



Politz Hebrew Academy

2021-2022

5782

Parent Handbook

*Learning Torah...Loving Torah...
Living Torah*



*Parent-Student Handbook
2021-2022 , 5782*

MISSION STATEMENT

Politz Hebrew Academy, founded in 1982, is dedicated to providing a quality Orthodox Jewish Day School education in grades Kindergarten through 8th grade. We are a school rooted in the values and teaching of the Torah. We are committed to helping our children achieve academic standards to the best of their abilities and to prepare them for life as productive and ethical members of society.

The academic, social, emotional, and spiritual well-being of each child develops in a secure and encouraging environment so that the child will be able to meet challenges with faith, fortitude, and intelligence for years to come.

CORE BELIEFS

Each child has unlimited potential regardless of performance.

Each child's individual needs must be met.

Each child has the right to be educated.

Each child deserves respect and tolerance despite differences.

Each individual child can be taught no matter what disabilities or challenges are present.

Each child must be taught to be inclusive in all levels of activity.

Each child can grow and develop while nurtured and immersed in

Jewish values and morals.

All children, no matter how they act, are inherently good.

Dear Parents,

We are pleased to present to you this year's edition of the Parent-Student Guide. This guide is more than just a compilation of rules and regulations; it is a snapshot of our inner essence. It is designed to create an environment imbued with Torah Values and by extension, mold our children with these values.

The Parent/School partnership is more critical than ever. We look to you, our dear Parents, to support our protocols and to ensure that they are being followed by our children.

Please take the time to review with your child(ren) the enclosed policies and explain their importance. We ask that you please pay close attention to the dress code/uniform regulations and the electronic device policy.

Your cooperation and "school spirit" are both greatly appreciated. Please sign the last page and email or send it back to school.

Sincerely,

Rabbi Terebelo
Menahel

Mrs. Katz
Head of School

IMPERATIVE TO READ:

- Medicine/Emergency medical attention protocols **20**
- Technology Policy **28**
- Uniform Policy **31**

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AS A PARENT, WHO DO I CONTACT WHEN....**I have a question regarding scheduling a meeting or general school information?**

Girls' Building - x 114

Boys' Building - x 180

Mrs. Katz – x 112

Rabbi Terebelo – x 159

I need to speak with my child's teacher....

At the beginning of the school year your child(ren)'s Rebbe/Morah/Teacher will provide his/her protocol for contact. If you do not have that information or cannot get in touch with the Rebbe/Morah/Teacher, please call the secretary in the Girls or Boys' division and leave a message. You may also e-mail the school with your request (info@politzhebrewacademy.org; besiekatz@politzhebrewacademy.org).

I have a question regarding transportation....

You need to speak with Mrs. Ellen Simpson (x180).

When I have a question regarding my son's Rebbe or Limudei Kodesh question for the boys...

You need to contact Rabbi Terebelo, our Menahel (x159)

When Should I speak to Mrs. Katz.

Mrs. Katz is available to speak to any parent at any time. Her "open door" policy invites parents to discuss concerns of all varieties. It is important to go through the proper protocol of speaking first with those directly involved with your concern. If you were not satisfied, please call Mrs. Katz to discuss further or to discuss matters relevant to Mrs. Katz. Please know that all matters will be handled in strictest confidence.

ATTENDANCE

Regular attendance in school is basic preparation for a student's scholastic development and attitude. Each day's work will consist of a review of previous work, introduction to new concepts, and moderate homework assignments in preparation for the next day's work.

All boys in grades one through eight are required to attend classes on Sunday (9:30 - 12:30). Any absence must be acknowledged with an absence note. No student will be permitted to leave early without prior notification. We are relying on every parent's cooperation to ensure the integrity of our program. Repeated absences will be addressed.

An absence note must be sent to school upon the student's return. **If a student is late, the student must be accompanied to the office by an adult.** All students who come late must present a note written by the parent explaining the lateness. The school administration is not authorized to write a "late" note.

If a student will be absent for an extended period of time other than illness, the school must be notified at least one week before departure. Students are required to make up any missed work. Parents may request the work that will be missed with one week's notice.

BASIC SCHOOL OBJECTIVES

1. To develop a thorough understanding and appreciation of our Jewish Heritage, in accordance with our Torah.
2. To offer an excellent General Studies program, utilizing dedicated and well-educated teachers.

3. To create a positive self-image through an atmosphere which exudes enthusiasm for learning and is conducive to success.
4. To foster and promote a deep love for the Land and People of Israel.
5. To cultivate a respect for the freedoms we enjoy living in the United States of America.

