



2019 – 2020
FAMILY HANDBOOK
& DIRECTORY

Politz Day School of Cherry Hill
720 Cooper Landing Road • Cherry Hill, NJ 08002
856-667-1013 • office@politz.org • www.politz.org

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WELCOME

As we embark upon the 2019-2020 school year, we are proud to reflect on our accomplishments to date as we look forward to our school's continued growth and success. This Family Handbook is intended to help parents and students familiarize themselves with school policies and procedures, and to ensure that everyone has a safe and successful school year. Please read it carefully and refer to it throughout the school year. Do not hesitate to contact the office with any questions.

The Politz Administration and Board of Trustees reserve the right to change or amend school policies and procedures on an ongoing basis. Updated versions of this handbook will be posted on the school website, politz.org.

MISSION STATEMENT

Politz Day School is a nurturing and dynamic Modern Orthodox school serving the South Jersey Jewish community. We lay the foundation for academic, spiritual and professional success by providing a comprehensive Judaic and General education imbued with devotion to Torah, commitment to character development, dedication to community engagement and a deep connection to the State of Israel.

OUR CORE VALUES

Academic Excellence

To cultivate an environment of academic excellence built upon a vibrant, research-based curriculum, and to empower students to achieve personal excellence by teaching them *how* to learn. To provide and encourage both boys and girls with opportunities to analyze, create and pursue new intellectual challenges across the academic spectrum.

Ahavat Yisrael and Kedushat Yisrael - Love of Israel and the Sanctity of the Jewish People

To instill a love for all Jewish people, a commitment to the land and State of Israel and an appreciation of the Hebrew language through its study and application. To understand and appreciate G-d's presence in the world and to sanctify our lives through daily study and practice of Torah and mitzvot.

Chanoch L'naar Al Pi Darcho - Educate Each Child According to their Way

To recognize the individuality of every student and to provide opportunities that allow each child to grow and thrive according to their own needs and potential.

Middot and Derech Eretz - Character Development and Appropriate Behavior

To help our students internalize the inherent value of all people and learn the art of interacting with others in a way that befits B'nei Torah. To develop young leaders who respect others' dignity and possess a strong sense of responsibility to both the Jewish community and society as a whole.

Torah U'Madah - Torah and General Knowledge

To promote the belief that the acquisition of all knowledge—both Judaic and general—is of intrinsic value and is essential to the growth of our students.

Parent-School Partnership

To inspire parents to become active participants in their child's education, development and growth, as well as in the broader school community. To partner with parents, professionals and lay leaders to ensure the optimal education for each child.

WHO'S WHO AT POLITZ

MAIN OFFICE PHONE: 856-667-1013 | FAX: 856-667-2010

EMAIL: OFFICE@POLITZ.ORG



Rabbi Avraham Glustein, Head of School |

aglustein@poltiz.org

Rabbi Glustein is responsible for the overall vision, direction, and future planning for Politz. He also oversees all faculty and staff. You may contact Rabbi Glustein with questions regarding school policies, school operations, and Judaic Studies programming and curriculum. To request a meeting with Rabbi Glustein, please contact Shelia Woods.



Leslie Gordesky, Early Childhood and Elementary School Principal |
lgordesky@poltiz.org

Mrs. Gordesky coordinates curriculum, policies, and professional development for our Early Childhood Program and Elementary School (Grades K through 4). She also oversees all Early Childhood and Elementary School faculty. Mrs. Gordesky works with her teachers to coordinate curriculum and programming, and to implement effective, age-appropriate discipline strategies. You may contact her with questions regarding your preschool or elementary school child's academic progress, as well as any emotional, behavioral, or social concerns.



Darcie Young, Principal of Middle School |

dyoung@poltiz.org

Mrs. Young is responsible for curriculum, programming and policy implementation for Grades 5 through 8. She also teaches 6th, 7th, and 8th grade English and supervises the Middle School faculty. You may contact Mrs. Young with questions regarding your child's academic progress, as well as any emotional, behavioral, or social concerns.

**Kristen Head, Executive Director |** khead@politz.org

Ms. Head oversees and directs the administrative staff and facilitates the fiscal and property management of the school. Ms. Head is responsible for overseeing the office staff; financial and accounting matters; building management and fund-raising events. Please direct any media inquiries to Ms. Head.

**Arlyne Sammons, Academic Administrator |**

asammons@politz.org

Mrs. Sammons coordinates all educational evaluations, Child Study Team meetings, and services provided by the state. She also heads our General Studies Resource Room and designs Individual Education Program (IEP) goals for students as needed. You may contact Mrs. Sammons regarding all Child Study Team issues.

**Shira Weinstein, School Counselor |**

sweinstein@politz.org

Mrs. Weinstein works with administrators, teachers, and parents to design and implement programs and strategies that foster the development of emotionally healthy and well-adjusted children. In addition to individual and small-group meetings with students, Mrs. Weinstein runs programs throughout the school on topics from social skills development to anti-bullying initiatives. She also writes grant proposals for special programs to benefit our student body.

**Jennifer Fehl, Behavioral Specialist |** jfehl@politz.org

Mrs. Fehl, a Board-Certified Behavioral Analyst, provides behavioral support for our students in Preschool through Grade 8. Mrs. Fehl designs and implements behavior plans for students and meets with teachers and parents to ensure these plans are administered both in school and at home.

**Yaeli Sokolic, Admissions and Marketing Coordinator**

| ysokolic@politz.org

Mrs. Sokolic guides prospective families through the admissions process from start to finish. She gives tours, coordinates recruitment efforts, and assists prospective families with the application process. She also coordinates marketing of school events and publications. You may contact Mrs. Sokolic regarding upcoming events, admissions, or to refer potential new families to the school.

**Shelia Woods, Front Office Administrative Assistant**

| swoods@politz.org

Ms. Woods is the “face” of the school office and is responsible for the smooth day-to-day management of school office operations. You may contact Ms. Woods with general questions about school operations.

**Avital Zeffren, School Nurse and Student Activities**

Program Coordinator | azeffren@politz.org

Morah Avital serves as our school nurse. In the role of Student Activities Coordinator, she creates enhanced student programming and *ruach* opportunities throughout the school.

**Katherine Wilson, Bookkeeper** | kwilson@politz.org

Mrs. Wilson is new to Politz this year and will be working as the Bookkeeper and support to the finance office.

