



PARENT/STUDENT HANDBOOK

2023-2024

תשפ"ד

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

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INTRODUCTION

WELCOME

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 thank you, our dear parents, for supporting our protocols and ensuring 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.

Sincerely,

Rabbi Dovid Sass

Mrs. Besie Katz

Menahel

Head of School

IMPERATIVE TO READ

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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 teachings of the Torah.

We are committed to helping our children achieve academic standards to the best of their abilities and preparing 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 of peers 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.

BASIC SCHOOL OBJECTIVES

- To develop a thorough understanding and appreciation of our Jewish Heritage, in accordance with our Torah.
- To offer an excellent General Studies program, utilizing dedicated and well- educated teachers.
- To create a positive self-image through an atmosphere that exudes enthusiasm for learning and is conducive to success.
- To foster and promote a deep love for the Land and People of Israel.
- To cultivate respect for the freedoms we enjoy living in the United States of America.

COMMUNICATION

As A Parent, Who Do I Contact When . . .

- I. I have a question regarding general school information?
 - a. Girls' Building, Mrs. Saks – x114, tsaks@politzhebrewacademy.org
 - b. Boys' Building, Mrs. Simpson – x180, esimpson@politzhebrewacademy.org

- II. I'd like to schedule a meeting with Mrs. Katz?
 - a. Please reach out to Mrs. Horowitz, Head of Operations- x117, nhorowitz@politzhebrewacademy.org

- III. I need to speak with my child's teacher?
 - a. At the beginning of the year your child(ren)'s Rebbe/Morah/Teacher will provide you with his/her protocol for contact. If you cannot get in touch with the Rebbe/Morah/Teacher, please call the secretary in the girls' or boys' building and leave a message.

- IV. I have a question regarding my son's Rebbe or Limudei Kodesh question for the boys?
 - a. Please reach out to our Menahel, Rabbi Sass, at x159 or dsass@politzhebrewacademy.org.

- V. When should I speak to Mrs. Katz, Head of School?
 - a. 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. All matters will be handled in the strictest confidence. Mrs. Katz can be reached at x112 or besiekatz@politzhebrewacademy.org.

- VI. I have a financial question?
 - a. Please reach out to our Finance Director, Mrs. Dudzic-Hansell -x193, ddudzic@politzhebrewacademy.org

- VII. I have a question regarding transportation?
 - a. Please reach out to Mrs. Ellen Simpson - x180

E-MAIL

The school newsletter, as well as school-wide correspondence, will be sent to parents via e-mail. 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.

FACULTY

Our faculty is composed of highly skilled and professionally trained Rebbeim, Moros, and Teachers. They represent an elite group of instructors in Limudei Kodesh and General Studies. Our faculty follows a set curriculum with defining benchmarks to assess overall success.

WEBSITE

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

POLICIES AND PROCEDURES

OFFICE HOURS

The office at Politz Hebrew Academy is open Monday – Thursday from 8:00 A.M. to 4:15 P.M., Friday from 8:00 A.M. to 1:30 P.M. and Sunday from 9:30 A.M. to 1:00 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 8:00 PM on most days.

ARRIVAL AND DISMISSAL

Arrival and dismissal times are subject to change on an annual basis.

2023-2024 School Year

- Arrival for Kindergarten through 8th grade Monday through Friday is 8:15 AM.
- Dismissal for Kindergarten through 8th grade:
 - Monday through Thursday: 3:45 P.M.
 - Friday:
 - 1:00 P.M. from September until Pesach
 - 1:30 P.M. from after Pesach until the end of the school year
 - Kindergarten ONLY carpools are dismissed 15 minutes prior to regular dismissal times.

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 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 office first.

No student may leave school grounds with anyone without first informing the school office. This applies to parents, grandparents, other relatives, or friends.

EARLY DISMISSAL DUE TO HAZARDOUS DRIVING CONDITIONS

During school hours, if poor weather conditions develop, the Politz Hebrew Academy administration will be in contact with the Weather Bureau and will determine whether an early dismissal will be implemented.

We will make every effort to alert all the parents of an early dismissal. 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.

Please make sure the school has your "Emergency Contact Information" and that it is up to date. This year we have switched to an electronic emergency contact database. If you need us to resend the "Emergency Contact Information" google form, please reach out to Mrs. Horowitz at x117 or nhorowitz@politzhebrewacademy.org.

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, an 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). We are relying on every parent's cooperation to ensure the integrity of our program. Repeated absences will be addressed.