BIRTHDAY CELEBRATIONS

No birthday celebrations will take place during the school day in class for grades one to eight. (A small snack at the end of lunch in honor of a birthday can be arranged with the consent of the Head of School). No invitations should be given out during school. In keeping with the values fostered by our school, we ask that all parties and social events involving our students adhere to the standards set forth by Politz Hebrew Academy. A small birthday celebration may take place in school for Kindergarten students. To make arrangements, please speak with the child's teacher at least one week in advance.

Products prepared at home may NOT be brought to school.

Please be reminded that we are a soda free and peanut free school.

Sharing of snacks or any food is NOT allowed at anytime.

BOOK BAGS (SCHOOL BAGS)

It is most important to make sure that your child does not overload his/her book bag. Parents are to check their child's book bag on a regular basis for overloading and neatness. **Please contact your child's teacher if you see your child bringing home an overloaded book bag.**

BULLYING POLICY

Politz Hebrew Academy has a zero-tolerance policy for bullying. Bullying is defined as the willful exclusion of any child from any group activity, verbal or physical distress, or any behaviors of intimidation. These behaviors (or others deemed to be characteristic of any of the behaviors described above), will not be tolerated and immediate action will be taken. (See Appendix A for a copy of our Bullying Incident Report.)

If a student feels he/she is being bullied, he/she should report it to the Rebbe/Morah/Teacher or Mrs. Katz. A determination will be made when the incident has been fully investigated.

BUS RULES AND CAR POOLS

Children residing in Philadelphia and participating in Philadelphia busing may go on another Philadelphia bus ***only*** with a note from the Parents. Children may ***not*** go on Suburban bussing or vice versa even with a note. This is the regulation established by **Philadelphia and the Suburbs**.



Sending a note in with your child does not allow him/her to change buses. If your child is going home with someone instead of taking the bus, please notify the school office as early as possible. If your child has to be picked up prior to dismissal, the person picking up your child must come into the office and sign out the child. The student will then be brought out of class.

No student may leave without being signed out by an adult.

The following are a number of rules to help our bus program run smoothly. We are concerned about the safety of your children. Please read and discuss these rules with your child.

FAILURE TO COMPLY WITH THESE RULES COULD MEAN PERMANENT EXPULSION FROM THE BUS. All infractions of bus rules are noted on a report filled out

by **the bus driver**. Copies are sent to the School District office, Parents, and School. Three delinquent reports may result in having your child's bus privileges revoked. **Please understand that it is a student's right to ride the school bus only when the student complies with bus rules and regulations.**

ALL STUDENTS MUST:

1. **Be ready at least five minutes early.**
2. **Speak with respect to the bus driver.**
3. **Enter the bus quickly and sit down, so as not to keep the bus driver waiting.**
4. **Remain seated at all times when the bus is moving.**
5. **Keep head and arms inside the bus.**
6. **Keep hands off other people.**
7. **Keep voices low - NO YELLING OR SCREAMING.**
8. **Enter and leave the bus in an orderly fashion.**
9. **Obey the directions of the bus driver.**
10. **Help keep the bus clean and in good order.**
11. **Observe good conduct, be courteous and cooperate (pushing, shoving, shouting, etc., are out of order).**
12. **Riding the bus is a privilege. Do not violate this privilege.**
13. **INAPPROPRIATE LANGUAGE, SHOUTING OR FIGHTING, IS COMPLETELY UNACCEPTABLE BEHAVIOR AND GROUNDS FOR SUSPENSION OF BUS PRIVILEGES WITHOUT PRIOR WRITTEN WARNING TO PARENTS.**



NO EXCEPTIONS WILL BE MADE.

CALENDAR

The school calendar, **which should be retained for reference**, contains all related dates of importance, i.e., holidays and school closing, conferences, special events, etc.

Please check your weekly newsletter for periodic updates and last minute changes.

CANCELLATION OF SCHOOL

Should it be necessary to cancel classes because of inclement weather conditions, the school will notify parents through a phone tree and email. If schools are canceled while we are at school, we will be using the one-text call to your phone when an important message has to be sent to the parents.

CELL PHONES

No student may bring a cell phone to school. Cell phones will be confiscated and returned only to the parents. Permission to bring a cell phone must be granted by the Head of School.* In the event that a child has been given permission to bring a cell phone for an extenuating circumstance, the cell phone must be left in the office and used when mutually agreed upon. * If permission is given, iPhones or any internet-based phones may not be brought to school under any circumstances. The phone must be left in the office during the school day.

Unauthorized cell phones will be confiscated and returned only to the parent. Suspension may be a resulting consequence. This rule will be strictly enforced! [Please refer to technology policy.] Please note: Under no circumstances may a student bring a “smart” device e.g. phone or watch etc. to school.

