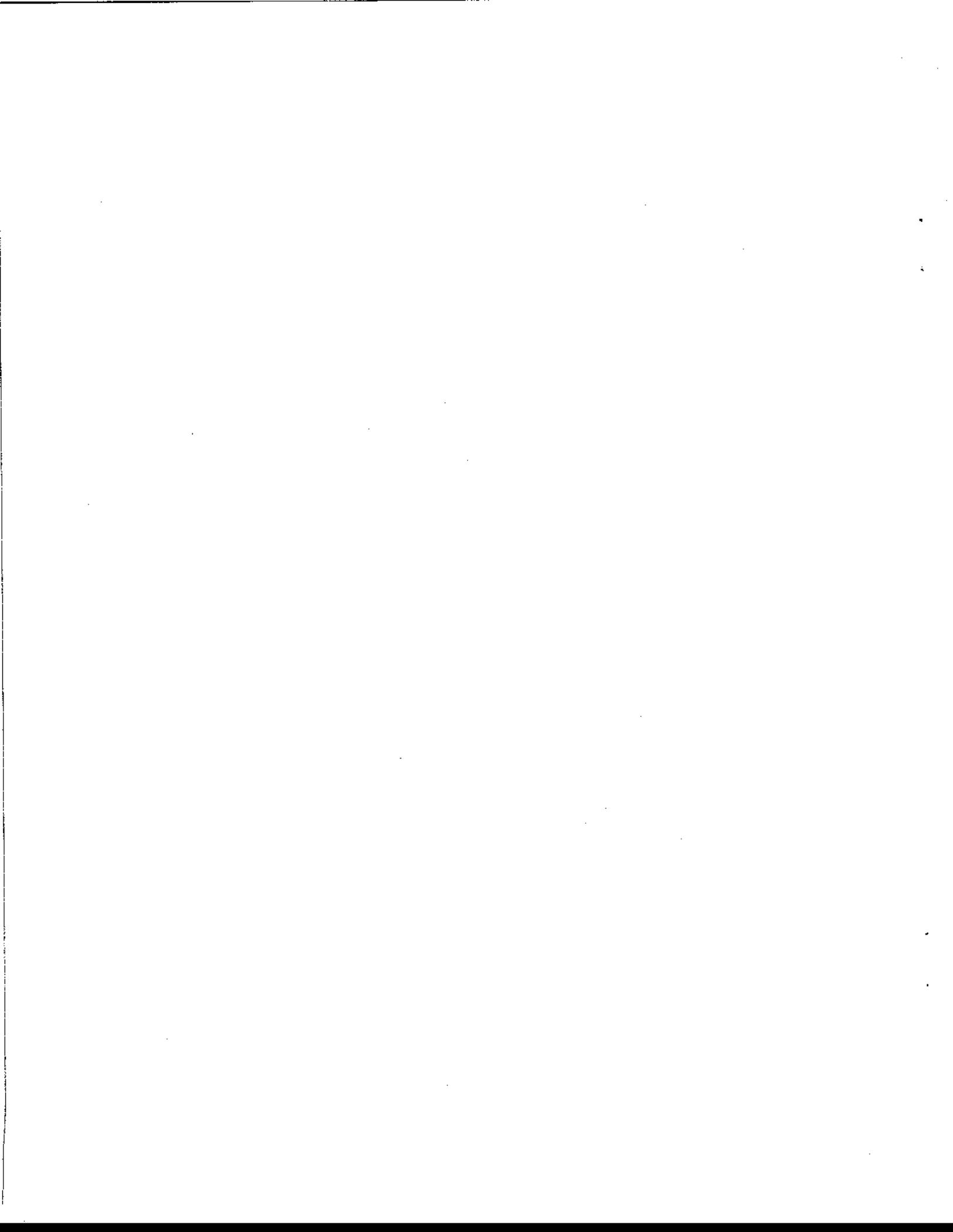


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Rashi Staff Directory

Name	Dept.	Ext
Samuel Abramovich	Technology Coordinator	247
Coral Ambuter	School Nurse	229
Serena Androphy	Kindergarten Teacher	254
Sophia Bergmann	Music Teacher	246
Heidi Chapple	1 st Grade Teacher	322
Keith Civin	7 th and 8 th Grade Social Studies Teacher	335
Aaron Cohen	Jewish Studies Teacher	310
Becky Cohen	6 th Grade Language Arts and Social Studies Teacher	323
Stephanie Cohen	Assistant Teacher	347
Joshua Conescu	Assistant Teacher	329
Nathaniel Cutter	Physical Education Teacher	243
Maya Dalzell	Hebrew Teacher	301
Charles Dubois	Supervisor of Custodial Services	241
Rabbi Joe Eiduson	Head of School	222
Judi Fanger	Director, Annual Giving and Human Resource Development	237
Heidi Farber	Kindergarten Teacher	326
Charles Feeney	Financial Officer	
Ruth Feiner	Librarian/5 th Grade Assistant Teacher	304
Manya Fine	Office Manager	221
Leigh Flannery	Assistant Teacher	311
Joni Fishman	Dean of Students	252
Adrienne Freedman	Assistant to the Head of School	225
Amy Gold	Lower School Learning Specialist	338
Bonny Parlee Goldberg	Theater Specialist	360
Megan Harris-Linton	6 th Grade Math/Science Teacher	325
Hannah Heilman	Assistant Teacher	369
Janice Hirshon	Lower School Learning Specialist	228
Sandi Intraub	5 th Grade Teacher	357
Gary Klapman	5 th Grade Teacher	348
Suzy Klein	Delet Fellow	302
Rachel Kostegan	Assistant Teacher	367
Miri Kutas	Hebrew Teacher	303
Sara Ledewitz	2 nd Grade Teacher	330
Shiomit Lipton	Assistant Head of School	224
Doris Lowy	Middle School Spanish Teacher	305

Name	Dept.	Ext
Alexandra Malin	Assistant Teacher	306
Sampson McLean	Custodian	241
Sharon Miller	Kindergarten Teacher	331
Yael Neeman-Schubert	Hebrew Teacher	307
Jon Nelson	<i>Rosh Ruach</i> (Song Leader)	365
David Nollman	7 th and 8 th Grade Language Arts Teacher	345
David Passer	Director of Operations	233
Rabbi Ellen Pildis	Jewish Studies Coordinator	248
Anne Puchkoff	Director of Admissions	226
Debbie Reck	Dean of Faculty	256
Sandy Rosen	3 rd Grade Teacher	366
Dave Rosenberg	3 rd Grade Teacher	332
Stephanie Rotsky	Social Justice Coordinator	242
Jennifer Rudin-Sable	Jewish Life Coordinator	249
Jeptha Runyon	Middle School Math Teacher	308
Rebecca Sage	Delet Fellow	309
Nancy Schachter	Director of Annual Giving & Community Relations	238
Kathryn Schatz	2 nd Grade Teacher	324
Wendy Schiffman	Director of Institutional Advancement	235
Phoebe Schnitzer	Coordinator of Psychological Resources	246
Ilana Segal	Art Specialist	337
Barbara Shapanus	Extended Day Coordinator	240
Ifat Shatzky	Hebrew Teacher	314
Rachel Shaw	Assistant Teacher	340
Charlotte Sheer	4 th Grade Teacher	336
Sue Sherman	Lower School Head	227
Joshua Sneideman	7 th and 8 th Grade Science Teacher	313
Doreen Soffer	Accountant	232
Glenda Speyer	5 th Grade Teacher	350
Ilene Stellar	7 th and 8 th Grade Math Teacher	312
Yael Torbin	Delet Fellow	315
Hope Tripp	Administrative Assistant, Office of Institutional Advancement	236
Ilana Wyner	1 st Grade Teacher	334
Eve Youngerman	4 th Grade Teacher	368

The email address of any Rashi staff member is first initial, last name (with no hyphens) @rashi.org, e.g. Manya Fine is mfine@rashi.org; Jennifer Rudin-Sable is jrudinsable@rashi.org. Email for Rabbi Joe Eiduson: rabbijoe@rashi.org

The Rashi School Mission Statement

The Rashi School, the Boston Area Reform Jewish Day School, is founded on the recognition that Judaism is concerned with intellect and knowledge, emotion and spirit, action and observance. Accordingly, our educational program emphasizes academic excellence and fosters the development of Jews with critical minds and compassionate hearts, who will become responsible members of society and whose lives will be shaped by the Jewish tradition.

We believe that Judaism is the single most valuable means by which to help our children grapple with the challenge of how we live and with the question of the meaning of human existence. We treasure the traditions of western civilization and American culture, and our connection to the land and people of Israel. We value the study of the arts and sciences, and principles such as democracy, pluralism, and gender equality. To be an authentic Reform Jew today is to be grounded in both American culture and Judaism, and to integrate these worlds.

In the spirit of Reform Judaism, we respect the autonomy of the individual and therefore encourage each child to learn to question and to make his or her own decisions. Simultaneously, we recognize the legitimate demands made on us by our society, by the Jewish people, and by God.

We perceive the School to be a partner with the home and the synagogue in helping to raise children who are knowledgeable, thoughtful, responsible and compassionate Jews; children who have a sense of self-worth, who love and respect others, and who have a feeling of reverence for the natural world.

Letter From the Head of the School

Dear Rashi Parents,

We are proud of the many opportunities available for parents to be actively involved in their children's education at the Rashi School in Newton. As you consider the unique opportunities offered by Rashi, please also keep in mind the important responsibilities you have as a Rashi parent. As a Reform Jewish day school, we urge parent participation in all facets of school life. This family handbook will help you understand the importance of your involvement in and support of your child and your child's school. We believe that what follows deserves your careful consideration.

As teachers and administrators we ask that you:

- ✓ Insure that your child has sufficient scheduled time and quiet surroundings for home study
- ✓ Make us aware of any changes in your child's behavior or attitude toward Rashi
- ✓ Consult with us and arrange individual conferences and phone conversations in order to discuss any issues that arise with your children either at home or at school
- ✓ Speak with your children often about schoolwork, demonstrate your interest and help the School equip your child with the ability to inquire, interact and accept constructive criticism
- ✓ Maintain regular school attendance by scheduling family trips only during school holidays

Your positive effort, cooperation and understanding allow us to be effective in our work. Your sons and daughters are successful because they see the involvement of their parents in school activities. Our teachers are inspired to even greater heights as they observe your involvement and feel your support in the education process and in the total life of our school community.

