



2016 – 2017 FAMILY HANDBOOK

**Politz Day School of Cherry Hill
720 Cooper Landing Road
Cherry Hill, New Jersey 08002**

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www.politz.org**

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WELCOME

Welcome to the 2016-2017 School Year! We are proud of Politz's accomplishments to date and look forward to continued growth as we strive to provide an excellent General Studies and Judaic Studies education for all of our students. This Family Handbook was created to help parents and students familiarize themselves with school policies and procedures, and to ensure that everyone enjoys a safe and successful school year. Please read the Family Handbook carefully and keep it throughout the school year as a quick reference. Do not hesitate to contact the office with any questions. Thank you!

The Administration and Board of Trustees of Politz Day School of Cherry Hill reserve the right to change or amend school policies and procedures on an ongoing basis.

MISSION STATEMENT

Together, our students, teachers, and parents form the fabric of Politz, a nurturing and dynamic Modern Orthodox Jewish Day School. With rigorous, innovative curricula in Judaic and General Studies, our faculty challenges students to reach their potential and strive for academic excellence. We promote personal growth and social fulfillment by modeling and developing midot (good character traits) and leadership skills in an atmosphere that both values children as individuals and encourages them to excel. Our promise is to prepare our students for success in today's complex world, with a lifelong commitment to Torah, Mitzvot, and Eretz Yisrael.

COMMUNICATION WITH THE POLITZ ADMINISTRATION

 **New This Year: For general inquiries, transportation issues, changes to dismissal, or reporting absence/lateness, please email office@politz.org. This email address will be checked regularly and will be the most efficient way to communicate with the school office.**

PARENT-SCHOOL PARTNERSHIP

At Politz, we value 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. The Politz administration encourages 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 we are made aware of issues, the better we are able to address them. The office is open Monday – Thursday from 8:00am – 5:00pm and Friday from 8:00am – 3:15pm (2:15pm in the winter).

❖ **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 the following steps to address any concerns:

- 1) First 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.)* 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.

- 2) If, after speaking to the teacher, you still have concerns, please contact one of our administrators (listed in the “Organizational Roles and Responsibilities” section of this Handbook). All of our administrators are dedicated to the needs of your child. Feel free to contact them with any questions or concerns.

*Please Note: Out of respect for our teachers, please **DO NOT** call your child’s teacher at home. Please also be respectful of teachers’ time and privacy if you see them in a non-school setting.*

❖ **Email Guidelines for Parents**

- 1) Please use email only for non-urgent matters, and 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.
- 2) Please write a short description of the issue in the subject line.
- 3) Emails should be brief and to the point.
- 4) It may take up to 48 hours for teachers to read and reply to emails from parents.
- 5) Both parents and teachers are required to be courteous, respectful, and professional when sending emails.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

MAIN OFFICE PHONE: 856-667-1013

Rabbi Avraham Glustein, Head of School | aglustein@politz.org

Rabbi Glustein oversees all departments of the school and focuses on the vision, direction, and future planning for Politz. He also oversees all faculty and staff. You may contact Rabbi Glustein with questions regarding school policies, staffing issues, school

operations, and Judaic Studies programming, as well as concerns about your child's overall academic, emotional, behavioral, and social progress. To request a meeting with Rabbi Glustein, please contact our Business Manager, Kristen Head, at khead@poltiz.org.

Marilyn Roth, Director of General Studies | mroth@poltiz.org

Mrs. Roth coordinates the General Studies curriculum and policies for Kindergarten through Grade 8. She also oversees all General Studies faculty and staff. Mrs. Roth works with her team to coordinate General Studies programming and to maintain effective discipline strategies. You may contact Mrs. Roth with questions regarding your child's academic progress in General Studies, as well as any emotional, behavioral, or social concerns.

Leslie Gordesky, Early Childhood Director | lgordesky@poltiz.org

Mrs. Gordesky coordinates curriculum, policies, and professional development for our Early Childhood Program. She also oversees all Early Childhood faculty and staff. Mrs. Gordesky works with her team to coordinate Early Childhood programming and to maintain effective discipline strategies. You may contact her with questions regarding your preschool child's academic progress, as well as any emotional, behavioral, or social concerns.