If a student will be absent for an extended period other than illness (such as a family trip), 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.

LATENESS

Any student who arrives to school late (arriving after 8:30 A.M.) must be signed in at the office by the parent or adult who transported the child OR provide a written note/e-mail by the parent or designated adult acknowledging the lateness. No student who arrives late may go directly to the classroom. Students must obtain a pass from the office before entering their classroom. We encourage parents of kindergarten students to bring their children punctually at 8:15.

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.

Please be aware . . . Punctuality is an area that necessitates the fullest cooperation of the parents. Lifelong habits are developed during the formative school years!

SCHOOL CANCELLATION

Should it be necessary to cancel classes because of inclement weather conditions, the school will notify parents via text and email. We will be using the one-text call to your phone when an important message must be sent to parents.

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 or may attend the school *minyan* if held that year. Proper deportment is expected of all students in all grades during the time set aside for davening.

Please contact Rabbi Sass, Menahel, if attending a *minyan* is not viable.

CALENDAR

The school calendar, which should be retained for reference, contains all relevant 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.

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, however, 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.

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 oneself in all situations. Politz Hebrew Academy strives for the highest level of *derech erez* 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 at 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

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

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.

SUSPENSION

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

- Disrespect to a Rebbe/Morah/Teacher or other adult
- Damage to School Property
- Improper language
- Physical fighting
- Leaving school grounds
- Any other behavior deemed extremely inappropriate by the Head of School.

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

CONFERENCES

After the first report card, 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, Menahel, or 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. We suggest that you advise the school secretary of the most convenient time for the teacher to return the call.

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. A 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 devise plans of action to assist your child.

Students in grades 5-8 will receive an "Interim Report" during each trimester. Please feel free to contact your child's Rebbe, Morah, or Teacher at any time.

REPORT CARDS AND RATINGS

Report cards will be issued three times per year. A schedule of distribution is listed on the school calendar. Please study these reports carefully.

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 (academics and *midos*) is as follows:

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. Hard copies of the report cards will be sent home.

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.

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 our "Cell Phone" Policy on page 23.) If a student brings such a device to school, it will be confiscated and returned only to the parent.

COMPUTER INTERNET POLICY FOR STUDENT

In School:

- Students may use computers in designated areas only with a designated staff member in attendance who is overseeing the usage.
- Students may not use computers that have internet access, except for IXL.
- Computers, which are connected to the internet, may only be used by the staff, and must have an internet filter.
- Students are forbidden from bringing personal computers, laptops, tablets, iPod, iPad devices to school under any circumstances.

Out of School:

- The use of computers and PDA devices with internet access outside of school by students is strongly discouraged, except for IXL at the parent's discretion.
- Please feel free to discuss any questions or concerns you may have regarding the use of technology.

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 full-time 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 from our building.

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

SCHOOL ENVIRONMENT

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 school activities by sending 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 he/she comes 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.

UNIFORMS

Politz Hebrew Academy has a school Uniform Policy that is strictly 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.

Boys Uniform Policy

- Pants - 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.
- Shirts - 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.
- Sweatshirts – only solid navy blue or black sweatshirts are allowed to be worn in school. No writing or images are allowed on sweatshirts.
- Baseball caps or other hats may not be worn in the building at any time.
- "Crocs" may not be worn.

Girls Uniform Policy

- Skirts - only the jumper or skirts made available through our uniform vendor, Fraylich in Lakewood, NJ, may be worn. "Similar" uniforms are not permitted. Wearing a skirt, which is not our uniform, is considered an infraction of the school dress code.
 - Grades 1-5: pleated blue skirt made available through Fraylich.
 - Grades 6-8: pleated gray skirt made available through Fraylich.
- Shirts/Blouses – “Polo-style” shirts and Oxford blouses may be purchased at any store where they are sold.
 - Grades 1-5: "Polo-style" shirts in light blue, white, cranberry, or gray -no other colors are permitted.
 - Grades 6-8: Oxford style blouse in light blue or white -no other style of blouse or color is permitted.
 - Only white "shells" may be worn under the school uniform shirt.
- Sweatshirts/Sweaters – only school sweatshirts may be worn in the classroom. All other sweaters and sweatshirts will be confiscated.
- Socks - knee socks or tights must be worn. Anklets and leggings are not permitted.
- Hair - all girls with shoulder-length hair need to wear their hair pulled up and back.
- "Crocs" may not be worn.
- Girls may not wear nail polish.

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.