I encourage you to attend "Back to School Night" and other special programs to see classes in action. I invite you to review this handbook with your child and support its policies. I hope you will become an active member of Yachad, our parent/teacher organization and read the materials that your child brings home each week. We pledge to work closely with you in directing your child intellectually, socially and emotionally. Rashi is a community of caring parents and teachers who demonstrate this commitment through involvement in the life of the School.

Finally, to ensure excellence in our education program, we ask the entire Rashi family to participate in annual giving to the School. We rely upon support from those we have educated in the past, our alumni, from strong community supporters and from parents and grandparents of students who are enrolled currently in our School.

We thank you for sharing with us the responsibility of nurturing the next generation of Jewish adults. Together, may we continue to go from strength to strength.

Rabbi Joe Eiduson
Head of School

Affiliation with Reform Movement

The Rashi School is a charter member of the Progressive Association of Reform Day Schools (PARDeS) and is associated with The Union for Reform Judaism (URJ). The rich resources of URJ and PARDeS are available to us in areas such as curriculum development, classroom materials, organizational development and programming.

Reform Jews are heirs to a vast body of beliefs and practices embodied in *Torah* and other Jewish sacred writings. All Jews have an obligation to study the traditions that have been entrusted to us and to observe those *mitzvot* -- those sacred and time-hallowed acts -- that have meaning for us today and that can ennoble our lives, as well as those of our families and communities. We recognize that if Judaism were not capable of evolution, of reform, it could not survive. Therefore, the educational environment at the Rashi School is infused with the fundamental principles of Reform Judaism, including:

- **Egalitarianism:** Boys and girls are given the opportunity to observe all aspects of the Jewish tradition in an equal way; the contributions of both women and men to Jewish life are highlighted;
- **Informed Choice:** The Rashi School enables children and their families to be well equipped to make informed choices with regard to Jewish belief and practice; and
- **Emphasis on Social Justice:** The curricula and programs emphasize human rights for all people. Through study and practice of *tzedek* (justice) we create sensitivity toward inequities.

Core Values

In 1996, the Rashi School was chosen as one of a select group of five Reform and Community Day Schools from across the country to participate in a project to help day schools plan for the future. Rashi was chosen because of its established reputation, its commitment to pursuing educational excellence, and its willingness to engage in the work of visioning for day schools in the 21st century.

Through Hebrew Union College-Jewish Institute of Religion's project, Day Schools for the 21st Century, Rashi identified the Core Values of the School. These values represent what the Rashi Community holds dear. They provide a common language that bonds the Rashi community together. The Core Values include:

- | | |
|--------------------|----------------|
| 1. <i>Kavod</i> | Respect |
| 2. <i>Kehillah</i> | Community |
| 3. <i>Tzedek</i> | Social Justice |
| 4. <i>Ruach</i> | Spirit |
| 5. <i>Limud</i> | Learning |

For a complete copy of the Day Schools for the 21st Century Action Plan, Contact Jennifer Rudin-Sable, Jewish Life Coordinator.

The Rashi School Philosophy

The Rashi School provides a developmentally appropriate environment for our children. We offer opportunities for our students to practice essential Jewish values as they engage in educational and social experiences that build a deep appreciation of learning and foster a desire to become active, lifelong learners.

Our Program Fosters:

- **Academic excellence** in secular and Jewish studies
- **Proud, knowledgeable and compassionate** Jewish children
- **Integration** of Jewish and American values and tradition
- The **Hebrew** language as a gateway to our past, present and future
- A connection to the land and people of **Israel**
- A caring Jewish **community**
- A **Reform** Jewish educational environment

The Rashi School concentrates on preparing students for success in an increasingly complex and competitive society. Students are encouraged to continually engage in intellectual challenges. The Rashi School's integrated curriculum, which combines a strong program of general studies with Jewish studies, Hebrew language and the values of Jewish tradition, is integral to this process.

Policies and Procedures

From A to Z

After School Play Dates

If your child is having a play date after school and if the play date necessitates a change in your child's carpool or pick-up schedule, parents must send a note informing the teacher of the change. Please be sure to include your child's full name, the date and your signature. Students may not make phone calls during the school day to arrange play dates. If a friend will ride the bus with your child you must contact us, in writing, at least one day prior.

Allergies / Anaphylaxis Policy

There are some children at Rashi with severe allergies to specific foods. This is known as anaphylaxis. These children can experience a life threatening reaction when exposed to food they are allergic to, sometimes even simply by touching a child who ate that food at home and did not wash the residue off before coming to school, or by inhaling the odor from someone else's lunch.

In order to safeguard these children, you are asked to avoid peanut butter, peanuts, and nut products in your child's lunch. If requested, we will provide a suggested list of alternate food-products that are nut-free.

Rashi works in partnership with parents of children with food and other allergies to reduce the risk of an anaphylactic reaction. Teachers and administrative personnel re-learn each August how to use an EpiPen and how to recognize the symptoms of an anaphylactic reaction. We ask that parents of children with food allergies provide a number of non-perishable snacks for the teacher to hold, so that when food is brought into the classroom for special occasions, their child may enjoy his/her own special treat. We also ask that, in planning for special occasions in the classroom, all parents seek information from the classroom teacher regarding any special situations (like food allergies) and bring food that can be shared by all.

American Holiday Celebrations

At Rashi we learn about our American heritage through formal study as well as by celebrating many American holidays. We create education programs around Columbus Day, Thanksgiving and Martin Luther King, Jr. Day. We also observe Presidents' Weekend, Patriots' Day, Mother's and Father's Days and Memorial Day. We do not celebrate or observe Valentine's Day or Halloween within the Rashi School day or curriculum.

Arrival |

Children should arrive at school at 8:00 a.m. There is limited supervision for K-5 children arriving at school between 7:45 and 8:00 a.m. in the *Chadar Ochel* (cafeteria). Middle School students may be upstairs in the Middle School area from 7:45 a.m. but must be in homeroom by 8:00 am.

Supervised morning drop off occurs at 8:00 a.m. All students are to be dropped off on the Jackson Road side of the building; you may park there in order to walk your child into school. Upon arrival, students should proceed directly to their classrooms. *Please use caution when crossing the parking lot, as buses and cars are arriving.*

Classroom instruction begins promptly at 8:15 a.m. It is important that students are in their classrooms by 8:10 a.m. **Should your child arrive after 8:15 a.m., a parent must proceed to the office and sign him/her in.** This will allow us to keep accurate attendance/tardiness records, as well as to update the daily bus schedules. Tardiness and absences will be reported on report cards.

Attendance

Unless a student is ill, it is important that he or she attend school every day. Irregular attendance is the most frequent cause of learning loss. It is unsettling to both the student and the class. At Rashi, schoolwork depends upon interactive learning and discussion. Since learning at Rashi is not “textbook driven,” it is difficult to recreate the context and content of missed classes.

Rashi strongly discourages families from taking vacations during the time that school is in session. If a vacation is unavoidable during scheduled school time, parents should contact their child’s classroom teachers at least two weeks prior to the planned absence so arrangements can be made for making up missed work. The teacher may also assign a project, such as a travel journal.

All assigned homework and projects are due on the day the student returns to school. New skills and concepts may be introduced while the child is away. In that case, knowledge gaps might be created by the absence and parents may need to arrange for academic tutoring.

Sometimes students are unexpectedly absent for extended periods of time due to illness or family emergencies. In these cases, it is helpful if parents communicate with the classroom teacher regarding the length and the reason for the absence. Please note that in cases of unexpected and unavoidable absences, the classroom teacher will work with the parents and the student to ensure a smooth transition back into the classroom.

Upon their return, students will be given ample time to complete any missed work and the teacher will assist the family in thinking about how to close the gaps left by the absence.

Back-to-School Night

Back-To-School Night is an opportunity for parents to learn about curriculum and classroom procedures. Parents meet our teachers including Hebrew teachers and specialists. Please note that teachers cannot discuss individual student progress at Back-to-School Night due to the sheer numbers of adults present. If you have specific academic concerns about your child, please call the teacher and schedule a conference. Back-to-School Night is a parent-only program. All parents are strongly encouraged to attend. In order that teachers and administrators can focus on answering your questions and speaking about our program on an adult level, students and siblings do not attend.

Bar or Bat Mitzvah

Bar/Bat Mitzvah is an integral part of a student’s Middle School experience. Students prepare for and celebrate their Bar/Bat Mitzvah in their congregational community. We strongly encourage students and their families to affiliate with a congregation well before the Bar/Bat Mitzvah year.

Bar/Bat Mitzvah Resources

The Jewish Life Coordinator has numerous books and other resources that will be helpful with everything from choosing the location for your *simcha* (joyous event) to understanding your child’s *parasha* (Torah portion) to strategies for dealing with Bar/Bat Mitzvah struggles and finding ways to

make the Bar/Bat Mitzvah more meaningful. Bar/Bat Mitzvah Parent Family Education Sessions are held throughout the year. You are also encouraged to contact the Jewish Life Coordinator with questions about Bar/Bat Mitzvah preparation.

Bar/Bat Mitzvah at Rashi

Many members of the Rashi staff are involved in assisting you and your child during the Bar/Bat Mitzvah experience:

1. Jewish Studies Coordinator

The Jewish Studies Coordinator plans the Jewish Studies curriculum. Bar/Bat Mitzvah is explored through the life cycle curriculum designed by the Jewish Studies Coordinator and implemented by the Jewish Studies teachers. The Jewish Studies Coordinator also works with students to prepare for their **in-school Bar/Bat Mitzvah Minyan**. The in-school *Minyan*, usually held the Thursday morning prior to the actual Bar/Bat Mitzvah, is an opportunity for the Rashi Middle School community to celebrate and honor the Bar/Bat Mitzvah and his/her family. The Jewish Studies Coordinator assists students in leading their Bar/Bat Mitzvah *Minyan*. The Jewish Studies Coordinator offers a Bar/Bat Mitzvah elective which is an opportunity for students to further prepare for their Bar/Bat Mitzvah in school. The Jewish Studies Coordinator also helps students select the **class Bar/Bat Mitzvah gift**, purchases the gift and coordinates the presentation of the gift at the in-school *Minyan*. Finally, the Jewish Studies Coordinator determines an appropriate Rashi Book Gift, purchases the books, and works with families to facilitate the presentation of the book at the Bar/Bat Mitzvah.