Arlyne Sammons, Curriculum Coordinator | asammons@poltiz.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@poltiz.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, and writes grant proposals for special programs to benefit our student body.

Alisha Abboudi, Director of Philanthropy | aabboudi@politz.org

Mrs. Abboudi serves as the chief development officer for Politz. She works closely with our Board of Trustees on donor relations, increasing annual fund development, endowment building, and creating a culture of philanthropy in our school.

Rachael Ovitz, Director of Admissions and Marketing

rovitz@politz.org

Mrs. Ovitz guides prospective families through the admissions process from start to finish by giving tours, coordinating recruitment efforts, assisting prospective families with the application process, and organizing Politz open houses and outreach events. She is also responsible for all Politz marketing and publications, and manages the school website and other electronic media. Please direct any media inquiries to Mrs. Ovitz.

Kristen Head, Business Manager | khead@politz.org

Mrs. Head is responsible for the fiscal management of the school, and handles all billing, tuition, and tuition assistance issues. She tracks parent obligations, and can be contacted to request balance information at any time. She also manages Rabbi Glustein's schedule and acts as our building and facilities manager.

Yaeli Sokolic, Front Office Administrator | ysokolic@politz.org

Mrs. Sokolic is the "face" of the school office and is responsible for the smooth day-to-day management of school office operations. You

may contact her with general questions about school policies and operations.

BOARD OF TRUSTEES

Politz's growth and success have been enhanced by the active participation of our lay leaders, who strive to enable all parents to participate in the educational experience of their children. If you would like to get involved or have a particular area of expertise you'd like to share with Politz, please feel free to speak with any the executive members of our Board of Trustees, listed below.

- **Sabrina Spector, President | president@politz.org**
- Brenda Bender, MD, Vice President
- Daniel Eisenstein, Vice President
- David Kirsten, Treasurer
- Shealtiel (TL) Weinberg, Esq., Secretary

IMPORTANT POLICIES AND PROCEDURES

SCHOOL HOURS

	MONDAY - THURSDAY	FRIDAY <i>(Sep 9 - Oct 21, 2016 & Apr 21 - Jun 16, 2017)</i>	FRIDAY <i>(Oct 28, 2016 - Apr 14, 2017)</i>
Early Childhood	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

* Please note that AM Early Childhood students are dismissed at 12:00pm.

PRESCHOOL ARRIVAL AND DISMISSAL PROCEDURES

❖ Arrival

Please park in a designated parking spot (not by the front door) and escort your child to class. In keeping with our Reggio Emilia approach, we have assigned nature-themed names to our Preschool classes.

The Preschool classroom assignments for this year are:

- Nitzanim/Buds (2-Year Class) Rm. #303 (Elem. School Building)
- Kochavim/Stars (3-Year Class) Rm. #102
- Tziporim/Chicks (3-Year Class) Rm. # 104
- Parparim/Butterflies (Pre-K) Rm. #101

❖ Preschool begins promptly at 9:00am.

It is to your child's social and educational benefit to arrive at school on time; therefore, make every effort to have your child in class by 9:00am. If you have time-sensitive obligations and have made arrangements for your child to come to AM Daycare, you may bring your child to school as early as 7:30am. However, if you have *not* made such arrangements, do not bring your child to school earlier than 9:00am. In the event you need to come earlier, you must stay with your child in the hallway and supervise him/her 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 his/her day.
- Friday at 3:00pm/2:00pm: Pick up your child at the door located closest to the blacktop by the playground. Park your car in a designated spot and come to the door 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 (including preschool children) will be dismissed from their own area by the blacktop.

NEW THIS YEAR FOR EARLY CHILDHOOD STUDENTS: Parents must notify the office IN WRITING of any changes for dismissal. We will not be able to accept any dismissal changes over the phone. Please send a written note or email office@politz.org as early as possible to inform us of any changes.

DAY SCHOOL ARRIVAL AND DISMISSAL PROCEDURES

❖ Arrival

Your child's positive school experience depends on timeliness. Late arrivals disrupt classroom instruction, so please be punctual for all arrivals and dismissals.