COMMUNICATION WITH THE ADMINISTRATION

Please email office@politz.org for general inquiries and questions about daily school operations. This is the most timely and efficient way to communicate with our office team. You can expect a response within 24 hours.

PARENT-SCHOOL PARTNERSHIP

Politz values direct, personal interaction between parents, teachers, and administration. Effective communication is the sign of a healthy school, allowing for questions and concerns to be addressed quickly and efficiently. We encourage parent involvement as we work to meet the individual needs of every student. As part of the educational process, parents, teachers, and administrators will continually assess each student's achievements and needs for support. **Please do not wait until the end of the school year to inform the administration of any problems that may arise.** The sooner the school is aware of issues, the more quickly and appropriately we are able to address them.

What to Do When an Issue Arises in the Classroom

Teachers offer a unique perspective on what goes on during the school day. It benefits our children when parents and teachers work together. It is best to ask the teacher questions about what happened and then explain how your child perceived the situation. Please follow these steps to address any concerns:

- 1) Contact your child's teacher by calling the school or by emailing the teacher at their Politz email address. *(Each teacher's email address is his / her first initial followed by his / her last name @politz.org. For example: Mrs. Karen Grossman's email address would be kgrossman@politz.org and Rabbi Simcha Fuhrman's email address would be sfuhrman@politz.org.)*
- 2) Our teachers will make every effort to respond promptly, usually **within 48 hours**. If you do not hear back from the teacher within

this time frame, please email office@politz.org and we will follow up promptly.

- 3) If, after speaking to the teacher, you still have concerns, please contact the appropriate Principal to follow up:
 - Leslie Gordesky (Preschool and Grades K – 4)
 - Darcie Young (Grades 5 – 8)

Out of respect for our teachers, please DO NOT CALL OR TEXT YOUR CHILD’S TEACHER AT HOME. Please remember to be respectful of teachers’ time and privacy if you see them in a non-school setting.

Email Guidelines for Parents

- 1) Email should be used only for non-urgent matters.
- 2) Please send the email only to the individual(s) to whom the message is relevant. If you must reach someone immediately, please call the school office.
- 3) Write a short description of the issue in the subject line.
- 4) Emails should be brief and to the point.
- 5) It may take up to 48 hours for teachers or administrators to reply to emails from parents.
- 6) Both parents and teachers are required to be courteous, respectful, and professional when sending emails.

BOARD OF TRUSTEES

Our school’s mission and vision are greatly enhanced by the tremendous dedication of our lay leaders, who strive to provide fiscal resources so that we provide the best possible education for your child.

- ❖ Aaron Roller, President | president@politz.org
- ❖ Daniel Drabkin, Vice President
- ❖ Neal Cupersmith, Treasurer
- ❖ Rhoda Schmulowitz, Secretary

NEW!**SCHOOL POLICIES AND PROCEDURES**

Due to the new building construction, there will be changes in traffic patterns throughout the year. Parents should read all emails regarding construction updates. We appreciate your cooperation as we aim to cause as little interruption to the day-to-day functioning of the school.

SCHOOL HOURS

	MONDAY - THURSDAY	FRIDAY <i>(See calendar for specific dates)</i>	FRIDAY <i>(See calendar for specific dates)</i>
Preschool (18M - PK)	9:00am - 3:30pm*	9:00am - 3:00pm*	9:00am - 2:00pm*
Day School (K - 8)	8:30am - 4:00pm	8:30am - 3:00pm	8:30am - 2:00pm

* Morning-only preschool students are dismissed at 12:00pm.

SCHOOL-WIDE DISMISSAL PROCEDURE

- ❖ Politz uses a website called **Pickup Patrol** to help us better manage our dismissal process and make it easier for you to make changes to your children's dismissal plans. www.pickuppatrol.net
- ❖ **All dismissal changes must be submitted ONLINE by 3pm each day.** Parents can also make changes days, weeks, or months in advance directly through the website, enabling Politz to reduce classroom interruptions and accurately track dismissals.
- ❖ Please give the school at least one hour's notice for early pickups for doctor's appointments, etc.
- ❖ **Please note: we will no longer be accepting dismissal notes, emails, or phone calls to the front office.**

PRESCHOOL ARRIVAL AND DISMISSAL

Arrival

Park in a designated parking spot (**not by the front door**) and escort your child to class when you arrive each morning. Please do not leave your car engine running when dropping off your child. Between 8:50am and 9:00am, you may pull up to the school's main entrance where a preschool teacher will escort your child to their classroom.

The Preschool room assignments for this year are:

- ❖ Shoshanim / Lilies (Infant/Toddler) Room 102
- ❖ Nitzanim / Buds (2-Year) Room 103
- ❖ Kochavim / Stars (3-Year) Room 101
- ❖ Tziporim / Chicks (2/3-Year) Room 104
- ❖ Parparim / Butterflies (Pre-K) Room 302
- ❖ Prachim / Flowers (Pre-K) Room 301

Preschool begins promptly at 9:00am

It is to your child's social and educational benefit to arrive at school on time. Please make every effort to have your child in class by 9:00am. If you have made arrangements for your child to come to AM Daycare, you may bring your child to school as early as 7:30am. In the event you need to come earlier and have not made previous arrangements for AM daycare, you must stay with your child in the hallway and supervise them until the teacher opens the door to the classroom.

Dismissal

- ❖ Monday – Thursday: Pick your child up at the front door of the school at the end of the school day.
- ❖ Friday at **2:50pm** (or **1:50pm** for 2:00 dismissal): Park your car in a designated spot and come to the door closest to the blacktop by the playground to pick up your child.
- ❖ Friday is the only day when the entire school leaves at the same time. To ensure the safety of all students, all carpool students will remain inside the building until their ride arrives.

DAY SCHOOL ARRIVAL AND DISMISSAL

Arrival

Your child's positive school experience depends on timeliness. Late arrivals disrupt classroom instruction. Please be punctual for all arrivals and dismissals. If you arrive late, your child must come to the office for a late note. **Do not escort your child directly to his/her classroom.**

- ❖ **Elementary School (Grades K – 4) begins promptly at 8:30am**
Students in Kindergarten through Grade 4 will be greeted by their morning teachers in the front lobby and taken to their classrooms.
- ❖ **Middle School (Grades 5 – 8) begins promptly at 8:30am**
- ❖ Grade 7 and 8 boys must arrive promptly at **8:00am** to attend Minyan in the Sons of Israel Chapel. All other students must go to their lockers and then report directly to their classrooms.