2. The Jewish Life Coordinator

The Jewish Life Coordinator provides resources for families throughout the process of planning and preparing for Bar/Bat Mitzvah. The Jewish Life Coordinator is available to assist families in affiliating with congregations. Families can expect that their *simcha* will be acknowledged in the *Daf Keshet* (Rashi's Newsletter) on the Friday before the Bar/Bat Mitzvah. Should a date conflict appear on the Rashi calendar, the Jewish Life Coordinator will contact the effected families and work with them to resolve the conflict. Families often assist one another with the set up, clean up and purchase of food for the in-school *Minyan*. The Jewish Life Coordinator facilitates *Minyan* assistance sign up and sends out *Minyan* reminders to families who are assisting. The Jewish Life Coordinator also designs parent programs to support parents in planning and preparing for Bar/Bat Mitzvah and designs programs to support parents and students in planning for Jewish involvement after Bar/Bat Mitzvah.

3. Social Justice Coordinator

Every Rashi student selects an organization that he or she wishes to support through his or her Bar/Bat Mitzvah. The Social Justice Coordinator meets with students to explore and select their *tzedakah* organization. Students create a poster describing their organization and present it at their in-school *Minyan*. The Middle School community makes a contribution to the organization in honor of the Bar/Bat Mitzvah.

4. Assistant to the Head of School

The Head's Administrative Assistant sends out quarterly letters in 4th, 5th, 6th and 7th grade inviting families to submit Bar/Bat Mitzvah dates. She maintains a database of all Bar/Bat Mitzvah dates and distributes list of Bar/Bat Mitzvah dates each time a new date is added.

Class Gift

Each year the class gift is selected by the students in the 6th grade. The same gift is given to every student. This gift means that individual students are not obligated to give gifts to one another. The class gift is presented at the Thursday morning *Minyan*. The cost of the class gift is included in the 7th grade fees.

The Rashi Book Gift

Each year the Jewish Studies Coordinator selects a book to be presented to Rashi students from the Rashi School at the Bar/Bat Mitzvah. The book is purchased by the School. Parents should select another parent or a teacher to present the book at the actual Bar/Bat Mitzvah service.

Invitations

Families are expected to invite the entire grade to the Bar/Bat Mitzvah service and to the reception. Families may invite staff members to the Bar/Bat Mitzvah with the understanding that the staff members are not obligated to attend and are not attending as staff but rather as guests. Families are not obligated to invite staff.

In-School *Minyan*

Every student celebrates his/her Bar/Bat Mitzvah with the Rashi Middle School community. The In-school *Minyan* usually takes place on the Thursday before the Bar/Bat Mitzvah. This is an in school celebration. Parents provide refreshments following the *Minyan*, either bagels or donuts and juice or milk. The School provides paper goods. Families are encouraged to invite their immediate family to the *Minyan*. The room is small so families need to limit their invitations.

Birthday Celebrations

In School:

Students are invited to celebrate their birthday in school. Each classroom teacher has his/her own guidelines for school birthday celebrations. Please speak to your child's classroom teacher about how to celebrate your child's birthday in the classroom. Whenever parents plan a classroom event, we require that all food brought to school in celebration is kosher and nut free. Consider providing healthy choices for the children and be sensitive to special dietary needs (allergies) of the children in your child's class.

At Home:

Although birthday parties are a home event, we ask you to remember that your family is part of the Rashi community. At Rashi we work hard to create a positive classroom community for every child. Please join us in our efforts to create a *kehillah*, a positive and respectful community, at the Rashi School by:

- Scheduling your child's party on a day other than Saturday (*Shabbat*) to ensure that religious observance will not prevent a classmate from attending your child's party.

- Demonstrating sensitivity to all students when distributing your child's birthday invitations. While many children invite all of the children in the class to their birthday parties, this may not always be possible. **Please do not send invitations to school with your child. Invitations should be sent using the US Postal Service or other appropriate means.**
- Remembering that children often discuss parties before and after the event and that excluding just a few of your child's classmates from the party is disruptive to the classroom community.
- Referring to the *kashrut* guidelines when planning your child's birthday party to ensure that every child attending the *simcha* (celebration) will be able to partake.

Board Meetings

Board of Directors meetings are listed in the School calendar and are open to anyone who would like to observe unless the Board goes into executive session. The Board seeks ways to strengthen our communication mechanisms to facilitate dialogue and exchange of information. Board meeting agendas and approved minutes are posted in the school foyer.

Bus Transportation

Please call David Passer at x233 if you have any questions about bus transportation services. Rashi offers three bus routes to school in the morning and home in the afternoon:

- Red bus route services West Roxbury, Jamaica Plain, Brookline and Brighton
- Yellow bus route services Needham, with an additional JCC stop on the way home
- Blue bus services Metro West, Wellesley and Weston

Buses will drop-off and pick-up students in the bus lane in the School's parking lot. This service is currently provided through Local Motion.

The City of Newton provides free or significantly subsidized transportation for students who live in Newton and go to schools also located in Newton. Information on this service has been sent to all Newton resident families

If you've signed up for bus service we assume that your child will use it every day unless you tell us otherwise. Any changes to your child's bus pick-up (end of the day) schedule must be made in writing. Please remember to include your child's full name, the date in question, your signature and a contact phone number on the note. A last minute, emergency change may be communicated to the school office via fax (617-969-9949) or via telephone (617-969-4444). **DO NOT LEAVE THIS INFORMATION IN A VOICE MAIL BOX. Please notify us of changes no later than 2:00 p.m.**

Cell Phones

Students are not permitted to use cell phones during school hours (8:15 – 3:00). Cell phones should be turned off and placed in a student locker. Cell phones are disruptive and distract students from learning.

Challah

Yachad, the Parent Organization, sells *challah* as a fundraising project. It is important to watch for the flyer in the Rashi *Daf Keshet*. There will be only one opportunity to order during the year. Buying *challah* is optional. If you do order a *challah*, it will be sent home with your child on Fridays.

Class Placement Policy

Class formation is a complex task to which teachers, learning specialists and administrators bring their expertise and knowledge about your children. They balance gender, academic achievement, student relationships and numbers to provide the best possible learning situation. Each year classes are regrouped so children get to know and learn with everyone in the grade. In very exceptional circumstances parents may make a request in writing, addressed to the Division Head, before May 15th. However, the final decision about class placement rests entirely with the school administration and no student will be informed of class assignment in advance.

Closing and Delays

Rashi bases its snow cancellations on many factors including the road conditions in the communities from which students and staff come. In case of snow, Rashi School closings are announced on WHDH-TV Channel 7, WCVB-TV Channel 5, WBZ-TV Channel 4, and through our parent email list. We do not operate a School-initiated phone chain for parents.

Occasionally it is necessary to delay the opening of school. Please listen carefully to school announcements on the radio or television during inclement weather. Again, a notice will be posted over email if the opening of school is going to be delayed. We know that such delays are disruptive to everyone and request that you make every effort to bring your children at the announced time.

In the case of storms that develop during the day, we try to keep the School open and will only close under emergency circumstances. If this should occur the School will contact parents and an announcement will be placed on the radio.

Extended Day may be canceled when weather conditions are poor. If this is the case, you will need to make arrangements to pick up your child at regular dismissal time (3:00 p.m.) in order to insure the safety of the children and staff.

Certain extreme circumstances may necessitate the complete evacuation of our building. We have made arrangements with the Lincoln-Eliot School, a Newton public elementary school located at the corner of Jackson Road and Pearl Street, one long block from our building. In such circumstances, we will contact parents or emergency contact people with further instructions. Please make sure that we always have up-to-date contact information for you and for your back-up people.

Code of Conduct

Rashi's ארץ דרך *Derech Eretz* Behavior Philosophy

The Rashi School will foster an environment conducive to learning through clear, consistent and appropriate behavior standards that will be taught to all Rashi students and faculty and communicated to the Rashi community. We believe it is a right of every student to be able to live, work and especially learn in a respectful and well-ordered school environment. We accept that no two children are alike and that individualized teaching of standards of conduct is essential, but that one overall standard of conduct can apply to all. That standard includes teachings from Jewish law and tradition as well as those that are a part of American law and tradition.

We believe that among the common principles of these traditions are the values of self-respect, *כבוד Kavod* for others, devotion to the *קהילה Kehillah* (community), and self-control. We are committed to teaching such values and principles to our children through individualized instruction and adult role modeling. An adult who demands responsible behavior by providing options and a range of consequences forces children to think for themselves. This indicates to a child that the solutions to problems can be found in the mind of the person who owns the problem.

Threats, intimidation and commands, on the other hand, tell children there is only one acceptable way and it is the adult's way. These adult behaviors, in fact, condition children to believe that others have the answers to their problems. Children in this situation are actually penalized for thinking and soon learn that it does not pay to be responsible for their actions. According to recent studies, students who have had the opportunity to struggle with issues and overcome adversity learn that they are much more in control of the quality of their lives and their destiny.

It is with these principles in hand that we present specific standards of behavior to the faculty and students of Rashi and to the members of the Rashi community.

"Who is worthy of honor? One who respects others." (Mishna Avot 4:1)

"דרך ארץ Derech Eretz is a set of rules and values that a human being should follow as he or she relates to other human beings." (A Rashi Teacher)

We all strive to live by the rule that says 'do not do unto others as you would not have them do unto you'. Therefore we expect students and staff to treat each other with consideration, courtesy and respect. We strive to regard others with tolerance and understanding to the same extent we would expect to be treated ourselves.