- **Elementary School (K – 5) begins promptly at 8:30am.**
Students in Kindergarten through Grade 5 must report directly to their classrooms.
- **Middle School (6 – 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 Beit Midrash. 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. Carpools can line up behind the buses or parents may park and wait outside for their children. If you choose to park, *please park in spaces located past the front door of the school.*

If your child is being dismissed early due to an appointment or other reason, you must check in with the school office and we will call your child down. **DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM**, which is very disruptive to the flow of the class. Please be prepared to be respectfully asked to adhere to this policy.

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 (\$7 for AM Daycare and \$10 for PM Daycare). If you do not pay the fee that day, it will be added to your tuition payment plan and appear on your next payment.

NEW THIS YEAR FOR DAY SCHOOL STUDENTS: Parents must notify the office IN WRITING of any changes for dismissal. We will not be able to accept any dismissal changes over the phone. Please send a written note or email office@politz.org as early as possible to inform us of any changes.

ATTENDANCE

❖ Attendance

Punctual attendance in school is essential for learning. Children who arrive late disrupt valuable classroom time and may miss vital information. We do, however, expect you to keep sick children at home. **If for any reason your child will be absent, please email office@politz.org by 10:00am to request missed work. We cannot guarantee homework after this time.**

❖ Lateness

If your child will be late to school for a doctor's appointment, please email office@politz.org. When your child arrives in school, do not bring them to their classroom. You must bring your child directly to the main office, where you will sign the student in and he/she will be given a late note. If a student in Grades 5 – 8 has three or more unexcused late notes during one marking period, he or she 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 him or her up after school. If a student in Grades 1 – 4 has three or more unexcused late notes during one marking period, 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.

❖ Family Vacations

There are a number of scheduled vacations throughout the school year, and we ask that you coordinate family trips with the school calendar. Students who miss school for extended trips 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 care for their children. If you plan to use these services and did not check off the appropriate box on your Enrollment Contract, please contact the school office immediately at office@politz.org. **If we see that 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 let us know you will be late and we will send your child to daycare.

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 Early Childhood)

- Yearly Rate: \$1,600
- Daily Rate: \$7

Limited AM Daycare: 8:30am – 9:00am

- Yearly Rate: \$160

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

- Yearly Rate: \$1,700
- Daily Rate: \$10

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

- Yearly Rate: \$160

AM and PM Daycare

- Yearly Rate: \$3,000

❖ **Daycare Dismissal**

PM daycare ends promptly at 6:00pm on Monday through Thursday. On Friday, daycare ends at 4:00pm when school is dismissed at

3:00pm, and at 3:00pm when school is dismissed at 2:00pm. 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, this late fee will be added to your next 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. Your child **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 Class Dojo web application. Parents will be given instruction on how to download Class Dojo at the beginning of the school year.
- ❖ Our teachers follow a homework policy. Teachers will communicate with parents after the first two instances of missed or late homework. After the third missed homework assignment during a single trimester, students in Grades 5 – 8 will be required to stay after school to make up the missed homework. 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 per year, in December, March, and June. They will also receive progress reports twice yearly. Early Childhood students will receive a Mid-Year Assessment in December and a Final Assessment in June. The school 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

Parent-Teacher Conferences are held in December after the first Report Cards and Mid-Year Assessments have been issued. Reminder notices will be sent via email and all appointments are to be scheduled online. Please make sure to be on time in consideration of other parents with later appointments. 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.

SCHOOL CLOSINGS

When school must be cancelled due to inclement weather or other emergency, parents will be notified via email and text message. **We also list school closings online at www.kyw.com. Politz is Camden County #3468.** 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.**

PARENT VOLUNTEER HOURS

Each Politz family is required to volunteer for 10 hours during the course of the school year. There are numerous volunteer opportunities, from serving on a committee or working at the Scholastic Book Fair to acting as a room parent or helping plan a holiday celebration. 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 for \$10 per hour not volunteered.*

TUITION

Parents are expected to pay their tuition in full and on time. Politz offers three options for tuition payments.

- 1) Pay in full by the beginning of the school year.
- 2) Two-Payment Option: 50% due by the beginning of the school year and 50% due no later than January 1, 2017.
- 3) Monthly Payment Plan through FACTS Tuition Management: Ten equal, monthly payments begin in September 2016 and continue through June 2017. Instructions for FACTS will be sent home with tuition invoices each summer.

In addition, all enrollment contracts must be accompanied by a non-refundable \$275 (per child) enrollment deposit. Politz is committed to making a Jewish Day School education for all families. Tuition assistance is available for qualifying families of students in Grades K – 8. To learn more, please email TAC@politz.org.