Dismissal

- ❖ Dismissal for Grades K – 8 is at 4:00pm (earlier on Friday) **Bus students will be dismissed first.** Carpool students will be dismissed as soon as all three buses have left.
- ❖ Carpool parents: when you arrive to pick up your child, you must wait **BEHIND** the buses until they have pulled away from the entrance.
- ❖ While waiting in the carpool pickup line, please stay as far to the right as possible so that other cars may pass you.
- ❖ Your children will then be called to come out to you as soon as your car reaches the main doors of the school.
- ❖ If you cannot wait for your children to come out, please park in one of the assigned parking spots and walk into the building to get your child/ren.

Late Pickups

If you are more than 10 minutes late picking up your child, or bring your child more than 15 minutes before the school day starts, you will be charged the per-day daycare fee (\$14 for AM Daycare and \$20 for

PM Daycare). If you do not pay the fee that day, it will be added to your tuition and appear on your next invoice.

ATTENDANCE

Consistent attendance in school is essential for learning. Per NJ state law, however, sick children must be kept at home. (Please refer to the “Health and Wellness” section of this handbook for more details.) If for any reason your child will be absent, please email office@politz.org by 10:00am to request missed work. *We cannot guarantee classwork or homework after this time.*

Lateness

- ❖ If your child will be late to school due to a doctor’s appointment, please email office@politz.org. When your child arrives at school, you must sign them in at the main office, where they will be given a late note. *Do not bring your child directly to their classroom.*
- ❖ If a student in Grades 5 – 8 has three or more unexcused latenesses during one trimester, they will be required to stay after school for detention. Parents will be notified which day their child will be staying for detention, and will need to make arrangements to pick them up after school.
- ❖ If a student in Grades 1 – 4 has three or more unexcused latenesses during one trimester, he or she will have lunchtime detention. If your child is late due to an emergency or medical appointment, please send a note or email office@politz.org and your child will be admitted with an excused lateness.
- ❖ Students who miss an AM or PM class to study for a test will be ineligible to take the test that day. The possibility of an appropriate makeup date will be determined by the administration.

Family Vacations

There are a number of scheduled vacations throughout the school year. Please coordinate family trips with the school calendar. Students who miss school for extended vacations can pose

significant logistical challenges and will fall behind in their classwork and homework. Students will be responsible for the classwork and tests that they miss while absent, and must make them up in a timely manner. *Our teachers are not required to give advance work or prepare makeup work, projects, or tests for vacationing students.*

DAYCARE POLICY

Politz offers AM and PM daycare options for families who need extended childcare. If you plan to use these services and did not check off the appropriate box on your Enrollment Contract, please contact the school immediately at office@politz.org. **If you are using the daycare services without prior arrangement, we will adjust your tuition bill accordingly.** We realize that emergencies will arise from time to time and that you may need to use our daycare services. Please call or email the school office to find out availability on a specific day. This year we will have very limited space available in our daycare rooms to accommodate students not signed up at the start of the year. Please do not assume that there will be space at the last minute and call the school as early as possible. **There will be a charge for this service.** Any daycare services that are not paid for in advance or on the day of usage will be added directly to your next tuition payment.

Daycare Hours

AM Daycare: 7:30am – 8:30am (ends at 9:00am for Preschool)

- ❖ Yearly Rate: \$1,600
- ❖ Daily Rate: \$14

Limited AM Daycare: 8:30am – 9:00am

- ❖ Yearly Rate: \$160

PM Daycare: 4:00pm – 6:00pm (begins at 3:30pm for Preschool)

- ❖ Yearly Rate: \$1,800 (Preschool) / \$1,700 (K – 8)
- ❖ Daily Rate: \$20

Limited PM Daycare: 3:30pm – 4:00pm (Monday – Thursday)

- ❖ Yearly Rate: \$160

AM and PM Daycare

- ❖ Yearly Rate: \$3,200 (Preschool) / \$3,000 (Elementary and Middle School)

Daycare Dismissal

Limited PM daycare for preschool will happen in the students' classrooms – please pick up your children at 4pm promptly from their classrooms.

Extended PM daycare ends promptly at 6:00pm on Monday through Thursday. On Friday, daycare ends one hour after dismissal. Please be respectful of our staff and pick up your children on time. *In the event of late pickup, you will be charged \$1 for each minute that you are late.* If not paid immediately, the late fee will be added to your tuition bill.

HOMEWORK

- ❖ Students in Grades 1 – 8 will receive homework on a regular basis. All homework assignments and school projects must be submitted by the due date. In case of extenuating circumstances, contact your child's teachers directly. The assignment must then be completed for the next school day.
- ❖ Students WILL NOT be allowed to call home if they forget to bring their homework to school.
- ❖ Teachers will post all homework, tests, and long-term assignments on the ParentLocker app. Parents will be given download instructions at the beginning of the school year.
- ❖ Politz follows a homework policy. Teachers will communicate with parents after the first two instances of missed or late homework.
- ❖ After the third missed homework assignment per subject during a single trimester, students in Grades 5 – 8 will be required to stay after school to make up the missed homework.
- ❖ After the third missed homework assignment per subject during a single trimester, students in Grades 1 – 4 will be required to complete the missed homework during recess.

REPORT CARDS

- ❖ Students in Grades K – 8 will receive reports cards three times each year, in December, March, and June. They will also receive progress reports twice yearly.

- ❖ Digital copies of report cards and progress reports will be sent to parents via ParentLocker.
- ❖ Preschool students will receive a Mid-Year Assessment in December via ParentLocker, and a Final Assessment in June which will be emailed to parents.
- ❖ Politz reserves the right to withhold report cards and student records until tuition and all other financial obligations have been paid in full. By signing a school Enrollment Contract, you authorize the school to withhold report cards and records until all financial obligations have been met in full.

PARENT-TEACHER CONFERENCES

- ❖ Elementary School and Middle School (K – 8) Parent-Teacher Conferences are held in December after the first report cards have been issued.
- ❖ Preschool Parent-Teacher conferences are held in January.
- ❖ Reminder notices will be sent via email and all appointments must be scheduled online via ParentLocker.
- ❖ Please be on time in consideration of your child’s teachers and your fellow parents.
- ❖ If you desire a longer conference or an additional meeting with one of your child’s teachers, please contact the teacher at their Politz email address.