CONFERENCES

After the first and second report cards, Parent-Teacher conferences are held. Additionally, from time to time teachers will request a conference with one or both parents for the kind of discussion which cannot take place during the regularly scheduled Parent/Teacher Conferences. Parents, in turn, should feel free to request such conferences when they have a particular matter to discuss with the teachers or with the Head of School. If you have a concern, communicate it to the teacher before it becomes a major problem.

We are your partners! Appointments for the conferences should be made through the school office. Kindly refrain from calling the teacher at home, as this may interfere with his/her other duties, and thus may not be able to afford you the justifiable attention. May we suggest that you advise the school secretary of the most convenient time for the teacher to return the call? [For weekly updates, please check your child's weekly progress report.]

DAVENING

Time is set aside at the beginning of each day for *davening* for every student in attendance. This basic Torah rule is part of our program, and enhances our philosophy that the beginning of all learning is to daven. **Boys in grades 7 and 8 are required to daven with a Minyan prior to coming to school.** Proper deportment is expected of all students in all grades during the time set aside for davening.

**Please contact Rabbi Terebelo, Menahel, if attending a Minyan is not viable.



DISCIPLINE

The origin of the word "Discipline" comes from Latin and means "to learn". At Politz Hebrew Academy, we *teach* our children the Torah way of conducting one's self in all situations. Politz Hebrew Academy strives for the highest level of Derech Eretz and decorum possible.

Behavior both in and out of the classroom is closely monitored and appropriate Midos (character qualities) are reinforced throughout the day.

Politz Hebrew Academy has developed a school-wide system of classroom management. Routines and Procedures are established in each class to indicate the limits of acceptable behavior. An explanation of the classroom routines and procedures will be sent home in the beginning of the school year. **We strongly believe that discipline in the school is a prerequisite to the creation of an effective learning atmosphere. Our goals can be achieved only with the full cooperation of the parents.**

Basic Behavior Standards:

1. Keep hands, feet, and objects to yourself in and out of class.
2. No cursing, yelling, or screaming in school or on the bus.
3. No pushing in line for washing at lunch.
4. Walk quietly in hallways and stairways.
5. All students must follow the uniform/dress code.
6. Each student is responsible for the care of his/her own textbooks as well as all other assigned school property.
7. Each student must respect personal property of others.
8. No running in the hallways.
9. No gum chewing on school grounds.
10. Students must come to school on time. **Late students will only be admitted when accompanied by a parent/adult to the office.** The student will be given an admittance slip for class.
11. **Parents of students who have vandalized school property will be required to make monetary remuneration.** Appropriate consequences will also be given.
12. Students are responsible for having assignments completed in the time frame designed by the teachers.

The following behaviors while on school property, on or while waiting for school buses or on school trips are considered extreme infractions of the discipline code and will result in an immediate suspension:

- a) **Disrespect to a teacher**
- b) **Damage to school property**
- c) **Improper language**
- d) **Physical fighting**
- e) **Leaving school grounds**
- f) **Any other behavior deemed extremely inappropriate by the Head of School.**

If a student does not respond to teacher interventions when disruptive behaviors occur, the parent will be called to discuss a cooperative plan of action. This may include a behavior card to be sent home daily, after school detention, or other appropriate consequences, etc.

Open, two-sided conversations are the most effective tool in helping our children maximize their inherent gifts and abilities.

Mrs. Katz may be called at any time to discuss behavioral concerns in or out of school.



DISMISSAL –

Arrival and Dismissal Times subject to change on an Annual Basis

2021-2022 School Year

Arrival for 1st through 8th grade Monday through Thursday is 8:15 AM. Dismissal for all classes 1st through 8th grade is at 3:45 PM, Monday through Thursday. Kindergarten arrival is 8:30 AM and dismissal is at 3:30 PM. Friday dismissal is 1:00 P.M. for all classes from September until Pesach and then 1:30 PM after Pesach to the end of the School Year.

Early Dismissal due to Hazardous Driving Weather - During school hours, if poor weather conditions develop, the Politz Hebrew Academy administration will be in close contact with the Weather Bureau, and will determine whether an early dismissal will be implemented.

We will make every effort to alert all parents of an early dismissal. **Please make sure that the school has your “Emergency Location Card” and that it is updated.**

However, if the weather appears threatening, Parents of all school transportation students are asked to assume that there may be an early dismissal and should arrange to have someone at home to receive their child.

In the event that you want to take your child out of school before the end of the school day, please come to the office to inform us and to fill out an early-dismissal form. Students will remain in the classroom until the designated person comes to pick him/her up. Please do not ask your child to wait for you anywhere outside of the classroom.