- We respect others' physical and emotional well-being. We have a right to be treated with politeness, courtesy and consideration and an obligation to treat others in the same fashion. We will speak to each other in a respectful tone, listen carefully to instructions, and follow directions to the best of our abilities.
- Behaviors such as intimidation, rudeness, bullying, verbal abuse, name calling, teasing or unwanted physical contact (i.e. hitting, kicking, biting, spitting, pushing, pinching or fighting) are unacceptable and will not be tolerated.

"Our community is responsible for each of its members." (Sifra Bhukotai Ch.7)

"דרך ארץ is a recipe for creating a community dedicated to Kavod and Menschlichkeit" (A Rashi Teacher)

Rashi is a community of parents, students, teachers and staff — past, present, and future-- committed to learning, teaching, and the mutual welfare of everyone within our community.

- When anyone within our community is experiencing difficulty we are committed to offer aid and support. Students, especially, are invited to reach out to any teacher or administrator when they are experiencing difficulties. Every problem will be treated professionally, in absolute confidence and with all due respect.

"If I am not for myself, who will be for me? And if I am only for myself, what am I? And if not now, when?" (Mishna Avot 1:14)

"**אָרַךְ** is a way of living and practicing good values in our school and classroom. We show our respect for one another by stepping back and giving space, thinking before we act or speak and therefore acting and living with humility." (A Rashi Teacher)

An effective and productive learning environment requires cooperation and responsibility from everyone in the Rashi community.

- Policies duly adopted by the Rashi Board of Directors and printed in the Rashi Family Handbook are for everyone and need to be followed. Academic excellence in teaching and in learning may occur in a free-flowing yet orderly environment.
- Students and faculty are responsible for being in class on time and for being prepared with their textbooks and other materials as needed. The time for learning begins promptly at 8:15 a.m. A responsible student completes assigned homework to the best of his or her ability every day.
- All students and faculty need to be appropriately dressed as defined in the Parent Handbook. Inappropriate dress can be a distraction, impair a child's health and safety or show a lack of respect for others.
- For the safety of everyone backpacks should remain in an individual's locker or as close to the locker wall as possible. Books and materials can be carried to and from class as needed. Hallways must remain as clear as possible. We walk in the hallways because running is not safe.
- We respect the rights of personal property and privacy as integral to managing and organizing our daily lives. In order to avoid even the appearance of dishonesty, students will only open or enter another student's backpack or locker with the express permission from that student or upon the direction of a teacher.
- We are honest. We do not steal or covet. A found item will be returned to its rightful owner if it is apparent to whom the item belongs or else be turned in to the Lost and Found.

"Which is the right course a person should choose? That which one can be proud about and which makes others proud..." (Mishna Avot 2:1)

"**אָרַךְ** is a covenant of proper behavior incorporating respect for yourself and others." (A Rashi Teacher)

The Rashi building and grounds are a gift to us all. As such we treat Rashi property with dignity and respect so that we can enjoy it ourselves and leave it to future generations to enjoy as well.

- Since we are proud of our School we accept responsibility for keeping the building and grounds clean and free of trash at all times. We would never damage or deface School property and we prevent and report others who do. Gum is never acceptable on School grounds, and the lunchrooms and bathrooms are to be kept clean and neat at all times.

"Do not separate yourself from the community." (Mishna Avot 2:4)

"דרך ארץ is a guide for how to conduct oneself and interact with others in a way that will positively reflect on a person and will benefit the community." (A Rashi Teacher)

Rashi expects students and faculty to contribute to the academic, spiritual and social environment.

- Recess and lunch are times to relax, socialize and enjoy our friends. We say *Ha'motzi* before eating and recite *Birkat Hamazon* afterward. We remain quiet and do not eat or drink while these prayers are being recited. After lunch, we all pitch in to clean up the lunchroom for the next group of students and faculty.
- Recess and lunch are inclusive rather than exclusive times. Since we are sensitive to hurt feelings we do not exclude others from our lunchtime and recess activities. Everyone has something valuable to contribute. As the title of a popular educational book reminds us: "You Can't Say, You Can't Play."
- For the safety of everyone, playground equipment will be used properly and according to the playground monitors' rules. Students and faculty stay in the play area and return promptly and in an orderly fashion to class when recess is dismissed.
- During recess, assemblies, and between classes we may socialize but not in a way that will disturb others. Assemblies are like classes. They provide an opportunity to learn or provide a chance to display to others what we have learned. In light of our rule of mutual respect and our own desire to learn, we will listen attentively, participate when asked, and follow the instructions of our teachers before, during, and after assemblies.

"Let the honor of others be as dear to you as your own." (Mishna Avot 2:10)

"דרך ארץ is a universal code of conduct that precedes *Torah*." (A Rashi Teacher)

Personal, academic and behavioral integrity are integral to being a Rashi student.

Rashi students and staff are honor-bound never to:

- Lie,
 - Cheat,
 - Plagiarize,
 - Commit forgery,
 - Deface or damage school property
 - Steal,
 - Gamble or
 - Act or speak abusively
-
- Rashi students and staff represent the entire Rashi community and will conduct themselves according to this standard at all times.
 - Rashi students and staff are expected to be polite, considerate, and cooperative at all times, including when riding the bus to and from school and when in public on field trips. It is simply unsafe and unwise to act otherwise. Best behavior is required when students and staff are in public. This includes being polite and cooperative, not talking when everyone should be listening, staying with the group at all times and (for field trips) dressing appropriately as instructed.

- Certain criminal actions are not permissible for any member of the Rashi community at any time:
 - Substance abuse (excessive use of tobacco, alcohol, or use of illegal substances)
 - Weapon possession
 - Truancy
 - Excessive tardiness

These actions and any other criminal act will result in serious disciplinary consequences, including suspension or separation from the School community

Procedures For Infractions Grades K – 8

The majority of students at the Rashi School work hard and follow the rules. When this does not happen we have our **אָרץ זרך ארץ** Plan that sets standards and procedures that will insure a school climate that maximizes student achievement and safety. **אָרץ זרך ארץ** allows staff to handle discipline problems in the best interest of the student through the use of the following set of principles:

- The student will establish ownership of the problem (**כבוד Kavod**)
- The student's respect and self-esteem will stay intact (**רוח Ruach**)
- The student will solve the problem so it does not create a problem for others (**קהילה Kehilah**)
- The student and the situation will be dealt with on an individual basis (**צדק Tzedek**)
- The student will learn from his/her problem. (**לימוד Limud**)

Teachers develop their own age and grade appropriate classroom **אָרץ זרך ארץ** plans consistent with the above listed principles. These individual management plans make optimum use of expected behaviors, consequences and positive support for use in the classroom and common areas of the School.

Many positive approaches are taken before behavior gets out of hand, including adult/student discussions, counseling, lunchtime problem solving, lessons in conflict resolution and the use of teacher assisted peer problem-solving, the *Sukkat Shalom* and open circle.

An official student behavior report is written only when:

- An adult has seen or heard the misbehavior/act, or
- There is overwhelming evidence that the student has committed the act, or
- The student admits the act, or
- The student repeats the misbehavior after a warning or discussion

By the time a parent receives the written report, the problem has been worked out. All we ask is that a parent or guardian sign off on the report, as our way of knowing someone at home is aware there was a problem. We do not ask anyone at home to solve the problem or provide punishment. If you wish to help, feel sad for the child and wish him or her luck carrying out his or her solution. It is the responsibility of the student to return the signed report the next school day.

We will work with repeat offenders in a variety of ways. A staff member will contact parents if a concern is serious or a repetitive pattern (defined as two or more similar behaviors) has developed. We will share some ideas about how you might try to support the work we're doing and listen to any information you feel would assist us in helping your child experience success following The Rashi School **אָרץ אָרץ** Plan.

In the event of a serious offense such as behavior on or off School property which is detrimental to the welfare of safety of other students or School personnel, willful destruction or defacing of School property, acts of physical violence/aggression, repeated instances of non-severe behavior that interfere with the School's ability to provide educational opportunities to other students, continued disobedience or defiance of proper authority and including the second offense for having a toy weapon in their possession, the option of in-school suspension or out of school suspension will be considered. The School's weapons policy recommends automatic suspension from school when any student is involved in a weapons offense through the possession, threatening to use, or use of a dangerous weapon.

Communication

All too often, the only conduit of information between home and school is the child. A wise Kindergarten teacher once explained to parents, "If you promise not to believe everything your child says about me, I will promise not to believe everything your child says about you." While we encourage children to speak openly about home and school, there is no substitute for direct communication between school, faculty and parents.

Sometimes parents see or hear something in their child's classroom about which they have concerns. We encourage you to approach your child's teacher first. It might be helpful to ask why a particular action or approach was taken in order to deepen your understanding of what you observed or heard. Hopefully the issue will be resolved.

Due to the needs of our students and using best practices from around the nation, the Middle School has created a special program called *Gar'in* and added the position of Dean of Students. It is the Dean's primary responsibility to have knowledge, understanding and communication with every Middle School community member concerning each of the students in the Middle School.

You should always feel comfortable initiating communication with the School. Trusting relationships and partnerships are built over time. We will use the following protocol and we ask that you do as well.

If you are still uncomfortable, we ask that you speak with your child's Division Head. Rabbi Joe Eiduson is also available when you feel his expertise is needed. This process of bringing problems to the people who can assist in a resolution should help eliminate the frustration that can occur when issues are discussed only among parents.

Voice mail and e-mail is helpful to us. Our goal is to return calls within 24 hours (working days). If it takes longer than 24 hours, please know that we are sometimes caught in the conflict between our desire to give a quick response as well as our need to gather information.

If, after having followed all of the steps outlined above, you do not feel satisfied with the results obtained, please send a written and signed statement of the issue(s) to Rabbi Joe Eiduson, Head of

School, who will respond to your concern. To help you in this communication process, we have prepared a *Parent Resource Guide: To Whom Do You Turn?*

To Whom Do You Turn?

Rabbi Joe Eiduson, Head of School

- Questions about School philosophy, values and program
- Questions about overall School goals and broad scope of curriculum
- Issues that have not been resolved through dialogue in other settings
- Questions about activities of the Board of Directors, including Board policies

Please don't wait until a small problem becomes larger and larger.