SNOW / EMERGENCY CLOSINGS

- ❖ When school must be cancelled due to inclement weather or another emergency, parents will be notified via email and text message.
- ❖ When an unanticipated snowstorm or other emergency forces us to close school mid-day, parents will be contacted via email, text, and the daytime phone number(s) listed on the family emergency card. Please note that **three snow days have been officially built into this year’s school calendar. If we exceed those three snow days, there WILL be school on Friday, March 6, 2020** (a planned teacher in-service day.)

PARENT VOLUNTEER HOURS

Every family is required to volunteer for 10 hours during the course of the school year. There are numerous volunteer opportunities throughout the year. Volunteer hours are based on the honor system, and parents will be given a “time sheet” to complete and submit to the office. Please check your email often for volunteer opportunities. *Families who do not fulfill their volunteer obligation will be billed in June at a rate of \$10 per hour not volunteered.*

TUITION

Tuition payments are an investment in your child’s Jewish education. Each family is responsible for making timely tuition payments. Tuition represents a significant portion of the school’s annual income and is essential in funding operational expenditures and allowing us to continue the school’s mission.

Tuition Payment Plans, Payment Dates, and Invoicing

The tuition payment period begins in August and continues through June. There are four options for tuition payment:

- 1) One-time, full, tuition payment to be received by August 31.
- 2) Two equal payments: first payment by August 31 and second payment by December 31.
- 3) Monthly payments on an 11-month schedule beginning in August and ending in June (FACTS enrollment required).
- 4) Monthly payments on a 12-month schedule beginning in August (FACTS enrollment required).

Any changes to FACTS, such as delayed payment or alternate pay schedules, require three business days to take effect and require a \$5 fee (which will be automatically added to the next tuition payment).

Late Payments / Non-Payment of Tuition

Each family is responsible for informing the Administration of their need to make any changes to their tuition payment plan or

adjustments in the amount of tuition paid. Without such information, the following policy will apply to late tuition payments:

- ❖ **Invoice (one month):** Families will receive monthly 'days late' invoices beginning on the first day of the month following the late month. Late invoices will include a 2% finance fee accrued beginning on the first day of the month following the due date.
- ❖ **Phone Call (two months):** Any family who fails to make two monthly payments will be called by the School Administration to determine why payments are so far behind and try to resolve the issue.
- ❖ **Meeting (two months and 10 days):** If payment is not made within 10 days of the two-month call, the Administration will again call and ask that the parents come to the office for a meeting with the Administration and a Member of the Executive Board.
- ❖ **Notice Not to Return (three months):** If after three months a family has not made payment or has not made arrangements for payment with the office, a letter will be sent home explaining that the student(s) cannot return to school until payment arrangements have been made.
- ❖ **Child Withheld (three months plus):** If after more than three months the family has not paid tuition according to their agreement with the school, or has been unwilling to make suitable alternative arrangements with the school, their children will be withheld from class until the situation is rectified.

Re-Enrollment

- ❖ The re-enrollment period begins in January each year. A signed enrollment contract and a \$325 per child enrollment deposit are required to re-enroll each student. For families who re-enroll their children before the priority deadline, the enrollment deposit will be credited towards their tuition for the following year.
- ❖ Accurate enrollment counts are important as the school plans our staffing for the upcoming year, so we ask that families re-enroll their children in a timely manner.

- ❖ Please note that the only circumstance in which Politz will refund a child's enrollment deposit is if the child is moving out of the Cherry Hill area.

The following policies are in effect for students entering the new school year with an open balance from the prior school year.

- ❖ Families who are not current with tuition payments by the end of the school year will not receive report cards and their children will not be promoted to the next grade unless there is a payment plan approved by the school.
- ❖ Unpaid tuition from previous school years will prevent re-enrollment unless there is a payment plan approved by the school.
- ❖ If a student transfers to another area Jewish Day School with an open tuition balance, Politz will ask the new school to withhold the student's acceptance until the tuition balance has been paid in full. Likewise, Politz expects students transferring from other schools to fully clear their prior tuition balances before enrolling at Politz.

Refunds

Any family who wishes to withdraw their children must notify the school in writing of their intentions as early as possible. Families who have paid tuition in advance will be refunded the amount of tuition paid minus a \$150 service fee. The enrollment fee paid prior to the school year will be forfeited even if the student does not attend. At the school's discretion, refunds may be withheld until the funds become available. Students who leave mid-year will be charged tuition on a prorated basis for the portion of the year they attended; they will be charged for any month in which they have attended at least one day of class.

STUDENT ACTIVITY FEE

There is a \$200 per-student Activity Fee for students in 2-Year Preschool through 8th Grade. This fee helps to cover the costs of

transportation and admission to all class trips (with the exception of the 8th grade graduation trip); graduation ceremonies; pre-school snacks, schoolwide events such as Lag Ba'Omer Field Day and the Purim Carnival; class-wide presentations (Siddur Play, Chumash Play, Gemara Presentation, etc.) There will be an \$800 per-family maximum for the Activity Fee. Parents have the following options for payment of the activity fee:

- ❖ Pay the fee in full by September 3, 2019
- ❖ Pay half by September 3, 2019 and half by December 31, 2019
- ❖ Have the fee added to your monthly FACTS tuition payment.

SAFETY AND SECURITY

SECURITY PROCEDURES

Politz takes every possible precaution to ensure the safety of our students. Our faculty and administration receive regular training in security and best safety practices. Exterior doors to the school are locked during the school day, and there are security cameras throughout the building. Members of the Cherry Hill Police Department make routine visits to the school to assess security needs. No one is given access to any part of the building without permission from the office and the issuance of a visitor's pass. Any parent or visitor who does not have a pass will be referred to the main office. All students will be supervised by an adult at all times, and multiple school employees are assigned to supervise students on the school grounds.

IMPORTANT!

PARENT AND VISITOR CHECK-IN

Parents and visitors must report to the school office at the main entrance upon entering the building, where they will be required to sign in and receive a visitor badge. Please do not attempt to visit your child's classroom, which is disruptive to both teachers and students.