ANY STUDENT WHO IS LEAVING SCHOOL GROUNDS USING OTHER THAN NORMALLY SCHEDULED MEANS, OR WHO IS NOT PLANNING TO GO DIRECTLY HOME MUST REPORT TO THE SCHOOL OFFICE FIRST.

NO STUDENT MAY LEAVE SCHOOL GROUNDS WITH ANYONE (PARENT, GRANDPARENT, OTHER RELATIVES OR FRIENDS) WITHOUT FIRST INFORMING THE SCHOOL OFFICE.

DRESS CODE - Please see “UNIFORMS”

EDUCATIONAL TESTING

In addition to school-wide achievement testing, it may be necessary to have testing done on an individual basis. This testing may be necessary to determine grade placement, or to clarify any learning difficulties that may be exhibited. With parental permission, our Resource Room supervisor will do a screening. A conference will be held to review the results and determine

whether further testing is indicated. If further testing is recommended, several options will be presented at a conference.

E-MAIL

The School newsletter as well as school-wide correspondence will be sent to the parents via e-mail. Corresponding via e-mail allows us to implement cost saving measures. Private arrangements can be made to receive hard copies if there is no computer availability. Everyone's understanding is greatly appreciated, as e-mailing allows us to be more economically efficient.

You may correspond with your child's Rebbe, Morah, and Teacher through e-mail, which will be available upon request.

You may e-mail Mrs. Katz at besiekatz@poltzhebrewacademy.org.

EXTRA-CURRICULAR

Poltz Hebrew Academy offers an after school club program for student's grades 1 through 8. At the start of each school year, a list of club offerings will be sent to the parents. Clubs will begin after Succos. Extra-curricular events are scheduled throughout the year.

FACULTY

The Faculty is composed of highly skilled and professionally trained Rebbeim, Moros, and Teachers. They represent an elite group of instructors in Limudei Kodosh and General Studies. Our staff is licensed by the Commonwealth of Pennsylvania and/or other Licensing Bureaus.

FIRE DRILLS

All fire drills are conducted under the supervision of the Philadelphia Fire Department. In each room is a bulletin describing which staircase and exit doors to use during fire drills. Several times during the school year, fire drills will be staged. These drills must be taken very seriously. (Any lack of cooperation in this effort will be immediately brought to the attention of the Head of School.)

LOCKDOWN DRILLS

In addition to fire drills, students are trained in “lockdown” procedures culminating with a school-wide drill. The local Police District supervises the Lockdown drills.

FIRST AID AND EMERGENCY MEDICAL CARE

First aid is limited to cleaning and bandaging wounds and bruises. No Tylenol or any other medication may be given by the school without prior authorization by the school nurse.

The protocol for keeping medication in school:

Medication in pill or liquid form:

This type of medication is to be kept in the office. The bottle needs to be **clearly** labeled with the child's name, name of medication and instructions for dispensing. If there are specific instructions as to when the medication needs to be administered, please attach a concise explanatory note.

Epi-Pens, Inhalers:

Students under the age of 11 - Any student with an Epi-Pen and/or inhaler must have one to be kept in the classroom in a secure place designated by the teacher and known to the student. A second Epi-Pen and/or inhaler must be kept in the office.

Students 11 years of age or older - The student may keep the Epi-Pen and/or inhaler on his/her person or may ask to have it kept in the classroom in a mutually designated place. Regardless of the decision as to where to keep the Epi-Pen/Inhaler, there needs to be an additional one kept in the office.

In case of an emergency, parents will be notified. **It is the responsibility of each parent to leave his/her business and personal telephone numbers with the office, so that he/she can be reached immediately in the event of an emergency situation.** Should we be unable to reach the parent in case of any emergency, it is our procedure to take the child to an Emergency Clinic and contact the personal physician whenever possible.

An Emergency Care Release Form is part of our Registration packet. When signed and returned, it will allow emergency medication, by a doctor or hospital, to commence immediately (in case parents cannot be contacted).

GYM - PHYSICAL EDUCATION

Politz Hebrew Academy has a complete gym program for both girls' and boys' departments. Our instructors are state certified and have had extensive training. The program consists of calisthenics, sports, gross motor and fine motor development. Emphasis is placed on good sportsmanship as well as physical development.