Shlomit Lipton, Assistant Head of School

- After conversations with Hebrew teachers, questions related to *Ivrit* (Hebrew Language Instruction) including approaches to meeting the varied needs of students in Hebrew
- Questions about the broad goals and scope of the *Ivrit* program at Rashi
- Questions about Rashi's Professional Development Program and general course curricula

Sue Sherman, Lower School (LS) Head (Grades K-5)

Joni Fishman, Dean of Students (MS) (Grades 6-8)

Debbie Reck, Dean of Faculty (MS) (Grades 6-8)

We will use the following protocol and we ask that you do as well.

With a Question or concern about...	Please contact...
Your child's work in a particular class	The teacher (email or voicemail)
A general academic concern	The teacher (LS) – Moreh/ah Gar'in (MS)
A general social concern	The teacher (LS) – Moreh/ah Gar'in (MS)
A specific academic or social concern	Lower School Head or Dean of Students (MS)
A concern about a teacher	Lower School Head or Dean of Faculty (MS)
A question about curricula	The teacher or the Assistant Head of School
A concern about a learning issue or accommodation	Lower School Head or Dean of Students (MS)
A question about a program or field trip	Lower School Head or Dean of Students (MS)
A question about High School applications	Dean of Students (MS)

David Passer, Chief Operating Officer

- Questions regarding financial aid policy and bill payment
- Questions about the Rashi School building and grounds
- Questions regarding building security
- Questions regarding school finances

Wendy Schiffman, Director of Institutional Advancement

- Questions about donations to the school
- Questions about fundraising activities
- Questions about alumni communication and opportunities
- Questions about endowment opportunities
- Questions about public relations, marketing, and advertising

Rabbi Ellen Pildis, Jewish Studies Coordinator

- After conversations with classroom teachers, questions related to *Tanakh* (Bible) and *Tefillah* (prayer)
- Questions about the broad goals and scope of the *Tanach*, *Tefillah* and *Chaggim* (holiday) curricula
- Questions about Jewish practice at the School
- Questions and guidance about personal Jewish practice

Jennifer Rudin-Sable, Jewish Life Coordinator

- Questions about workshops and family programs
- Questions about classes for Rashi parents
- As a resource for planning family holiday celebrations and observance
- Questions about Yachad, our Parent-Teacher organization
- Questions about community events and programs
- Questions about Core Values Committee
- Questions about congregational affiliation

Stephanie Rotsky, Social Justice Coordinator

- Questions about Rashi Social Justice Programming
- Questions about *Tamchui*

Anne Puchkoff, Director of Admissions

- Information for prospective parents

Manya Fine, Office Manager

- General questions about The Rashi School
- Questions about student records
- Questions about calendar and program schedules

Coral Ambuter, School Nurse

- Forms required and procedures if your child requires medication during the school day
- Questions about school health policies

Computers

Acceptable Use Policy Agreement- Grades K-8:

We are very pleased to be able to offer access to our local network and the Internet to the students at Rashi School. Access to the Internet is an important part of Rashi's core value of *Limud* (Learning) and use of the Internet must always take place with our core value of *Kavod* (Honor) in mind. Members of the Rashi community are responsible for their behavior on the School computer networks, just as they are in the classrooms and hallways. While we have taken precautions to screen students from offensive and inappropriate material they may find on the Internet, it is impossible to block every site from view. Please note that computers are only for student and staff use and only during school hours. Students must be supervised by staff members when using computers at Rashi and not by parents. Computer rooms will be closed at 3:00 p.m. each day.

As the network is an extension of the School, our school wide *Derech Eretz* policy applies to the use of our School computers and networks. We take the use of computers and the Internet very seriously at Rashi. Periodically, during the year, teachers will discuss the policies outlined below with students.

1. School Network Policy

- a. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no condition should a user provide his or her password to another person.
- b. Users will immediately notify the Technology Coordinator if they have identified a possible security problem. Users will not go looking for a security problem since this may be construed as an illegal attempt to gain access.
- c. Users will use the network only for educational purposes.
- d. Users will not attempt to gain unauthorized access to the School's network or to go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- e. Users will not make deliberate attempts to disrupt any computer system or destroy data.
- f. Users will not use the School's network to engage in any other illegal acts.
- g. Students are not permitted to install software on any of our School computers or workstations.

2. Computer Use Policy

- a. Vandalism, which is any malicious attempt to harm or destroy the computers or data stored on the computers, will not be tolerated.

3. Internet Use Policy

- a. Students will not post personal contact information about themselves or others on the Internet.

- b. Rules of “netiquette” will be followed which includes being polite, never using inappropriate language, never disrupting other users and never harassing other Rashi or non-Rashi Internet users.
 - c. Students will never communicate with people who are not related to the School community.
 - d. Users will not use the Internet to gain access to material that is inappropriate for school including pornography, material advocating illegal activities or material advocating hatred and discrimination.
 - e. If a user INADVERTANTLY accesses such information as described above, he or she should immediately inform a teacher.
 - f. Students will immediately inform a teacher if they receive a message or access a site that makes them feel uncomfortable.
 - g. Users will not re-post a message that was sent to them privately without the permission of the person who sent the original message.
 - h. Our network is for academic use only.
4. Copyrights and Plagiarism
- a. Users will not plagiarize works they find on the Internet. Users will document the sources of their work in a bibliography or notation.
 - b. Users will respect the rights of copyright owners. Users will obtain permission to use the work of others and document that permission in their work.

Any violation of the regulations listed above may cause access privileges to be revoked, school disciplinary action and/or appropriate legal action to be taken.

Valuable links for parents and educators:

Safe Kids Online – A terrific resource that includes the article “Child Safety on the Information Highway” [http:// www.safekids.com](http://www.safekids.com)

Parents’ Guide to the Internet – U.S. Department of Education website with information and resources. <http://www.ed.gov/pubs/parents/internet/>

If you have any questions / comments, please contact:

David Passer, Director of Operations – dpasser@rashi.org

Sam Abramovich, Technology Coordinator – [sabramovich @rashi.org](mailto:sabramovich@rashi.org)

Daf Keshet/E-mail to Parents

Announcements regarding special events, calendar changes and other important information appear in the *Daf Keshet* (published bi-weekly) and are also sent by e-mail to parents.

NEW Dismissal Procedures NEW

At the beginning of the school year, you will let your child’s teacher know what s/he will do at the end of each school day (bus, extended day, individual pick-up, car-pool, etc.). Any changes to your child’s regular dismissal plan should be made in writing and with as much notice as possible.

In the case of a last minute change in dismissal plans, please call the School and speak to the office staff. **Do not leave dismissal instructions on voice mail. Please make sure you notify us of any changes before 2:00 p.m. to allow enough time to notify your child and his / her teacher.**

Dismissal and Pick-up

Dismissal is at 3:00 p.m. We will take a number of new steps this year to ensure that our dismissal routine is as orderly and safe as possible. Staff members will be posted in the hallways and on the stairway landings to help maintain order as students and parents move through the building. Students in grades K – 5 who take a bus home or who participate in the Extended Day program will be escorted by a staff member to the cafeteria / gymnasium. Bus students will check in with their bus monitor and will be escorted outside to the buses when ready. Extended Day students will have snack and will go on to other activities. Parents (or others) who are picking up students are asked to remain outside, or to gather in the lobby area near the cafeteria until 3:00pm. Please do not “hang out” outside your child’s classroom prior to 3:00pm, as it can be quite disruptive to the end of the day process in the class. If you are picking up students from K – 2 and students from other grades, we suggest that you have the older students go to the first floor classrooms (K-2) and meet you there. Middle School students are given the personal responsibility of getting themselves to the buses or meeting their ride home on the “porch” in a timely manner. Middle School staff members, and others, help supervise this process.

Many parents have asked us to institute a “live pick-up” system so that parents, or others picking up your children, do not have to come into the building at the end of the school day. We will be piloting such a system this school year. During the first few weeks of school, we will survey all our families to find out how many are interested in such a service. When we know how many people want to participate, we’ll devise an appropriate protocol and will implement it in early October

Please remember that we are all responsible for our students’ safety during dismissal. As in the morning, please use extreme caution while driving in the parking lot. We ask that parents refrain from talking on cell phones during afternoon pick up. Please park in designated parking spaces only.

Students not picked up by 3:10 p.m. will automatically be admitted to the Extended Day Program and parents will be billed accordingly.

Early Pick-Up

Should you need us to dismiss your child early, you must notify the School in writing, indicating the time that you will be picking up your child so that we can arrange for your child to be waiting for you in the School office. Do not go directly to your child’s classroom for early dismissal. Please go to the School office.

Donations to Rashi

To make donations, please contact the School’s Office of Institutional Advancement (617-969-4444, ext. 235)

Dress

School is often messy as children work with paints, experiment in science class, conduct archaeological digs, and play hard at recess. We want children to be comfortable at school and to understand that their clothes will sometimes get dirty. At the same time, students are expected to be well groomed and neatly dressed. We also recognize that certain events and trips call for nicer dress.

Thus, your child may be asked to “dress-up” for trips to orchestra concerts or special celebrations. Being “dressed-up” varies from age to age. For the younger children, a shirt or blouse with a collar and pants that aren’t jeans may be required. Clothing or hairstyles that distract from the purpose or conduct of the School are not permitted. We respectfully ask students to adhere to the following dress code guidelines:

1. Boys may wear long pants or tailored shorts that hang at the knees. Girls may wear dresses, skirts, capris that go to the calves, tailored shorts that hang at the knees or long pants. Jeans in good condition are acceptable.
2. Shirts may be worn untucked, but, if requested, the student must tuck in the shirt. If the shirt becomes untucked or the midriff is exposed inappropriately, the shirt must be changed. Students may not show midriffs.
3. Students may not wear spandex clothing (tube tops or bike shorts), spaghetti straps or straps less shirts, tank tops, T-shirts with writing printed on the front or back, mesh shirts, cut off shirts, sweatpants, mini skirts, pajamas or see through fabrics.
4. In the Lower School, headwear such as hats, visors, bandanas, or sunglasses are not allowed except for *kippot* (*yarmulkes*). It is a Middle School privilege to be able to wear hats in the School building. If hats become distractions, Middle School students will be asked to remove them.
5. Outer coats must be put in the locker or cubby upon arriving at school. No outerwear or coats shall be worn during the school day. Sweaters, sweat suit jackets, and light jackets may be worn indoors and are not considered outerwear.
6. All students should have appropriate attire and shoes at school for gym class and recess. **Sneakers (no black soles) are required.** For safety reasons, students should not wear flip flops, clogs or other backless shoes for gym and recess



New Friday Dress New

One of our goals involves the creation of a Shabbat atmosphere on Fridays. In order to enhance this experience and set the proper tone for such a celebration, we ask Rashi students to pay special attention to their dress on Fridays. We ask that children wear nice jeans (other than blue), pants, skirts, cords, dressy shorts and appropriate non-t-shirts (button down or collared shirts).