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 safety best 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.

PARENT AND VISITOR CHECK-IN

Parents and visitors must report to the school office 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. Please 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 wish for your child's image to be used by the school, please contact rovitz@politz.org.

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.* Please be assured that we have 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.

REPORTING OF ABUSE

In compliance with New Jersey State Law, it is school policy that as 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:



- **Pareve** and **Pas Yisroel** 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 dairy products sent to school for student consumption at school events must be certified **Cholov Yisroel***.

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 (Esti's Besty's: Star-K supervision, Pas Yisroel and Cholov Yisroel) on Wednesdays. Information will be sent to parents via email at the beginning of 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 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 prevent 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
- Diarrhea

- 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 cold compresses, ice packs, Band-Aids, or antibiotic ointments. 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, time the medication is to be administered at school, and length of time to be given.
- 2) Parent/guardian must complete a written medication form (available in the school office or online at www.poltiz.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!

❖ **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.
- Shared food items for parties/class events **CANNOT** say “may contain trace nuts/peanuts,” “made on equipment also used to process tree nuts/peanuts,” or any similar language.
- *Food brought to school for parties/events must be checked by the main office prior to distribution to students!*

❖ **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 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

❖ **Early Childhood and Kindergarten Dress Code Guidelines**

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.

❖ **Dress Code Guidelines (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. Not allowed: sandals, Crocs, flip-flops, or sneakers with embedded roller blades (wheelies).
 - 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 raising 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. Not allowed: sandals, Crocs, flip-flops, and sneakers with embedded roller blades (wheelies).
- 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.

❖ **Parents**

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.

❖ **Disciplinary Action**

The Politz dress code is strictly enforced. Any student not in compliance will be sent to the office for an immediate change of clothing. The following disciplinary action will also be taken:

- First and second occurrence: student is given an appropriate alternative article of clothing to wear and a written note is sent to the parents. The parents will be required to launder the borrowed clothing. When the laundered set is returned, the student will be given their own clothing back.
- Third occurrence within a marking period: same as prior occurrences, plus a parent is called to bring appropriate clothing.

- More serious consequences will be addressed for any further occurrences.

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 Yisroel, 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!*

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. However, due to the disruption of our school schedule, we cannot permit students to arrive at school past 9:45am. Please keep this in mind when planning your celebration.

SCHOOL EVENTS

Students are not permitted to attend events or assemblies in which their siblings are participating because it causes them to lose valuable classroom time. This includes, but is not limited to, Thanksgiving plays, Pre-K Move-Up Day, Kindergarten Graduation, birthday parties, and receiving *Siddurim* and *Chumashim*.

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 Twitter, Facebook, etc. Such behavior undermines the entire Politz community. Thank you for working with us to protect your children's privacy.

MEDIA INQUIRIES

All media inquiries should be directed to the Marketing Director. The Marketing Director and the Head of School will determine how to handle the call in both crisis and non-crisis situations. If you should receive a media inquiry, please politely explain that you are not a spokesperson for Politz and refer them to the Marketing Director.

PARENT TEACHER ASSOCIATION (PTA)

Run by tireless parent volunteers, the PTA is the lifeblood of our school. The PTA raises money to offset the cost of extracurricular programs, student events, and enrichment programs—greatly benefitting our students. They also provide financial support for holiday programming, bus trips, and additional school needs outside of the budget. The PTA is a great way for parents to get involved and connect with each other, bolstering the school community and enriching students' educational experience well beyond the classroom. All are welcome, and there are many opportunities to participate, geared to every parent's schedule and unique gifts. To get involved, please email politzpta@gmail.com. *There is a \$36 per family PTA membership fee for the 2016-2017 school year.*

CODE OF CONDUCT

INTRODUCTION

Politz Day School acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. Politz Day School will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities. Federal law prohibits discriminatory practices in our society, and parents of victimized children have protection under law. The US Department of Education's Office of Civil Rights (OCR) exists to protect children within the country's educational systems from discriminatory practices.

CODE OF CONDUCT

Treating others with the same degree of sensitivity, honesty, fairness, and modesty with which we ourselves would like to be treated is the hallmark of a Jewish community! The interpersonal atmosphere of the school is shaped by the following principles:

- 1) Everyone has a right to feel safe in school.