For the safety of our students and staff, visitors must pass through two locked doors in order to enter the school building. Please be extremely aware of your surroundings and DO NOT let any unknown individuals follow you into the building. Report any suspicious activity to the school office immediately.

CLASSROOM VISITORS

Students will not be permitted to have friends or relatives join them in the classroom. If a child is visiting Politz for any other reason, advance arrangements must be made with the office.

CUSTODY AND LEGAL PAPERS

A copy of relevant, current legal papers must be kept on file in the office. Unless otherwise notified in writing, the school assumes that any parents / guardians listed on the Emergency Contact Form and school applications have legal custody of the student. All information will be held in strict confidence.

FIRE DRILLS AND LOCKDOWN DRILLS

Lockdown drills and fire drills are held on a regular basis at Politz. Each drill is an opportunity to practice so that everyone can be prepared in the event of an actual emergency. Students are expected to conduct themselves in an orderly manner during drills, and to treat each drill as if it were an actual evacuation.

VIDEOS AND PICTURES OF STUDENTS

A student's name and photograph may be used by the school for use in publications, audio and/or video materials, social media platforms, and website(s), without compensation and without prior notice. By signing an application for admission, parents release and hold Politz harmless from any liability stemming from the use of the student's name or image(s). If you do not want your child's image to be used by the school, please email office@politz.org no later than 10am on the first day of school.

CALLING HOME

Students are not permitted to call, text, or email home during the school day. They will need to remember to bring their homework, projects, and lunches, and arrange all after-school plans before they come to school. (This does not apply in the case of illness or other emergency situations.)

PERSONAL CELL PHONES AND TABLETS

Cell phones and personal tablets (e.g. iPads) may not be used by students in school, on school grounds, or on class trips for any purpose. In case of emergency, students will be allowed to use the office phone to contact their parents. If a student's cell phone is used or heard on school grounds, the phone will be held in the office until a parent picks it up. *In the case of repeat violations, the school reserves the right to hold the phone for the remainder of the school year.* The school has procedures in place to contact parents in the case of a true emergency.

ELECTRONIC DEVICES

School is a time for active learning. Recess is a time for socializing and exercise. Electronic games and other devices are not permitted during the school day, at recess, or at lunch. They may be used on the bus to and from school. However children should not allow other students to share their devices.

REPORTING OF ABUSE

In compliance with New Jersey State Law, it is school policy that all mandated reporters, staff members who have a reasonable suspicion that a child is being abused, neglected, or endangered are required to report, without delay, to the proper legal authorities.

FOOD AND HEALTH

KASHRUT

As an Orthodox Jewish school, Politz is committed to maintaining a uniform standard of Kashrut. In order to enable all students to participate in school events, we ask that families adhere to the following guidelines:

- ❖ Food sent to school should bear one of the following national Kosher certifications:



- ❖ **Pas Yisrael/Chalav Yisrael** products are to be served at all school events involving students. *(Please consult the school office for clarification if needed.)*
- ❖ Absolutely no home-baked or home-cooked items may be distributed in school.
- ❖ Utensils may not be brought from home for use at school, other than for personal use.
- ❖ Pre-cut fruit should not be served to the class unless it is under rabbinic supervision.
- ❖ All products sent to school for student consumption at school events eg. Birthdays, siyum etc. must be **Pareve and Pas Yisrael**.

LUNCH

All Day School students and full-day Early Childhood students are required to bring a pareve or dairy lunch, along with a healthy snack and beverage, to school on Tuesday, Wednesday, Thursday, and Friday. Students may bring a meat lunch to school on Monday (those eating meat will be seated at a separate table). Students may purchase pizza lunch (Pas Yisrael and Chalav Yisrael) on Wednesdays. Information will be sent to parents via email prior to each session. We may also sell lunch on certain special days, which will be announced in the weekly Politz Press.

HEALTH AND WELLNESS

Although regular attendance is vital to a successful school experience, it is equally important to keep students home when they display symptoms of a contagious disease or illness. A child who becomes ill during the school day will be sent to the office, and we will contact parents to pick up the child. Parents / guardians are responsible for making childcare arrangements in the event of illness or injury that prevents their child from remaining in school. Please arrange pickup in a timely manner: sick children who remain in school risk infecting other children and require individual attention from our office staff.

GUIDELINES FOR KEEPING STUDENTS HOME

The following state guidelines have been established to assist school staff in making decisions about when to send children home for health concerns. Students must stay home from school if they have:

- ❖ Vomiting due to illness – **return after 24 hours of no vomiting.**
- ❖ Diarrhea due to illness - **return after 24 hours.**
- ❖ Temperature of 100.0° or higher (students may not return to school until they have been **fever-free for 24 hours.**)
- ❖ Positive culture for strep throat (*students may return to school after 24 hours of antibiotic treatment AND must be fever-free*)
- ❖ Presence of lice or nits in hair (*students must be rechecked prior to returning to school*)
- ❖ Injuries requiring medical attention
- ❖ Serious emotional concerns
- ❖ Symptoms of pink-eye
- ❖ Severe headache, earache, or abdominal pain
- ❖ Wheezing or coughing episode that cannot be relieved by prescribed medication
- ❖ Rash suspected or known to be contagious

LICE

Mandatory lice checks will be performed prior to the opening of school each year. Children will not be permitted to start school until

they have been cleared and determined free of lice and nits. If lice or nits are found on a student during the school year, parents must pick their child up from school immediately and remove all nits and lice. The student will not be allowed back in school until all lice and nits are removed. The student must be checked by the office before returning to class. If you find lice while your child is at home, please notify the school immediately. If a child has been found to have lice three times in a brief period, a doctor's note will be required in order for the child to return to school.

GENERAL HEALTH GUIDELINES

- ❖ Notify the office immediately if your child contracts a communicable disease such as pink eye, strep throat, pin worm, head lice, or chicken pox so that we may communicate appropriately with the parent body.
- ❖ If a student is to be excused from gym or recess for any reason, or must remain indoors, a signed note from the parent / guardian must be given to the office.
- ❖ DO NOT give students medication to carry around with them. This is a safety hazard as the medication could be lost, stolen, or misused by the student or his / her peers.
- ❖ A school nurse from the Camden County Commission visits Politz regularly to conduct health screenings and to update students' medical information. The nurse conducts annual screenings for vision, hearing, and scoliosis (at the appropriate age).