Whatever your child wears, we ask that clothing be labeled. Help keep our “Lost and Found” collection small by labeling and reminding your child to search for belongings that don’t come home from school.

Extended Day

The Rashi Extended Day Program is conducted in accordance with the School’s philosophy and approach to working with children. Extended Day provides a nurturing and relaxed environment that encourages creativity and acceptance. The program operates Monday through Thursday from 3:00 p.m. to 6:00 p.m. (You may also sign your child up for 5:00 p.m. pick-up for a reduced fee.

Extended Day Does Not Meet On Friday.

A variety of organized activities, as well as monitored free time, are provided during the after-school program. Various electives are also offered for an additional fee. Some of the electives may include instrumental music, drama, dance, sports, creative movement and martial arts.

Drop-Ins

Extended Day is also offered on an as-needed basis. Students may "drop-in" to Extended Day provided they bring a note to the office that morning. Drop-ins will be charged for a minimum of two hours of Extended Day.

Fans

On warm days, we encourage children to drink plenty of water. Water bottles are fine to bring to school, but no battery-operated fans are allowed. They are a distraction during class.

Field Trips

In the summer mailing you received an important Parent Information and Field Trip Permission Form that provides blanket permission covering all field trips that your child's class takes throughout the school year. You will be notified in advance of all trips and/or walking excursions. Additional adult supervision is necessary when children leave the building for a field trip. A ratio of one adult to five children in kindergarten through second grade and one adult to eight children in the upper grades is necessary to ensure the children's safety. Adult chaperones may be asked to supervise and, in some cases, to drive a group of students on a trip. In order for each chaperone to enjoy the field trip with his or her child and other students in the class, younger siblings may not accompany field trips. Teachers plan for field trips well in advance of the date of the trip. Please contact your child's teacher if you are interested in chaperoning a particular field trip.

Financial Aid

Financial Aid at the Rashi School is allocated according to need. Rashi follows guidelines established by the National Association of Independent Schools (NAIS) and also considers extenuating circumstances that may not be reflected in standardized financial aid application forms. The family of every Rashi student will receive information about the financial aid application process toward the end of the fall semester.

Food

Plan with your child what he/she will eat, and pack enough for the day. Over-providing food is as much of a problem as not enough. Each child should bring a healthy midmorning snack such as a fruit, vegetable or cheese and crackers. Please pack juice boxes or a thermos for snack and lunchtime drinks. Remember, no sodas are allowed and glass bottles are not permitted in school. Small boxes of juice frozen the night before provide cooling for the food and are defrosted and ready to use by lunchtime. We are unable to refrigerate or heat students' lunches. EXCHANGING FOOD IS NOT PERMITTED. Lunches from fast food chains are not allowed! In some cases there are children with severe food allergies (see the section on Allergies). You are asked to avoid peanut butter, peanuts, and nut products in your child's lunch. No food is to be brought into any classroom at any time unless approved by the teacher. To help our environment, please use reusable lunch containers and bags. Please refer to the School's *kashrut* policy for specific information regarding school lunches, treats provided by parents and snacks.

Forms

These forms must be returned to the School Office before school opens:

- Parent Information and Field Trip Permission Form;
- Release Authorization Form;
- Extended Day Enrollment Form (if applicable);
- Bus Transportation Form (if applicable);
- Medication Permission Form; and
- Immunization Record from physician.

Please notify the School Office of any change of address, phone number, email address or other information on school records. Promptness and accuracy are necessary to maintain school records and to facilitate efficient communication.

Gift Policy

Throughout the year students and parents often want to send expressions of appreciation to teachers and staff. While we appreciate your desire to thank the many people who work so hard to make your child's Rashi experience a positive and productive one, we ask you to recognize the complex situations that can arise from bringing gifts to teachers and staff in School. Inequities amongst gifts can be quite uncomfortable for the teachers and staff. Inequities amongst gifts can also be awkward for students. Please refrain from sending teacher/staff gifts into School. Please remember that expressions of appreciation to teachers and staff, such as notes or letters written by children and / or parents, are most appreciated. During *Tamchui* please consider making a donation in honor of your child's teachers. You can always honor teachers and staff by contributing a book to the library. Please contact the Librarian for assistance in selecting a book. Yachad, Rashi's Parent/Teacher Organization, honors teachers and staff by hosting a Back to School Luncheon and an End of the Year Celebration. Please contact one of the Yachad Co-Presidents if you wish to assist with either of these events.

Governing Structure

The Rashi School is a legal, nonprofit organization. School membership consists of the parents of children enrolled in the school, the parents of alumni, and members of the Board of Directors, committee members, staff and contributors.

Headphones

(Walkmans, Discmans, MP3 players, iPods)

The electronic devices listed above are to be used on the bus, prior to school, following school and at other times not between the hours of 8:15 and 3:00. Students must place these items in their lockers during school hours and will be reminded of this by their teachers.

Health

The School Nurse is available from 9:00 a.m. – 3:00 p.m. Her responsibilities include medication administration, administering first aid and overseeing the health needs of all students. Children who are in school are expected to take part in all activities. To ensure safety and effective monitoring of unauthorized medications or drugs, students may not carry or self-administer any

medications during the school day. Any medication taken during school hours must be left with the nurse and taken only in the presence of the School Nurse. Medication must be labeled with the student's name, doctor's name, name of the drug, dosage and time to be given.

All medications must be accompanied by a physician's order form completed by the physician prescribing the medication.

Physical Examinations

All students are required to have yearly examinations. Please check with your physician to be sure that immunizations are up to date. A physical examination form and immunization record **must** be on file prior to the first day of school.

Illness

Children are sent home if they have a temperature or are vomiting. Children should not come back to school until their temperature has been normal for 24 hours or there has been no vomiting for 24 hours. In addition, if a child is prescribed antibiotics, he/she must be on the antibiotic for 24 hours before returning to school. If a child must be sent home due to illness, the nurse will make every attempt to contact the parent or guardian before releasing the child to an emergency contact. **Emergency information must be complete and updated as necessary.**

Contagious Diseases

If your child comes down with a suspected contagious disease, keep him/her home and seek medical attention. Suspected contagious diseases include, but are not limited to: strep throat, impetigo, conjunctivitis, chicken pox, food borne poisoning, pertussis and influenza accompanied by vomiting, diarrhea and high temperature. A more complete listing is available from the School Nurse. Upon return to school, the parent should supply medical documentation that her/his child is no longer contagious and may return to class.

It is helpful for parents to contact the School Nurse to inform her of any special considerations for their child, such as administration of antibiotics.

Lice

All students are checked for head lice at the beginning of the school year. If a child is found to be infected he or she will be sent home for treatment with a medicated shampoo. No child who has head lice will be allowed to remain in school or to go home on the bus. A parent or guardian must pick up the child from school. After the treatment, the child may return to school with a parent or guardian and will be checked by the School Nurse before reentering the classroom. If the child is nit-free, he or she may return to class. If the child is not nit free, then the entire procedure must be repeated until the child is nit free. If you discover that your child has lice, please contact the School. The School Nurse will then check his or her class. We cannot eliminate lice, but with everyone's cooperation, we hope to control it.

Allergies

Please notify the nurse if your child has any allergies or special medical conditions. If your child requires an epi-pen for allergic reactions, you must supply a pen to both the child's teacher and the School Nurse. All staff has been trained in the use of epi-pens and in recognizing allergic reactions.

Homework

It is the Rashi School's philosophy that the assignment of homework presents opportunities for extending and enhancing classroom learning, developing responsible, independent work habits and strengthening the parent-school partnership.

Rashi considers homework a significant, contributing factor towards the accomplishment of academic goals; we rely on parents to support us in this area. Should you feel that your child is spending an inordinate amount of time on assignments, or that your child would benefit from further enrichment opportunities or if you have questions about any other aspect of homework, please feel free to discuss the situation with your child's teacher. If a student develops a pattern of not handing in homework assignments, parents will be contacted.

Consistent with this view, homework is assigned in grades one through eight. Time spent on homework will naturally vary across grade levels; teachers raise expectations and children gain efficiency as the year progresses. At the Back-to-School Night, teachers in each grade will present specific homework guidelines, including time expectations, for general studies, Jewish studies and Hebrew assignments.

Kippot Policy

All students (boys and girls) are encouraged to wear *kippot* and *tallitot* at all worship services. Through learning and experience, they will be well prepared to make a truly educated choice about this practice in their own lives. Students are asked to maintain 2 *kippot* (provided by parents - name inside) in school at all times.

Library

The library has been "under construction" and there are exciting updates to announce. The library has been completely reorganized and is ready for use! Students will be able to borrow library resources for pleasure reading as well as materials to assist them with their studies. Reference materials may be used in the library.

Students will learn "Information Literacy Skills." These essential skills are a necessity in today's "information overload" society; it is more important than ever for students to be efficient, effective, and astute users of research tools. Students will learn the necessary skills for finding, using, synthesizing and evaluating information. Through honed literacy skills, students will be informed, active lifelong learners.

Lost and Found

The lost and found is located outside the *Chadar Ochel* (cafeteria). Please check the lost and found regularly for items your child may have left at school. The Middle School lost and found is located on the third floor. **To avoid the loss of clothing, please label all clothes.**

Nondiscriminatory Policy for Students

The Rashi School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other School-administered programs.

Pets

Out of respect for members of our community who have allergies, do not bring pets into the School building at any time. Under certain circumstances, and with prior permission an animal may be brought in for a special visit.