- 2) Everyone has a responsibility to treat others and their belongings with respect and consideration.
 - 3) Children learn in their own way and at their own pace. Individual learning styles are encouraged and respected.
 - 4) Being part of a learning community obliges one both to strive to help others learn and not to do things that interfere with others' learning, or one's own.
 - 5) In any community, misunderstandings and disagreements will arise. A key skill of living with others is the ability to talk out one's problems directly with the other party to discuss how things could be handled differently and more productively in the future.
- ❖ **Profanity and/or Obscene Language/Gestures:** A student will not use profanity or obscene language, gestures or pictures, either written or verbal, in communicating with anyone. Included in this prohibition would be the possession or publication of obscene pictures or materials.
- ❖ **Harassment:** A student shall not use words, pictures, objects, symbols, gestures or other actions relating to a person's race, national origin, handicap, appearance, religion, sex or anything else that may have the effect of causing embarrassment, discomfort, or a reluctance to participate in school activities.
- ❖ **Bullying:** Bullying is defined as an intentional written, verbal, electronic, or physical act that a student exhibits toward another student more than once, where the behavior both (1) causes mental or physical harm to the student, and (2) is sufficiently severe, persistent, or pervasive that a reasonable person under the circumstances should know. Bullying will have the effect of:
- Placing a student in reasonable fear of physical harm or damage to the student's property;

- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

CONSEQUENCES OF STUDENT BULLYING

- **First Time: Written warning sent home.** Teacher notifies administration and logs offense/loss of recess/work with student to understand why event occurred and remediate behavior
- **Second Time: Conference with administration, teacher, parents, or counselor.** Family contacted by administration. In school or out of school suspension. Administration will work with student to build empathy through project related to bullying (e.g., lead discussion on being a good friend, poster presentation on civil rights and bullying), assist with self-awareness and opportunity for change.
- **Third Time: Conference with administration, teacher, parents, or counselor.** Family contacted by administration. Two days out of school suspension. Revisit plan for self-awareness including aggression alternatives, behavioral contracting, and social skills building.
- **Fourth Time: Intervention by school administration with family and outside professional.** One week out of school suspension. Student may be asked not to return to Politz.
- In the case of a bullying incident of a serious nature, the administration can take steps to address the issue, and, if warranted, can bypass steps one through three.

It is our expectation that all students will adhere to the rules outlined in this Code of Conduct. In addition to the rules and regulations, the school has a strong focus on the teaching of character education,

ethics, and values of Judaism. The act of bullying falls under the Biblical prohibition of Lo Tonu (Vayikra 25:17) and has no place in a Jewish school. Our desire is that students will consistently demonstrate the ability to make the right choices and demonstrate good citizenship.

CYBERBULLYING

While most cyberbullying takes place outside of school, it affects students both in and out of school. The school, therefore, reserves the right to take the necessary disciplinary actions in the event of cyberbullying.

Parents are required to read and sign a copy of Politz's Code of Conduct and the comprehensive Preventing and Tackling Bullying Policy prior to the beginning of each school year. Copies of both policies are also on file in the school office.

SCHOOL IPAD USAGE

All internet usage at Politz is run through an approved "white list" and is closely monitored by Omnicomp, the school's IT support firm. Both parents and students must sign a contract and agreement form before students can receive their iPads.

SUPPORTING POLITZ DAY SCHOOL

PARENT GIVE OR GET OBLIGATIONS

❖ What is Give or Get?

Politz must raise over \$500,000 each year in order to meet its budget, an enormous and challenging responsibility. This funding helps provide for quality faculty, technology and resources for students, and tuition assistance for families in 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 to Get the money through other fundraising efforts. With approximately 65 families in this K – 8 category, Politz relies on the roughly \$48,000 of its annual fundraising budget that will come 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) Parnes Hayom – Dedicate a Day of Learning
- 2) “All in for Politz” Annual Campaign Donations
- 3) Event Sponsorship or Corporate Sponsorship
- 4) Panoply Table Captain (bring a full table of 8 – 10 people)
- 5) Gala Tribute Dinner Journal Ads
- 6) Grandparent Gift
- 7) Scrip Purchases (*Please note that there is no separate Scrip obligation for the 2016-2017 school year.*)
- 8) Bnot Sherut Campaign
- 9) 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.)