CELL PHONES

No student may bring a cell phone to school. Cell phones will be confiscated and returned only to the parents. Suspension may be a resulting consequence.

In the event that a child has been given permission by the Head of School to bring a cell phone for an extenuating circumstance, the cell phone must be left in the office during the day and used only when mutually agreed upon.

“Smart” devices, e.g. phone or watch etc., iPhones, or any internet-based phones may not be brought to school UNDER ANY CIRCUMSTANCES. (Please refer to our “Technology Policy” on page 16).

If you need to provide your child with a cellphone, I implore you to consider the following options:

1. To purchase a “Kosher” phone, please contact Kosher Cell at 848-299-4081 or go to their website www.koshercell.org.
2. To reconfigure an existing iPhone, you may email: support@koshercell.org. You will be instructed as to how to get your iPhone reconfigured.
3. Another vendor which offers a “Kosher phone” is Ani Choma. It is a talk only phone and may be purchased in Lakewood. You may contact them at True-Talk UniPhone at 845-400TALK (8255).

SIDDURIM

The school purchases Siddurim for Kindergarteners 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.

TEXTBOOKS

All general studies textbooks are provided by the school and are the responsibility of each student in case of loss or negligence. Names should be put on the inside cover, not on the book. Textbooks are approved by the Department of Education of the

Commonwealth of Pennsylvania. 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.

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 all sweaters, coats, *kippahs*, hats, gloves, and books! We encourage parents to go through the lost & found periodically.

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. Students can develop effective study skills and techniques if they will:

- Plan and arrange a regular uninterrupted study time each day.
- Budget their time so that they can still enjoy a favorite program and have some time free for play.
- Select or provide a quiet, well-lit place for study, away from family activities and interruptions.
- See that they have a table or desk and a straight chair for writing, pencils, ruler, ballpoint pen, and a dictionary at hand.

It is only natural to occasionally seek help from parents by having them, if possible, explain a problem or make a suggestion. If your child should experience difficulty with an assignment, they should ask their teacher about it *before* going home.

TZEDAKAH/BRINGING MONEY TO SCHOOL

Politz Hebrew Academy encourages *tzedakah* giving (even one penny) on a regular basis for worthy causes.

Occasionally students will have the opportunity to participate in various sales sponsored by the school (e.g. PTO, 8th 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.

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, Eretz Yisroel, 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 *Reflections* – the weekly newsletter.

EXTRA-CURRICULAR

Throughout the year there are various in-school programs which promote school spirit and enhance the school experience. These activities include, but are not limited to, *Rosh Chodesh*, assemblies, guest speakers, *midos* programs, sports leagues (girls and boys), and school productions.

TRIPS

During the year, our school may go 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.

PTO - PARENT/TEACHER ORGANIZATION

One of the objectives of Politz Hebrew Academy is to have an ongoing active Parent/Teacher Organization (PTO). This group is involved in student enrichment projects, fundraising projects, and cultural events to be held at the school. Every family is urged to join the PTO.

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 PTO. A PTO officer will be in contact with you.

FOOD AND HEALTH

LUNCH

Currently all students are eligible for free lunch through the Title 1 program. Hot lunches are provided under the supervision of the Philadelphia Vaad Hakashrus. Students still have the option to bring their own lunch. If parents choose to send in lunch, it must be dairy or *pareve*. A beverage should be sent along as well. If hot water is needed for soup etc., it must be sent in a thermos. (For safety reasons, hot water cannot be provided by the school). Of course, fresh fruits and vegetables are permitted and encouraged.

We do not allow "trading" of food and encourage you to reinforce this rule at home.

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 ensure that our high standards are 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 Nut-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. Sharing snacks or any food is NOT allowed at any time. Please respect the health challenges of our children by adhering to the school's nutritional regulations. Thank you for your cooperation.

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 unless the entire class is invited. 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 remember we are a nut-free and soda-free school!

GYM - PHYSICAL EDUCATION

Politz Hebrew Academy has a complete gym program for both the boys' and girls' 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 these records *before* the first day of school.

Our school nurse 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.

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.

BOOK BAGS/BACKPACKS

It is very 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.

SOCIAL SKILLS

We are fortunate to have a social skills mediator for conflict resolution and navigating difficult social dynamics.

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 the conference.

SAFETY AND SECURITY

SAFETY

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

SECURITY

Security guards are always on premises during school hours. 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, checking designated areas, and general vigilance in and around the campus.

ZERO TOLERANCE 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 B 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, Menahel, or Mrs. Katz. A determination will be made when the incident has been fully investigated.