TREATMENT OF SCHOOL-RELATED INJURIES

The office staff takes care of minor injuries (e.g. scrapes, bug bites, bruises, etc.) with ice packs and/or band-aids. Parents will be notified of minor injuries at the discretion of the administration. When confronted with a more serious injury, our staff will make every effort to address the child's needs and contact the parents.

REQUIRED MEDICAL FORMS

State law mandates that medical forms for each student be updated yearly and filed at school. If a student has missing or incomplete information, the school nurse may require that a student remain at home until their records / immunizations are fully up to date. In addition, every student is required to have on file in the office a current Emergency and Medical Authorization Form, which lists people to contact in case of emergency and enables the school to properly handle urgent situations. If parents cannot be reached, in case of a true medical emergency our procedure is to call 911 and take the child to the nearest hospital. Whenever possible, we will contact your child's pediatrician and continue attempting to reach you.

MEDICATION ADMINISTRATION GUIDELINES

The following rules for the administration of medication at school applies to BOTH prescription and non-prescription (e.g. Tylenol, cough syrup) medications in the school setting. NO medication will be administered unless the following requirements are met:

- 1) A written order from the physician to include the name of the student, name of the medication, dosage, and time the medication is to be administered at school.
- 2) Parent / guardian must complete a written medication form (available in the school office or online at www.politz.org) releasing the school and its personnel from any liability thereof.
- 3) Medications are to be administered by a school nurse or designated responsible adult.
- 4) Medications must be delivered to the school by the parent / guardian.
- 5) All medication must be in the original container and clearly labeled.
- 6) Controlled medications (e.g. Ritalin) require a thirty-day physician's renewal.

- 7) At the end of the school year, medications must be picked up at school by the parent / guardian. Any remaining medication will be destroyed.

FOOD ALLERGIES

Politz will make every effort to accommodate children with food allergies. The following policy, which has been designed in consultation with medical professionals, will ensure that every student can participate equally and safely.

POLITZ IS A NUT AWARE SCHOOL!

All food brought to school for parties or school events must be checked by the main office prior to distribution to students.

Nut Aware Policy

- ❖ Politz does not restrict the food products students may bring to school for *their own personal consumption*. (There may be exceptions in certain grades made on a case-by-case basis.)
- ❖ Any food brought from home for parties or school events—as well as food bought by the school to sell or share with students—must be free of peanuts and tree nuts.

Nut-Free Zones

- ❖ In classrooms with children who have life-threatening food allergies, the classroom will be designated a **nut-free zone**.
- ❖ To minimize the exposure of at-risk students in a nut-free zone, you must not send your child to school with products containing peanuts or tree nuts for lunch or snacks.
- ❖ **Personal food AND shared food items for parties** items CANNOT say “may contain trace nuts / peanuts,” “made on equipment also used to process tree nuts / peanuts,” or any similar language.

Other allergies will be handled on a case-by-case basis at the discretion of the administration. Please remind your children that they are not to share food with other students, and encourage them to wash their hands before and after eating, including after breakfast. We will reinforce this practice in school. Parents of children with food allergies must provide the school with written documentation that details the allergy, its severity and extent, as well as an action plan in case of an allergic reaction.

SCHOOL ENVIRONMENT

DRESS CODE

Preschool and Kindergarten

Children in our Early Childhood and Kindergarten programs are actively engaged in learning experiences, and appropriate clothing is essential for your child's positive experience. We strongly suggest light, comfortable clothes and closed-toe shoes so that students can run, jump, and fully enjoy our playground and outdoor spaces.

Grades 1 – 8

Politz Day School is dictated by Torah and Jewish Law, and we seek to create an appropriate atmosphere for learning. Proper dress and grooming play an important part in the conduct and dignity of our school and are the responsibility of both students and parents. The Politz Board of Trustees has instituted the following guidelines for all students in Grades 1 - 8. Because good taste cannot always be defined in specific terms, the administration reserves the right to determine whether a student's dress properly reflects Politz standards. One senior staff member will be designated as the final arbiter. The dress code applies during school hours, including recess, gym, school events, school trips, Shabbatons, and after-school events. Clothing should be neat, clean, and have no holes. On special days (performances, recitals, events, etc.) throughout the school year, students will be asked to wear dark blue or black slacks or skirts and white shirts that otherwise conform to dress code requirements.

BOYS

- 1) All SHIRTS must have sleeves that reach the mid-bicep. T-shirts (undershirts) may not be worn as outer shirts. No writing or pictures across the front or back or sleeves of shirts or outerwear such as sweaters or sweatshirts (small brand-name monograms are allowed).
- 2) Casual PANTS or JEANS are acceptable, but they must be neat, clean and have no holes. Shorts are not allowed. Hems of pant legs may not drag on the floor. Sweatpants or balloon pants are not allowed.
- 3) SHOES or SNEAKERS are acceptable and must be worn with socks that are visible above the ankle. Sandals, Crocs, flip-flops, or sneakers with embedded roller blades (wheelies) are not permitted.
- 4) KIPPAH and TZITZIT are to be worn at all times. No baseball caps are allowed.
- 5) HAIR must be neat and clean, and may not exceed the collar of an oxford-type shirt. Hair must be cut according to Jewish law.
- 6) Body piercings and earrings are not acceptable.

GIRLS

- 1) All SHIRTS must have sleeves that reach mid-bicep. No writing or pictures across the front or back or sleeves of shirts or outerwear such as sweaters or sweatshirts (small brand-name monograms are allowed). The length of any shirt must provide adequate coverage so that the midriff is covered when bending or lifting arms. The following shirts are not acceptable: low-cut tops (top of shirt may not be more than 3 fingerbreadths below the collarbone or sternal notch *of that student's own hand*) and inappropriate, tight-fitting tops. Appropriate tank tops may be worn under clothing as long as straps are not showing.
- 2) SKIRTS and DRESSES must reach to the knee. No pants or shorts are allowed, except under skirts for gym period provided the dress code is otherwise abided. Hems may not drag on the

floor. Leggings are allowed as long as the skirt or dress length meets the dress code. Skirts and dresses must cover the knees when sitting. Slits may not be higher than the knee. Skirts must not be form fitting.