10) Propose Your Own Idea! Politz is always open to new fundraisers and ideas. Please contact our Director of Philanthropy with any suggestions.

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

- Tickets to the Gala Tribute Dinner
- Individual admission to Panoply or other special school events
- Donations of goods or services for the Gala Auction
- Wish List donations at the Chanukah Dinner, or any other items purchased for a classroom. (These are special requests outside of the operating budget.)
- Tribute Cards, Chanukah gifts for teachers, or other miscellaneous contributions under \$100

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.

❖ **“All in For Politz” Parent Campaign**

Starting in November, parents are asked to contribute to the Annual Campaign, which supports the overall budget needs of the school. 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.

❖ **Panoply and Gala Auction**

This community-wide event has a broad reach, giving more exposure to the school while raising money to support vital school

programming. Parents who bring in a table of 8 – 10 people receive credit towards their Give or Get obligation. Our Gala Auction is a huge success thanks to donations of premium items and unique experiences. Please consider donating gifts yourself or approaching companies for donations.

❖ **Gala Tribute Dinner**

This is our largest fundraiser of the year, usually held in the spring. Ads sold for the Tribute Journal published in conjunction with this dinner generate much-needed resources and count towards Give or Get obligations. Parents are encouraged to solicit local vendors, companies, and potential sponsors to assist with these events.

❖ **Parnes Hayom**

Politz's Parnes Hayom program gives parents, grandparents, and friends of the school 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, published in the weekly Politz Press, and shared on Politz's website and social media channels. To learn more about our Parnes Hayom program, please contact Alisha Abboudi, Director of Philanthropy, at aabboudi@politz.org.

❖ **Scrip**

Politz's scrip program gives parents the power to fundraise simply by using gift cards to pay for everyday shopping. A percentage of every scrip purchase goes to Politz. Gift cards typically do not expire and have no fees attached. Scrip is always available for ShopRite. Please check with the school office for availability of other retailers. Please note that a percentage 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.

❖ **Eighth Grade 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.

❖ **Amazon.com “Smile” Program**

AmazonSmile is a simple and automatic way to support Politz every time you shop, at no cost to you. AmazonSmile 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.

❖ **Box Tops for Education**

Box Tops for Education offer 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, which will earn money for each Box Top collected.

Quick Contact Guide

Phone: (856) 667-1013 · Fax: (856) 667-2010

General Office Communication: office@politz.org

Website: www.politz.org

Page 2: Information on contacting your child’s teachers

Pages 3 – 5: Administrator roles and contact information

Page 13: School closing information



POLITZ DAY SCHOOL | 2016-2017 CALENDAR



31 Teacher In-Service

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

3 Progress reports sent home
17 No School - Faculty In-Service
20 No School - Presidents' Day

1 Faculty In-Service
5 No School-Labor Day
6 1st Day (K-8)
6 Pre School Meet and Greet
7 First Day Preschool
11 Back to School BBQ
12 Preschool Back to School Night
14 K-5 Back to School Night
21 MS Back to School Night

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 Purim Carnival
17 Report Cards sent home

3-4 No School - Rosh Hashana
11 No School - Erev Yom Kippur
12 No School - Yom Kippur
17-19 No School - Sukkot
24-25 No School - Sukkot
28 2pm Friday Dismissal begins

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10-19 No School - Passover Break
21 3pm Friday Dismissal begins

2 Parent Café Night
4 Progress Report sent home
8 No School - Election Day, Teacher In-Service
10 Picture Day
17 Picture Day - Siblings, Make-up
24 No School - Thanksgiving
25 No School

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9-12 Standardized testing
15 Lag B'Omer
29 No School - Memorial Day
30-31 No School - Shavuot

16 Report Cards sent home
19 No School
 Conferences - 2 yr-8th Grade
22 Grandparents Day, Chanukah Dinner
26-30 No School

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2017						
S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 No School Shavuot
6 Authors' Night
14 Kindergarten Graduation
15 8th Grade Graduation
16 Pre K Move up Day
20 Last Day of School, Noon Dismissal
21 Faculty In-Service

2 No School

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Event

No School

As of 8/12/2016