HEALTH FORMS AND IMMUNIZATIONS

No child will be admitted to Politz Hebrew Academy without a Doctor's record attesting to immunization. It is a ***State Law*** that every child who enters a school must be immunized against Measles, Mumps and Rubella/German Measles, Diphtheria, Polio, and Tetanus. Please be sure that we have this certificate **before** the first day of class. Our school nurse who services us once a week will keep you informed of the frequent changes in immunization requirements. **It is imperative that you adhere to all regulations.** Failure to comply with state-mandated regulations may result in your child being excluded from class. Please see the enclosed Politz Hebrew Academy immunization Policy. **(Appendix A)**

HOMEWORK

Teachers will schedule homework in such a way as not to overload a student on any one night. Some homework is required of all children of all grades as part of their regular learning experience. The amount of homework assigned, naturally, increases in the higher grades. Since homework is an outgrowth of classroom activity, it is strictly the student's own task. Parents should interest themselves in their child's homework. Routine inspection of assignments, notebooks, and tests will prove meaningful to you and your child. A quiet, neat, and clean place

for your child to do his homework will prove helpful. Your encouragement and support will aid in creating a positive homework experience. It is the responsibility of the student to complete all assignments within the period constructed by the classroom teacher(s).

Homework, even when done correctly, must be legible and neat to be acceptable. Avoid misunderstandings by explaining the necessity for neatness in all written work at home.

Please inform the teacher if there is any difficulty with the homework.

Homework is an excellent tool for teaching students responsibility and pride of accomplishments.

INDOORS AFTER ILLNESS

Parents should send a note with their child requesting an indoor recess, if this is the Doctor's recommendation. No child is allowed in the classroom unattended. It will be necessary for your child to spend recess in the office when other indoor supervision will not be practical.

INSURANCE

Our students are insured for all accidents occurring on our school grounds, on school trips, and traveling to and from school on the school bus.

LATENESS

The tardy student develops poor habits. He/She disrupts an entire class, and misses part of his/her own daily work. No matter the arrangement for transportation, all students are required to arrive at school punctually. The late student (arriving after 8:20 A.M.) must come to the office with a parent or adult who transported the child. No student who comes late may go directly to the classroom. We encourage parents of Pre-School students to bring their children punctually at 8:20.

PLEASE BE AWARE . . . PUNCTUALITY IS AN AREA THAT NECESSITATES THE FULLEST COOPERATION OF THE PARENTS. LIFE LONG HABITS ARE DEVELOPED DURING THE FORMATIVE SCHOOL YEARS!

LIBRARY

The Politz Hebrew Academy Library currently houses more than 8,000 books. Included in our Library are *Seforim*, Judaic reading material, leisure reading of general interest, and reference materials. Set hours are established so that students and teachers may use the Library. It is the student's responsibility to return books in a timely manner and in good condition.

LOST AND FOUND

Please **label** sweaters, coats, kipahs, hats, gloves, and books. All books must be covered and names put on the inside cover, not on the book. We encourage parents to go through the Lost & Found periodically.

LUNCH

Currently all students are eligible for free lunch through the Title 1 program. Hot lunches are provided under the Philadelphia Vaad Hakashrus. Students still have the option to bring in their own lunch. If parents choose to send in lunch, it must be dairy or pareve. A beverage must be sent along as well. We do not allow "trading" of food and encourage you to reinforce this rule at home.

Of course, fresh fruits and vegetables are permitted and encouraged.

At Politz Hebrew Academy, the following certifications are acceptable:



There are various publications listing the products that come under these certifications. If you are interested in any of these publications, please call the school office, and the Head of School will be of assistance to you. **We need the cooperation of every parent to insure that our high standards be maintained. If you have any questions about a specific product, please do not hesitate to call the school office.**

Please Note:

**Politz Hebrew Academy is a Peanut Free and
Soda Free school.**

Several of our students have serious allergies. A life-threatening attack can sometimes be triggered by simply touching an item that has come into contact with peanuts. Please respect the health challenges of our children by adhering to the school nutritional regulations.

Thank you for your cooperation.

NEWSLETTER (See E-mail)

OFFICE HOURS

The office at Politz Hebrew Academy is open weekdays from 8:00 A.M. to 5:00 P.M. The school telephone number is **215-969-5960**. A message may be left on our voice mail at any time. All phone calls will be returned in a timely manner. Mrs. Katz may be reached in school until 8:00pm (on most days).

PARENT EDUCATION PROGRAM

Politz Hebrew Academy will be offering several workshops of interest throughout the school year. These workshops will include guest speakers who will address the parents on various topics of Jewish interest. Your attendance at these workshops will enhance the quality of your child's life both at home and in school.



PREPARATION FOR SCHOOL

The **first** day of school sets the tone for the entire year. Please make sure that your child is fully prepared for his school activities by preparing him/her with the materials requested in the school supply list enclosed in the "Welcome Back to School" packet. It is also vitally important for your child's success that she/he come to school prepared each day with completed homework and appropriate supplies. Coming to school prepared is a pre-requisite for confidence, self-esteem, and productivity. It is also important for optimum performance, that you check your child's supplies on a regular basis.