BUS RULES AND CARPOOLS

Children entering 7th and 8th grade are not eligible for Philadelphia busing. 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 busing or vice versa even with a note. This is the regulation established by Philadelphia and the Suburbs.

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 must be picked up prior to dismissal, the person picking up your child must come into the office and sign out the child.

The following are several 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 in 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:

- Be ready at least five minutes early.
- Speak with respect to the bus driver.
- Enter the bus quickly and sit down, so as not to keep the bus driver waiting.
- Always remain seated when the bus is moving.
- Keep head and arms inside the bus.
- Keep your hands off other people.
- Keep your voice low - NO YELLING OR SCREAMING.
- Enter and leave the bus in an orderly fashion.
- Obey the directions of the bus driver.
- Help keep the bus clean and in good order.
- Observe good conduct, be courteous, and cooperative.

Riding the bus is a privilege. Please do not violate this privilege.

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.

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.

Protocol for keeping medication in school:

- Medication in pill or liquid form - this type of medication is to be kept in the Nurse's office. The bottle needs to be clearly labeled with the child's name, name of medication and instructions for dispensing. All medication must be accompanied by a doctor's note.
- Epi-pens and inhalers:
 - Students under the age of 11 – one epi-pen and/or inhaler must 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 Nurse's office.
 - Students 11 years of age or older - the student may keep the epi-pen and/or inhaler on him/herself OR may ask to have it kept in the classroom in a mutually designated place. A second epi-pen and/or inhaler must be kept in the Nurse's office.

In case of an emergency, parents will be notified. It is the responsibility of each parent to fill out the Emergency Contact google form so that he/she can be reached immediately in the event of an emergency situation, c"v.

Should we be unable to reach the parent in case of an emergency, **the digital "Emergency Contact Information" Google form authorizes the school to take the necessary steps to care for the child.** In these scenarios, it is our procedure to take the child to an Emergency Clinic and contact the personal physician whenever possible.

FIRE DRILLS

All fire drills are conducted under the supervision of the Philadelphia Fire Department. Fire drills will be staged several times during the school year. In each room is a bulletin describing which staircase and exit doors to use during fire drills. 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 drill.

INSURANCE

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

APPENDIX

APPENDIX A E-MAIL CONTACT LIST

- Head of School, Mrs. Besie Katz
besiekatz@politzhebrewacademy.org
- Menahel, Rabbi Dovid Sass
dsass@politzhebrewacademy.org
- Director of Operations, Mrs. Natalie Horowitz
nhorowitz@politzhebrewacademy.org
- Director of Development, Mrs. Miriam Gowar
mgowar@politzhebrewacademy.org
- Finance Director, Mrs. Danielle Dudzic-Hansell
ddudzic@politzhebrewacademy.org
- Boys' General Studies Principal, Rabbi Meir Freund
mfreund@politzhebrewacademy.org
- Girls' Assistant Principal, Mrs. Shayna Malka Zeffren
szeffren@politzhebrewacademy.org
- Boys' Building Secretary, Mrs. Ellen Simpson
esimpson@politzhebrewacademy.org
- Girls' Building Secretary, Mrs. Tova Saks
tsaks@politzhebrewacademy.org
- Boys' Masgiach Ruchani, Rabbi Yochanan Eskenazi
yeskenazi@politzhebrewacademy.org
- Girls' Social Skills, Mrs. Esti Frank
efrank@politzhebrewacademy.org

APPENDIX B

INCIDENT REPORT

Date: _____ Time: _____ Teacher: _____

_____ is being sent out for the following reason:

DISRUPTIVE BEHAVIOR

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> calling out | <input type="checkbox"/> infringing on another student's space |
| <input type="checkbox"/> out of seat | <input type="checkbox"/> touching other student's belongings |
| <input type="checkbox"/> off task | <input type="checkbox"/> throwing items |
| <input type="checkbox"/> Other _____ | |

INAPPROPRIATE BEHAVIOR

- displays defiance
- is disrespectful
- not being truthful
- Other _____

ACTION TAKEN BY TEACHER PRIOR TO SENDING OUT STUDENT

- Warning/ Reprimanded
- In class assignment
- Sent to Mrs. Bernstein/Rabbi Segelman with assignment
- _____

TARDINESS

- more than 5 minutes
- unexcused absence from class

ZERO TOLERANCE BEHAVIOR

- Physical or verbal aggression
- Damaging school property
- Foul language