Pizza Thursday

Pizza Thursday is a fundraising program sponsored by Yachad. Twice each month a pizza lunch including a drink and a dessert are distributed to those students who have ordered and paid for pizza in advance. Please note that while only cheese pizza is served, the pizza is not from a kosher restaurant.

Progress Reports

Conferences and Report Cards

Parent-teacher conferences are scheduled for all grades in the fall and the spring. Kindergarten has two fall conferences and one spring conference. Conferences are an important means of communication between home and School. Classroom teachers, Hebrew teachers and specialists are available to meet with parents on conference days. We expect parents to attend these conferences.

Approximately three weeks prior to conference days, you will receive the entire conference schedule for your child(ren)'s classes. If your assigned time is inconvenient for you, please change with another family. Please notify the Office if you have difficulty making other arrangements, or if you have made any changes in a teacher's conference schedule. In the Lower School, academic checklists are sent out three times a year, at the end of each term; two of those times with a narrative. In the Middle School, checklists are sent out four times a year, at the end of each quarter; two of those times with a narrative. Feel free to request a meeting with your child's teacher or Middle School Advisor at other times as well.

In addition, teachers will communicate regularly with parents through phone calls, email, the weekly newsletter and, if necessary, additional conferences. If you would like to speak with your child's teacher, please leave a message on her/his voice mail and the teacher will respond within one school day.

Psychological Resources

The Coordinator of Psychological Resources works closely with the Head of School, the Lower School Head, the Dean of Students, and the learning specialists. The Coordinator provides in-school consultation regarding:

- Student supports in the classroom;
- Interpreting assessments and implementing recommendations;
- Referrals for outside psychological services;
- Crisis intervention;
- The Middle School *Gar'in* (Advisory) program; and
- Admissions.

In addition, the Coordinator provides professional growth opportunities for faculty and workshops for parents on child development issues. Please note that the School does not provide diagnostic evaluations and on-going psychological services.

Recycling

Rashi encourages children to bring a “litterless lunch”. Preserving our resources is both a Jewish value and an environmental priority. Send your children’s lunches in reusable containers and thermoses. On those occasions when it is not possible to send a litterless lunch, children can participate in our recycling program. Each classroom has containers for reusable materials. In every classroom there is a trashcan for disposal of other refuse, such as apple cores and non-reusable items. The Schools’ recycling project is a team effort, and we appreciate parents’ support in keeping our garbage to a minimum.

Safety and Security

The safety and security of students and staff is our primary concern. We’ve cultivated an excellent relationship with the Newton Police Department and with the Community Policing Unit as well as with the officers in the local district. Our building systems have been enhanced and our security policies and procedures have been revised, following consultations with outside security experts. Members of the Newton Police Department who would be “first responders” in case of an emergency have visited the School to learn the layout and provide advice. We work with other similar size Jewish day schools in the area to share information, exchange ideas and assist each other in developing comprehensive emergency plans. Combined Jewish Philanthropies has conducted security and life safety workshops for our staff. The Bureau of Jewish Education and the New England office of the Anti-Defamation League provide us with up-to-date general and “special alert” information, as does the Newton Police Department.

We have a “doors closed and locked” policy in effect at all times that a senior staff member is not at the door. All visitors are identified before they are granted access to the building. Toward that end, please DO NOT permit unidentified individuals to enter the building with you after you’ve been granted access to the building. All visitors MUST proceed immediately to the main office, sign in and obtain a visitor badge/sticker.

When students are outside the building at recess, supervising teachers and staff use mobile telephones and/or walkie-talkies to have access to the School Office and to other emergency personnel. Many other security measures are used inside and outside our building both when the building is occupied and unoccupied. For obvious reasons, it is not appropriate list here all of these security measures.

Student Leadership

The Rashi Middle School encourages and enlists the support of our students in improving the policies and procedures in our community. All students are welcome to join the Student Leadership Team known as the *Knesset*. The only requirement for participation is commitment to regular attendance.

The Dean of Students serves as a faculty advisor to the *Knesset*. Middle School students elect a president each January and June for a semester long term. The President presides over all meetings and, with the support and counsel of the Dean, sets the agenda and organizes votes.

It is the responsibility of the *Knesset* to discuss the policies and procedures of the Rashi Middle School and to make recommendations to the Head of School, all in consultation and with feedback from their classmates.

Telephone Messages/E-mail

Rashi has a voice mail and e-mail system. Staff extensions and e-mail instructions are listed in the front of this Handbook. Parents and students should not call teachers at home. Staff and faculty will respond to a note or telephone message within one school day.

Toys at Rashi

Students may not bring toy guns or toy weapons to school.

Students may not bring toys to school unless they are being used as part of an educational or programmatic experience and a teacher makes a request to parents in writing. This includes toys that involve trading. Trading cards require negotiation skills that are beyond the developmental level of elementary school students. Unsupervised trading creates issues that permeate the social and educational lives of the students. The only exception is electronic games (Gameboy) for students to use during their bus ride. Once at school, students must place these items in their lockers.

Visitor Policy

Student Visitors

There are three types of student visitors who generally wish to visit the Rashi School during school hours. (8:15 – 3:00)

- 1) Prospective Students – Visits to Rashi by prospective students must be arranged through the Director of Admissions.
- 2) Former Rashi Students – Former Rashi students who are not prospective students are permitted to visit the School during lunch and recess hours only. The student must have prior approval from a division head.
- 3) Out of Town Visitors – Out of town visitors who are not prospective students must have prior approval from a division head in order to visit the School. Students are permitted to visit the School during lunch and recess hours only.

Parent/Adult Visitors

Parent involvement is welcome at Rashi. We are delighted when parents and special friends come to school as guest teachers, classroom volunteers or to attend a special program or performance. Teachers appreciate having advance notice if a parent wants to visit his/her child's class. Please remember that Rashi is a learning environment designed for the students. Although students are often delighted to see their younger siblings at school, younger siblings may be disruptive to the learning environment. Teachers will notify families when it is appropriate to bring younger siblings to a school program. Please feel free to call the classroom teacher or appropriate Division Head if you are uncertain as to whether you may bring younger siblings for a particular event. **Unless there is an entire class or school program, visitors must check in at the office before going to a classroom.**

Our Jewish Community

The Rashi School community is diverse. Our students come from a wide variety of Jewish backgrounds, including Reform, Conservative, Reconstructionist and unaffiliated families. We respect the varied religious backgrounds and beliefs of our students and their families. Children and parents are always welcome to discuss religious ideas and to ask questions that stem from other religious traditions. The focus of our program is connection to our Jewish heritage.

Our tradition places great value on community. Thus, we encourage Rashi families to affiliate with synagogue and *chavurot* and will do what we can to help our families make a connection to a supportive local religious community. Rabbis, Cantors and educators from the Boston area visit our School and work with our children in a variety of ways.

Through our Family Education Program, we work with families to provide deeper understandings and new perspectives on Jewish values and traditions. Through this learning we better equip families to take responsibility for integrating Jewish practice, ritual and knowledge into the fabric of their home.

Family Education serves as a resource to support families through their child's Jewish experiences at Rashi. Rashi receives funding as part of *Sh'arim*, the family education initiative of the Commission on Jewish Continuity and the Combined Jewish Philanthropies. Throughout the year the Rashi School provides:

- ✓ Grade level programs for parents and students that are an extension of the classroom Jewish Studies curriculum;
- ✓ Grade level parent education programs that provide opportunities for parents to explore, at an adult level, the Jewish Studies curriculum being taught in their child's classroom;
- ✓ Adult Education including a Friday morning *Torah* study group and other adult learning opportunities;
- ✓ Family Holiday Resource Packets;
- ✓ Resources and information to assist families with life cycle events (the birth of a child, Bar/Bat Mitzvah, the death of a family member);
- ✓ Community Holiday Celebrations that bring the community together to celebrate and learn about holidays such as *Purim*, *Sukkot* and *Passover*; and
- ✓ Information to assist families in making congregational affiliation decisions.

Living Jewishly: Ritual & Observance & Respect

***Kashrut* Policy**

Please note all italicized words are defined at the end of the policy statement.

Philosophy behind Rashi's *Kashrut* Policy

A Rashi education helps each student cultivate a personal understanding of Judaism and make decisions as to how to incorporate Jewish practice into his or her life. At the same time Rashi takes equal pride in creating an atmosphere of community where people of any background feel respected and comfortable.

At Rashi we believe that rather than imposing a single mold of Jewish identity or practice on our students, we should seek to offer a variety of models for Jewish living and encourage them to make informed choices on how to express their Jewish commitments in religious observance, family life and ethical action. Choice does not come of itself but needs to be taught. Choice can flourish only where there is respect for others who choose differently from one's self. Respect for difference is taught, practiced and reinforced at Rashi.

Rashi's Community Eating Policy strives to balance a healthy respect for individual choices and diversity on the one hand, with a desire to share and break bread together as a community on the other. In keeping with the philosophy of balancing community needs and individual choices, the *Kashrut* Policy addresses lunches and snacks, which are not intended to be shared, differently from food which is intended to be shared by some or all of the Rashi community.

Finally, this policy only addresses Rashi's philosophy regarding *Kashrut* i.e. the observance of Jewish dietary laws. Rashi's administrators in consultation with health care providers deal with policy addressing food allergies and other health needs related to food annually.

Kashrut Policy for Lunches and Snacks - Food Provided By Families

- Food packed for individual lunches and snacks must never be shared among students. This rule is important both because of individual variations in adherence to the practice of *kashrut* and because of issues of allergies and food intolerance.
- Pork or shellfish may not be included in individual school lunches or snacks. This includes, but is not limited to bacon, ham, pork sausage, pepperoni, shrimp, crab, etc.
- Please avoid peanut butter, peanuts, and nut products in your child's lunch.

Kashrut Policy for Community Events - Food Provided By Families (Pot Luck)

Shared food must be **dairy or pareve**. Food may not contain any animal fat or lard. These food items are not necessarily *hekhshered* but ingredients should be carefully noted. When you are providing a treat for a class please consider the dietary/health needs of all the students. We never want a child to feel excluded from a celebration. We also ask that families avoid peanut butter, peanuts, and nut products when bringing food into the school.