PTO - PARENT/TEACHER ORGANIZATION

One of the objectives of Politz Hebrew Academy is to have an on-going active Parent/Teacher Organization. This group is involved in student enrichment projects, fund raising projects, and cultural events to be held at the school. Every family is urged to join the P.T.O. Our parent-body is a major building block of our school. Please call the school office if you would like to become an active member of the P.T.O. A P.T.O. officer will be in contact with you.

PROGRESS REPORTS

Each Friday your child(ren) in grades 2 through 4 will receive a progress report from both the Limudei Kodesh and the General Studies teacher. The progress report is a tool of communication designed to keep Parents informed. Concerns as well as praise are reflected in the weekly progress report. Please expect these reports weekly. If you are not receiving them, please let your child's teacher(s) know immediately. Consider the weekly progress report as the windows to the classroom. Do not hesitate to contact your child's teacher(s) for any concerns which may arise. If necessary, a conference will be arranged to discuss concerns and to devise plans of action to assist your child in any way indicated.

Students in grades 5-8 will receive "interim reports" at least twice during the trimester. Please feel free to contact your child's Rebbe, Morah and Teacher at any time.

RECORDS

Your child's official school records contain his/her scores and history on testing, health, attendance, grades, and other pertinent information. Strict confidentiality is maintained on all student records.

REPORT CARDS AND RATINGS

Report cards will be issued three (3) times per year. A schedule of distribution is listed on the school calendar. Please study these reports carefully. Please return the envelope with your signature the day after distribution.

Ratings on the report card are on an objective basis, and show the relationship between the child's achievement and the level expected at a particular point. An effort mark in conjunction with the grade level is also shown. The effort mark represents the teacher's subjective opinion on your child's effort given in class.

The grading system is as follows:

Grading Scale	(Academics and Midos)
A = 90 - 100	D = 60 - 69
B = 80 - 89	F = 59 - below
C = 70 - 79	

Sometimes modifications in programming may be necessary. All modifications will be discussed with the parents before implementation. Modified programming will be reflected on the report card. Report card grades may be accessed on the individual student portals. Hard copies of the report cards will be sent home.

The teacher or the parent may initiate conferences at any time.

SAFETY

The physical, emotional, and social safety of our children is paramount. To that end, we have trainings and workshops for children, faculty, and staff on personal safety, bullying, and social skills training.

SECURITY

During school hours there are 2 security guards on the premises at all times. Their responsibilities include, but are not limited to vigilant supervision during arrival and dismissal, (this is in addition to faculty and administrative supervision), patrolling the grounds throughout the day, walking through the building and checking designated areas, and general vigilance in and around the campus.

SIDDURIM (DAILY PRAYER BOOKS)

The school purchases Siddurim for first graders so that each student may be able to daven in a proper Siddur. During the year, if it becomes necessary to purchase another Siddur (due to loss or negligence), this can be done at the office for a charge. All students entering our school for the first time (in any of the grades) will receive a school Siddur.

SOCIAL SKILLS

Politz Hebrew Academy is fortunate to have a social worker/social skills counselor on site every day to help our child navigate the challenges that go beyond the academic.

Mrs. Jackie Moster is available to students and teachers throughout the day to offer creative solutions involving social dynamics.

SPECIALTY PROGRAMS

Several assemblies are held during the year to highlight special days, entertain, and reinforce concepts that are taught in the classroom.



Yomim Tovim, *Midos*, School-wide competitions, Israel, and the Churbanos are just a few examples of themes used for our assemblies. Extra-curricular assemblies become more meaningful when discussed at home. Please encourage your child(ren) to discuss assemblies and extra-curricular programming. All parents are notified of upcoming events through the Reflections – the weekly newsletter.

STUDY HABITS

Good study habits are important. There is no easy universal formula by which they can be acquired. They must be learned through constant effort and experience. You can develop effective study skills and techniques if you will:

1. Plan and arrange a regular uninterrupted study time each day
2. Budget your time so that you can still enjoy a favorite program and have some time free for play
3. Select or provide a quiet, well-lit place for study, away from family activities and interruptions.
4. See that you have a table, or a desk, and a straight chair for writing; pencils, ruler, ballpoint pen, and a dictionary at hand.
5. It is only natural to occasionally seek help from parents by having them, if possible, explain a problem or make a suggestion.
6. If you should experience difficulty with the assignment, ask you teacher before going home.

TECHNOLOGY

Technology is viewed as a tool for the enhancement of the educational experience. To that end, each class has been equipped with an E-Beam projector providing multi-dimensional lessons.

No student may bring personal electronic devices to school. (Please see "Cell Phone" policy.) If a student brings such a device to school, it will be confiscated and returned only to the parent.

Computer Internet Policy for Students:

Students will adhere to the guidelines listed below.