- 3) SHOES or SNEAKERS are acceptable and must be worn with tights or socks that are visible above the ankle. Sandals, Crocs, flip-flops, and sneakers with embedded roller blades (wheelies) are not permitted.
- 4) No bandanas or baseball caps are allowed.
- 5) JEWELRY: small hoop earrings or studs in the ears are allowed.
- 6) MAKE-UP is not permitted.

Physical Education

All students must wear sneakers for gym and must abide by the dress code guidelines.

Parent Dress Code Guidelines

In order to foster a positive, distraction-free learning environment, we respectfully request that parents follow the general dress code guidelines when working or volunteering in the school or attending school functions.

RECESS

Recess is vital to children's social-emotional development, and provides a much-needed break from the rigors of the school day. Students in all grade levels will have appropriate break times throughout the day. All recess times are monitored by multiple teachers.

BIRTHDAY PARTIES

Students in Early Childhood through Grade 2 may celebrate their birthdays at school by bringing treats to share with their entire class. Treats must be nut-free, pareve, and Pas Yisrael, and are available for purchase at Shoprite, BJ's, and other local establishments. *Food brought to school for parties / events must be checked by the main office prior to distribution to students.* The PPA offers a birthday club

option where you can order cupcakes and a book to be delivered to the class for your child's birthday. More information can be found at www.politz.org/ppa

BAR / BAT MITZVAHS

We are delighted to celebrate the occasion of your child's Bar / Bat Mitzvah and understand that some families choose to host weekday morning celebrations. To prevent potential disruption of our school schedule, students must arrive at school no later than 9:45am. Please keep this in mind when planning your celebration.

SCHOOL EVENTS

Students in 4th Grade and under may attend their siblings school events eg. Chumash play, Pre K move up day etc. Please understand that your child will miss classtime and classwork. Students **MUST** return to their classroom immediately after the presentation. Please come to the office to have your child called out of class.

LOST AND FOUND

During the course of the school year, numerous items are found throughout the building and on the school grounds. Although we make every effort to find the rightful owner, this is not always possible. There is a lost and found bin located in the front entryway of the school. Please encourage your children to check the bin for missing items. At the end of the school year, all unclaimed lost and found items will be discarded or given for distribution to the needy.

CONFIDENTIALITY

Confidentiality is critically important for a school to operate successfully. Our staff and faculty will not discuss children in public with parents, nor will they discuss children with anyone other than their teachers, parents, or guardians. We ask for students' and parents' cooperation in maintaining confidentiality by refraining from discussing confidential matters in public venues.

SOCIAL MEDIA POLICY

We respectfully ask that parents not discuss the school, its personnel, Board of Trustees, or students on social media sites such as WhatsApp, Twitter, Facebook, etc. Such behavior undermines the entire Politz community. Thank you for working with us to protect all of our students' privacy.

MEDIA INQUIRIES

All media inquiries should be directed to the Executive Director, who will determine in conjunction with the Head of School how to handle inquiries in both crisis and non-crisis situations.

POLITZ PARENTS ASSOCIATION (PPA)

The PPA is a team of parents and community members who care about Politz Day School. Our mission is to:

- 1) **Be a voice for the parent body.** This includes active expressions of appreciation between the parents and school, and vice versa. It also includes constructive feedback and opportunities to open dialogue about desired changes and improvements in school policy, etc. where warranted.
- 2) **Engage Parents.** Provide social, recreational, and educational opportunities for parents to connect and engage with one another and the school.
- 3) **Enhance and augment existing school programs.** Develop programs and activities to engage and enrich students.
- 4) **Appreciate Staff.** Use many forms of giving (gifts, recognition, and other feel-good measures) to express appreciation for school staff and reward excellence.

To get involved, please email ppa@politz.org. *There is a \$36 per family PPA membership fee for the 2019-20 school year and all parents are encouraged to join.*

BEHAVIOR EXPECTATIONS

The new **School-wide Positive Behaviour Intervention Plan** and the **Politz Day School Discipline Action Plan** are available on our school website www.politz.org/behavior.

PARENT BEHAVIOR EXPECTATIONS

- ❖ Politz believes that every person deserves respect. We expect our students to demonstrate kindness, courtesy, and respect toward the school and fellow students, parents, teachers, and staff. We hold parents and other adults to the same high standards. We expect parents to speak *to* and not *about* an individual or group, and take responsibility for their own actions and statements.
- ❖ Disrespectful conduct such as inappropriate or profane language, disruptive or threatening behavior, verbal abuse, or physical violence is unacceptable on school grounds or at school events.
- ❖ Breaching the confidentiality or privacy of staff, students, families, or compromising the business of the school in any way through slander, spreading rumors or gossip, or disrespecting established lines of communication, will lead to consequences imposed by the school Administration or Board of Trustees.

SCHOOL IPAD USAGE

- ❖ Politz's one-to-one iPad initiative gives students access to learn anywhere, anytime—both in the classroom and at home. Use of the iPads is a privilege that carries responsibility and specific behavioral expectations.
- ❖ Before receiving the iPads, all parents and students will be required to sign the *Acceptable Use Policy for Technology* and agree to abide by its terms and guidelines.
- ❖ Any damaged, lost or stolen iPad equipment must be reported to the school administration immediately. Damaged, lost, or stolen equipment will be subject to a replacement cost of up to \$400.

SCHOOL BUS POLICY

We are committed to providing consistent and efficient transportation services. Parents can assist us by remembering the following:

- ❖ Be prompt. Your child should be ready for pick up at your bus stop five (5) minutes prior to the scheduled pick up time. Please allow extra time for those last-minute hugs before the bus arrives. Think of the delays that would occur if the bus were required to wait for each child on the route.
- ❖ Once a school bus is moving, the driver is not permitted to stop for the boarding of any child between bus stops or after departing from the school.
- ❖ Be patient. Please allow for some fluctuation in pickup and drop-off times, particularly during the first two weeks of school. A number of factors are involved: our bus drivers wait a little longer at each bus stop to accommodate students who are unfamiliar with the location, many parents have questions and speak individually with the drivers, and other drivers on the road must adjust to having our buses in the traffic stream.
- ❖ Remember that throughout the school year, bus schedules may be affected by inclement weather, road construction, or use of a substitute bus driver.

BUS RULES

Please review these simple bus safety rules with your children. Remind them to observe these simple rules on the school bus and at the bus stop to stay safe.

Safety

- ❖ Always stand back from the curb, at least three feet from the road.
- ❖ Always wait on the curb until the bus has stopped. Watch for the red flashing lights with the stop sign extended and cross only when all traffic has stopped. Look left, right, and left again before crossing to board the bus.
- ❖ Always take at least ten giant steps before turning when you get off the bus. This is so the driver can see you.

- ❖ Always wait for the driver's OK before crossing the street.
- ❖ Always cross the street in front of the bus - at least 10 feet in front of the bus. This is so that the driver can see you.

Student Expectations

- ❖ Always wait your turn to get on or off the bus. There's no need to push and shove.
- ❖ Always stay in your seat unless the driver tells you otherwise.
- ❖ Always keep the aisle in the bus clear.
- ❖ Always talk quietly to the people sitting around you. Use indoor voices while on the bus.
- ❖ Always remember that you need to be nice to other students - even if there are no other adults around.
- ❖ Always obey and respect the driver. His or her job is to look out for your safety.

BUS DISCIPLINE

The bus driver is in full charge of the bus at all times and is responsible for maintaining order. Disciplinary issues will be reported in writing to the Head of School who will determine the appropriate disciplinary action. The bus driver may not suspend or remove a student from the bus except as a safety measure in cases of immediate harm or disruption.

- ❖ **First Behavior Issue:** A conversation with student(s) involved and an administrator. Please remember that details are important and perception is key. Parents will be notified.
- ❖ **Subsequent Behavior Issues:** If the behavior continues a warning about bus suspension will be given by an administrator and shared with parents.
 - 1 day suspension from bus privileges
 - 3 day suspension from bus privileges
 - If behavior persists, bus privileges will be lost for an extended time

SUPPORTING POLITZ DAY SCHOOL PARENT GIVE OR GET OBLIGATIONS

- ❖ **What is Give or Get?** Politz must raise over \$700,000 each year in order to meet its budget. This funding helps provide for quality faculty, technology and resources for students, and tuition assistance for families with financial need. Our development team and Board of Trustees work extremely hard on fundraising throughout the year. Politz needs the help of our parents to reach its goal, and **Give or Get** is a standard way that Jewish Day Schools and other private schools ensure the school's financial stability and continue to provide a high level of education. **This year, the Give or Get obligation is \$750 for parents of students in Grades K – 8.** Each family must either Give these funds to the school or Get the money through other fundraising efforts. Politz relies on the roughly \$50,000 of its annual fundraising budget that comes through Give or Get.
- ❖ **What Counts towards Give or Get?** There are numerous ways to fulfill your Give or Get obligation. As a general principle, things that can be applied to the school's operating budget satisfy Give or Get. See below for specific examples. Please look at these opportunities and consider how you wish to fulfill your responsibility for the year. Many of our families go well beyond the \$750 Give or Get obligation, and we greatly appreciate the support of all parents.
 - 1) Parnas Hayom: sponsor a day, week, or month of learning
 - 2) Annual Campaign Donations
 - 3) Event Sponsorship or Corporate Sponsorship
 - 4) Journal ads for special events
 - 5) Grandparent gifts
 - 6) Scrip Purchases (5% of the total value your scrip purchase will be applied towards Give or Get.)
 - 7) Specific Goods or Services (Families can arrange to provide a specific service that the school would otherwise need to pay for, or provide goods that the school would otherwise need to purchase. This only applies to things that the school would need to pay for from its budget, e.g. electrical

work or painting. Goods or services must be approved by the administration in advance.)

- 8) Propose your own idea! We are always open to new fundraisers and ideas. Please contact our Executive Director with any suggestions.

❖ **Items that Do Not Count towards Give or Get**

- 1) Tickets to special events
- 2) Donations of goods or services for special events
- 3) Wish List donations at the Chanukah Dinner, or any other items purchased for a classroom (i.e. special requests outside of the operating budget)
- 4) Tribute Cards, Chanukah gifts for teachers, or other miscellaneous contributions under \$100
- 5) Eighth grade fundraisers

MORE WAYS TO SUPPORT POLITZ

Throughout the year, Politz parents receive numerous requests for financial support. Here is a brief breakdown of what may be asked of you. These events and initiatives raise funds that benefit our students, generate school spirit and pride, engage the parent and student body, and build community awareness.

- ❖ **Parent Campaign:** Every year, parents are asked to contribute to the Annual Campaign, which supports the school's overall budget needs. It sends a powerful message to the community and major donors that Politz parents are invested in the school's financial success. Contributions can be given in any amount and can be applied to Give or Get obligations.
- ❖ **Parnas Hayom:** this program gives parents, grandparents, and community members the opportunity to dedicate a day of learning to commemorate a Yahrzeit or honor a birthday, anniversary, or *simcha*. Each dedication is prominently displayed throughout the school, sent to the community via email, and shared on Politz's social media channels. To learn more, visit www.politz.org/parnas.

- ❖ **Scrip:** Politz’s scrip program gives parents the power to fundraise simply by using gift cards to pay for groceries. Gift cards typically do not expire and have no fees attached. Please note that 5% of the TOTAL scrip purchase counts towards each family’s Give or Get obligation. For example, if you purchase a \$200 ShopRite gift card, Politz would receive 5% of that purchase and you would receive a \$10 credit towards your Give or Get.
- ❖ **Middle School Fundraisers:** An opportunity for our students to raise funds for their graduation trip, develop leadership skills, and learn how to manage a budget, these fundraisers are planned by the 8th Grade students, along with their parents and advisor, Mrs. Sammons. Fundraisers may include candy sales, holiday donuts, raffles, and jewelry sales. While these fundraisers are optional, our students greatly appreciate your support. *(Does not count towards Give or Get.)*
- ❖ **Amazon Smile:** Amazon Smile is a simple and automatic way to support Politz every time you shop, at no cost to you. Amazon Smile offers the exact same low prices, vast selection, and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate up to 7% of the purchase price to Politz. To do so, visit smile.amazon.com and select Politz Day School of Cherry Hill as the recipient of your support. *(Does not count towards Give or Get.)*
- ❖ **Box Tops for Education:** Box Tops for Education offers a simple way to earn cash for Politz through everyday purchases of groceries and other household products. Just clip Box Tops from participating products and send them to the school office, and Politz will earn money for each Box Top collected.



POLITZ
Day School of Cherry Hill

Caskey Elementary School
Konig Middle School

FAMILY DIRECTORY & CLASS LISTS