- At all community events, organizers are asked to include some clearly marked *hekhshered* food (or food not requiring a *hekhsher* such as whole fruit) for those who choose to eat only such items. Please use new disposable utensils and plates when serving these items.
- You are welcome to share dairy or *pareve* food cooked at home.
- No pork or shellfish may be served at any Rashi event.

Kashrut Policy for Community Events - Food Provided by the School

- Food that is provided by the teacher or the School will bear a *hekhsher* or come from a kosher restaurant or bakery.

PLEASE NOTE: Yachad sponsored optional lunch items such as "Pizza Thursday" pizza do not contain any animal fat or lard. These items are not necessarily *hekhshered*.

Basic definitions as used in the Rashi Kashrut Policy:

Hekhsher: A certification that a food is kosher. A variety of symbols are used depending on the rabbinical authority responsible for certification.

Kosher food that does not require a heksher: Fresh whole fruits and vegetables and nuts.

Dairy* (milchig): Foods prepared with milk or milk by-products. For example: cheese, cream, butter, caffeine, and whey.

Pareve *(neither meat nor milk): This category includes fish, eggs, flour, rice, fruits, vegetables and other grains, i.e., everything other than milk, meat or poultry.

*At Rashi dairy or *pareve* foods do not need to have a *heksher*, but may not contain meat or meat by-products. In following the policy please ensure that prepared dairy or *pareve* foods contain no meat products by:

- a) Buying food with a *hekscher*;
- b) Buying from a kosher bakery or store. A list of *hekshered* bakeries, restaurants, caterers and products is available from the Jewish Life Coordinator or the Jewish Studies Coordinator;
- c) Using no meat products in home-cooked foods; or
- d) Carefully reading the list of ingredients. In particular watch out for animal fat or lard in baked goods or snack foods.

When students travel beyond the School building on School sponsored activities food provided by the School may be provided from non-kosher vendors as long as the food is dairy or *pareve*. Parents and students will be notified in writing of these arrangements along with notification of the activity.

Jewish Holy Day Absences

While the Reform Movement as a whole does not observe the second and eighth days of *Passover*, of *Sukkot* and the second day of *Shavuot*, some of our students and families at Rashi do. Out of respect for those families, should these Holy Days fall during the school week, teachers plan accordingly so that no tests are given. No special projects or assignments are completed or given and no field trips are taken on those days. While students are responsible for the schoolwork missed, they will not be penalized for their absences.

Kabbalat Shabbat (Welcoming Shabbat)

On Friday afternoons the Lower School grades (K-3) welcome Shabbat with song from 2:15-2:45 p.m. Students in grades 4 and 5 welcome Shabbat using an abbreviated *Kabbalat Shabbat* liturgy from 1:45 – 2:15 p.m. Parents and siblings are welcome to attend either assembly. We encourage families to sit with their children. We ask parents to help us create a tone and atmosphere of *kavod* (respect) during this special time. Middle School students welcome Shabbat as a community at 11:45 a.m. on Fridays.

***Tefillot* (Morning Prayer)**

Rashi offers weekly *Tefillot* for the different age groups within the school. *Kippot* and *tallitot* are available for all *Tefillot* at Rashi. Parents are always welcome to attend *Tefillah* with their children. Community *Tefillot* are held on Mondays in grade clusters. Kindergarten through fourth grade classes enjoy another in-class prayer experience each week. Middle School has a *Minyan* on Tuesdays and Thursday mornings. There will be an early adult *Minyan* on Tuesday mornings from 7:30 to 8:00 on the third floor. Parents and students are welcome to join.

Board of Directors, 2004-2005

The Rashi Executive Committee

President	Ethel Magidson
Vice-President	Lisa Wallack
Vice-President of Finance	Edward Moller
Treasurer	Carole Marin
Clerk	Jennifer Vidal
Janet Aserkoff	Jill Goldenberg
Robert Gervis	Jerome Somers

Board of Directors

Janet Aserkoff	Wendy Kramer-Waida
Margie Berkowitz	Shari Levitan
Sarah Feldman	Rick Mann
Robert Gervis	Betty Ann Miller
Jill Goldenberg	Dale Okonow
Ron Golub	Kim Rubin
Merrill Hassenfeld	Marty Sleeper
Beryl Hoffman	Jerome Somers
Nancy Kaplan	Jill Stanzler-Katz
Jim Kaufman	Jamie Weintraub
Susan Kohn	
Alan Kopin	

Liz Baum, Immediate Past President
Rabbi Henry A. Zoob, Founding Chair
Patti Kraft, Honorary Board Member
Alison Kur, Honorary Board Member

Rashi Board Committees Chairs

- ◆ **Board of Directors:** The Rashi School Board of Directors creates plans, sets policies and takes actions to ensure the viability of the School for future generations. Accordingly, the Board develops and articulates the vision and mission of the School and supports the administration in implementing the School's programs through development and maintenance of appropriate resources. The Board has fiduciary responsibility for funds and ensures fiscal and management accountability. The Board also employs the Head of School. Contact person: Ethel Magidson.
- ◆ **Capital Campaign Development:** This committee oversees the fundraising efforts of the School including: Annual Campaign; Parent, Grandparent and Community Campaigns; Public relations planning and execution; Capital Campaign; Donor cultivation and stewardship. Contact people: Jill Goldenberg, Co-chair, Lisa Wallack, Co-chair.

- ◆ **Personnel:** This committee oversees salary and benefits packages for staff. It serves as a sounding board for any staff member seeking review of a decision made by the administration. Contact person: Jerry Somers.
- ◆ **Educational Policy:** A joint committee of lay leaders and professional staff who work together to address educational policy and curricular matters. Contact person: Rabbi Joe Eiduson.
- ◆ **Budget and Finance:** Develops and presents budget to Board for approval; monitors budgetary matters; develops and recommends policy in the areas of budget and finance. Contact person: Carole Marin
- ◆ **Financial Aid:** Oversees distribution of financial aid awards. This committee convenes in late winter/early spring to review financial aid materials returned to Rashi from Princeton and to distribute the funds set aside by the Board for financial aid. Members of this committee are not parents in the School. Contact person: David Passer.
- ◆ **Cores Values Committee:** Works with faculty, administration, Board and parents to implement the recommendations of the Day Schools for the 21st Century Task Force. Contact Person: Andrea Insoft.
- ◆ **Building:** Working to find and secure permanent site; works with administration to meet current site needs. Contact person: Janet Aserkoff.
- ◆ **Governance:** Oversees Board member development and maintains bylaws. Key activities include conducting trustee orientation and retreat, fostering stewardship of Board members, instituting Board evaluation, ensuring nonparent Board members come to the School to see it in action, and working closely with Nominating committee. Contact person: Jill Stanzler-Katz.
- ◆ **Nominating Committee:** Identifies and recruits new Board members to fill vacancies. This committee generally begins its work in late winter or early spring. Contact person: To be announced.

Institutional Advancement

An excellent education requires a secure financial foundation. As a non-profit independent school, Rashi adheres to a policy of rigorous financial responsibility and carefully manages finite resources. Like other Jewish and independent day schools, tuition revenue alone is not enough to cover the entire cost of an outstanding Rashi education. **Approximately 80% of the actual cost of educating each student is covered by tuition.**

The **Annual Campaign** is an important resource for Rashi. Through philanthropic contributions from Board members, parents, grandparents, community members and friends of the School, the Annual Campaign is able to support the School's operating budget. Each year we strive for 100% parent participation in the Annual Campaign. Contributions range from \$18 to over \$18,000. Each gift is a beautiful expression of support for Rashi.

As a beneficiary agency of the Combined Jewish Philanthropies, Rashi also receives funding for each student. Additionally, the School receives **matching gifts** from donors' companies. Contributions benefit every student through improved academic programs, increased financial aid and enhanced teacher salaries and professional development opportunities.

Currently, Rashi is in the initial phase of a **Capital Campaign**. Funds are needed to purchase land and build a new facility for our School. Our Campaign Goal is \$30 Million. To date, we have raised close to \$3 Million.

The **Annual Dinner**, held each spring, raises significant funds from our parent community, the greater Boston Jewish community and friends of the School. This event is typically held at a hotel in downtown Boston and is typically attended by over 500 guests. Some donors wish to fund special programs. We have received **targeted grants** from individuals, families and foundations that have supported programmatic areas including theatre, art, music technology and security.

The **Alumni Association** connects Rashi alumni with each other and with the School. Many alumni come back to Rashi to help with special projects and programs. Each year, we host a special event for our alumni. The **Sheldon A. Cohen Grandparents Association** connects Rashi grandparents with their grandchildren. Volunteer opportunities for grandparents include but are not limited to: making latkes and *hamentashen*, guest teaching, judging for the science fair as well as participating at *Kabbalat Shabbat*. Many grandparents serve on committees as well as the Board of Directors.

Each spring, Rashi hosts **Generations Day**, an afternoon celebrating grandparents and special friends. Aunts, uncles, cousins, neighbors, nannies, friends and grandparents spend a Friday afternoon together and with their Rashi student. Together, we welcome Shabbat as a community.

The Office of Institutional Advancement is also responsible for overall **marketing and public relations** for the School.

Yachad

Yachad, Rashi's Parent Teacher Organization, is a very active group. Yachad's most important mission is to provide opportunities for parents and grandparents to participate with their children in special programs.

Yachad organizes room parents from each grade as a core of leaders to encourage others to become more involved at the Rashi School. Yachad is dedicated to enhancing the parent community by providing social opportunities for parents to meet and mingle. In addition, Yachad supports the admissions office by formally welcoming new families.

Yachad is also involved in several fund-raising opportunities such as Pizza Thursday, weekly *challah* sales, gift-wrap and Passover candy sales. These events provide Yachad with funds to enhance holiday/ritual celebrations for our children.

During this school year Yachad will be striving to work more cohesively with all of the constituent groups within Rashi. Yachad holds monthly meetings and provides numerous volunteer opportunities. If you are interested in becoming more active in Yachad, please contact Yachad's co-presidents Jamie Weintraub & Wendy Kramer-Waida.