In School:

- a) Students may use computers in designated areas only with a designated staff member in attendance who is overseeing usage.
- b) Students may not use computers that have Internet access.
- c) Computers, which are connected to the Internet, may only be used by the staff and must have the above-mentioned filters.
- d) Students are forbidden from bringing personal computers, laptops, tablets, I-PODS, I-PADS devices to school under any circumstances.

Out of School:

- a) The use of computers and PDA devices with internet access by students is strongly discouraged.
- b) Any student whose behavior is affected due to the use of the internet at home will be expelled from school.

Inappropriate Network Usage:

Measures have been taken to promote the safety and security of users of the Politz Hebrew Academy online computer network system when using, electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. In compliance with the elements of the Children's Internet Protection Act, prevention of inappropriate network usage shall include:

- a) Unauthorized access including so called "hacking" and other such unlawful activities.
- b) Unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Email is not guaranteed to be private. System administrators reserve the right to access email to investigate complaints. Under these circumstances, messages that are found to be in violation of acceptable use will be reported to appropriate supervisory staff.

No one is permitted to obtain download view, or otherwise gain access to “inappropriate materials” which include materials that may be inappropriate to minors, unlawful, abusive, obscene, pornographic descriptive of destructive devices, or otherwise objectionable under current Politz Hebrew Academy policy or legal definition.

The Politz Hebrew Academy administration reserves the right to remove files limit or deny access, and refer staff violating this policy to appropriate authorities or for other disciplinary action.

Internet Usage

Throughout our educational system, we seek to instill our students with proper values. Our students are specifically made to understand the potential dangers of the web, and are discouraged from having even minimum contact with the internet.

Furthermore, should it ever be necessary to use the internet in the future, we make sure our students are clear with the following three points:

- a. safety on the Internet
- b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
- c. cyber bullying awareness and response

Supervision and Monitoring

It is the responsibility of all staff members of Politz Hebrew Academy to supervise and monitor usage of the online computer network and access to the internet in accordance with this policy and The Children’s Internet Protection Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology of Politz Hebrew Academy.

TEXTBOOKS

All general studies textbooks are provided by the school and are the responsibility of each student in case of loss or negligence. Texts are approved by the Department Of Education of the Commonwealth of Pennsylvania in Harrisburg. Politz Hebrew Academy strives to blend the values of a Torah-true education in all aspects of the curriculum. Our curricular materials reflect our goals.

TRIPS

During the year, our school goes on a variety of trips. These field trips are taken during school hours. Your child is always accompanied by his/her classmates and teacher. Permission slips are sent home to be returned with a parent's signature along with any requested fees.

TZEDAKAH

Politz Hebrew Academy encourages *tzedakah* giving (even one penny) on a regular basis for worthy causes. An added word about bring money to school: Occasionally students will have the opportunity to participate in various sales sponsored by the school (ex.: PTO, eighth grade fundraising efforts, etc.). You will be notified of the amount of money your child should bring to school. Please do not send your child with an excessive amount of money. Discuss with your child, prior to the sale, what he/she will purchase and specify how much money your child will need to bring. Please discourage your child from borrowing money from other children.

UNIFORMS

Politz Hebrew Academy has a school uniform policy that is consistently enforced. Any student ***not*** adhering to the policy will not be allowed to attend class and will be sent home.

No exceptions will be made to this rule.

THE UNIFORM POLICY IS AS FOLLOWS:

Girls:

May only wear the jumper or skirts made available through the school. "Similar" uniforms are not permitted. Wearing a skirt, which is not our uniform, is considered an infraction of the school dress code.

Please note: Girls in grades 6-8 will be required to wear the new uniform skirt adopted by the school beginning September 2015.

Grades 5 through 8 all girls will be required:

- a) to wear the school uniform skirt.
- b) to wear Oxford style blouse in light blue, white, cranberry, or gray -no other style of blouse or color is permitted. "Polo-style" shirts *may not* be worn above 5th grade.
- c) to wear crew socks, knee socks or tights. Anklets and leggings are not permitted. (Socks must meet the hem of the skirt.)

d) PLEASE NOTE: Turtleneck shirts are not approved for middle school girls. A "shell" may be worn under the school uniform shirt only in the color white.

e) All girls with shoulder length hair need to wear their hair pulled up and back.

f) "Cross" may not be worn.



Only students in grades 1 through 4 may wear turtlenecks in red, yellow, or white. The turtlenecks and/or Oxford blouses may be purchased at any store where they are sold. Any sweater (sweatshirt) worn in the classroom must be a school sweatshirt. All other sweaters, sweatshirts will be confiscated. Girls may not wear nail polish or lipstick. Colorless "Chapstick" is permitted.

Boys:

Boys in all grades must wear navy blue or black pants only. Light-colored variations of black and navy may not be worn. The style must be straight legged or cuffed with or without pleats; no elastic at the ankle, no denim in any color. Corduroy is permissible. Boys through Second grade may wear shorts in very hot weather.

Polo shirts with a collar and buttons part way down the front are permissible. Only solid colors are permissible. Shirts with stripes or other designs are not allowed. Only boys in grades 1 through 4 may wear turtlenecks.

- a) Baseball caps or other hats may not be worn in the building at any time.
- b) "Cross" may not be worn.

If a student chooses to wear a sweatshirt, he must wear the school sweatshirt. No other sweatshirts may be worn inside the building.

We ask that parents make sure that their child(ren) are dressed in accordance with the school uniform code. Only with your cooperation can we maintain our high standards in all aspects of the school experience.

VISITORS

*We request that all parents and visitors dress according to Orthodox
Jewish Tradition while on school premises.*

In light of continual security concerns, Politz Hebrew Academy has taken effective measures to ensure the safety and security of our children, faculty, and staff. We have fulltime security guards on the school grounds. Cameras are strategically placed throughout the campus so that all

visitors to the school are monitored. Any visitor who needs to go through the building must obtain a visitor's pass. All visitors found in the building without a visitor's pass, will be escorted out of the building.

It will be our pleasure to greet you when you arrive.

WEBSITE

Please visit our website www.politzhebrewacademy.org regularly to be updated on current events.

APPENDIX A

Dear Parents,

Nothing is more important to us than the health and welfare of our children and families. There has been a resurgence of Measles in many of the Jewish communities.

It is with this in mind that Politz Hebrew Academy has adopted the following immunization policy with the guidance of medical professionals and those of the Pennsylvania Department of Health:

All students must be current with MMR requirements. Written documentation attesting to this fact must be in each child's file. Our school nurse has verified all current documentation.

All new students are not considered registered unless their immunization record is part of all new student documentation. Without this documentation, the registration process is not complete. This may result in forfeiting your child's place in our school.

All medical exemptions must be verified by a licensed physician with accompanying documentation verifying the need for a medical exemption. Requests not containing a doctor's explanation will be automatically denied.

Religious exemptions will not be allowed for any incoming students.

May Hashem grant everyone good health!

Sincerely,

Mrs. Katz

APPENDIX B**BULLYING INCIDENT REPORT FORM**

Date of Incident: _____ **Time of Incident:** _____ **Repeat infraction? YES NO**

Name of adult completing the form: _____

Location of Incident (circle all that apply):

Hallway Restroom Classroom Gym Lunch Room Playground

Bus Stop On Bus Parking Lot To/From School School

Sponsored Event Other: _____

Name of victim(s): Name of student(s) bullying: Name(s) of witnesses/bystanders:

Type of Bullying:

- Verbal
 Physical: Result in injury? YES NO
 Relational

Bullying Behaviors (circle all that apply):

Shoved/Pushed Hit, Kicked, Punched Threatened Stole/Damaged Possessions

Taunting/ridiculing Excluded Writing/Graffiti Told Lies or False Rumors

Staring/Leering Intimidation/Extortion Demeaning Comments

Cyber-bullying using: Text messages Website Email Other: _____

Reported to school by (circle all that apply):

Teacher Student Bystander Victim/Target Parent Bus Driver Anonymous

Other: _____

Describe the incident:

Physical Evidence?

Notes Email Graffiti Video/audio Website Other: _____

Actions Taken (see Protocol for Guidelines):

Consequences: _____

Remediation: _____

Referral for additional support services: _____

Parent Contact: Date _____ Time _____ Person making contact: _____

Result: _____

Today's Date: _____ **Reported by:** _____ **Signature:** _____

Follow up conference to be held: _____

People to attend conference: _____

BULLYING INCIDENT FOLLOW-UP

Follow-up Conference Date: Time:

Conducted by: _____

People present:

- Administrator _____ Social Worker _____ Counselor _____
- Teacher _____ Student _____ Parent _____
- Witnesses _____ School Psychologist _____
- Other _____

According to student, situation is: Better Worse No difference

Comments:

Parent Contact: Date: _____ **Time:** _____ **Person making contact:** _____

Additional Actions / Notes:

Follow-up Conference Date: Time:

Conducted by: _____

People present:

Administrator _____ Social Worker _____ Counselor _____

Teacher _____ Student _____ Parent _____

Witnesses _____ School Psychologist

Other _____

According to student, situation is: Better Worse No difference

Comments:

Parent Contact: Date: _____ **Time:** _____ **Person making contact:** _____

Additional Actions / Notes:

