



תשע"ט
2018-19

Parent Handbook

Lubavitch Cheder Day School

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Mission Statement:

Lubavitch Cheder Day School strives to give a well rounded Judaic and general studies education to Jewish children which in turn will serve as a foundation for their future lives. This will include living a lifestyle consistent with Torah values and ideals and being a productive member of the Jewish community and society at large.

Dear Parents,

Welcome to another year of growth in learning and Middos Tovos.

The Rebbe often refers to the “work” of educating Jewish children as “M’leches shamayim – work of Heaven”. Indeed, imbuing children with Torah Knowledge and values, as well as a well rounded general studies education is an investment that should last, and provide “pay back” for a lifetime.

The success of a working partnership will depend greatly on a fine tuned cooperation and coordination of efforts between the partners. The partnership forged between parent and school will be infinitely more successful when we each do our part, complementing each other’s efforts.

In order to achieve optimum results we need to strengthen the partnership between parents and school with each doing their part separately and at the same time coordinating with each other.

May our combined efforts bear the fruits of seeing our children grow in their learning, yiras shamayim (*fear of heaven*) and middos tovos (*refined character traits*) and giving us much nachas.

Rabbi Shlomo Bendet

Director

Dear Parents,

Welcome to another year at the Lubavitch Cheder.

At the Cheder we strive to provide children with a quality well-rounded education, together with a commitment to Jewish values and community which will last a life time. I am very excited for the opportunity to be your partner in this important task.

However, our work cannot be done without your support and cooperation, it is therefore that we present you with some guidelines and procedures to help unite our efforts. Please spend a few moments familiarizing yourself and your children with the Lubavitch Cheder Day School policies and expectations.

Wishing you a year of much Hatzlachah and continued “Nachas” from your children.

Rabbi Yisroel Goldberg

Principal

Introduction

This booklet will provide an outline of basic information about policies and procedures. Please read through the handbook to become familiar with its contents.

Our goals include encouraging children to become responsible, independent, resourceful, and motivated learners. Our staff aims to maximize possibilities for successful learning by providing an especially rich and educationally sound environment, along with more individualized student guidance and support. This unique combination will cultivate a love for learning, self respect and positive self-esteem.

In order to make our partnership successful parents are asked to:

- Bring a well rested student to school on time.
- Make sure he/she eats breakfast before coming to school.
- Check and sign student's homework book daily and check the backpack regularly.
- Provide a lunch containing hamotzi daily and other nutritious foods. Encourage their child to do homework efficiently and make sure all necessary supplies and books are brought
- Snacks keeping sweets to a minimum (school guidelines require children to eat at least half a sandwich).

Arrival, Dismissal and Attendance

Arrival

Students are expected to be in school by 8:40 am. Students may start arriving at 8:30am. Do not bring your child before this time since there will be no supervision, unless arranged in advance.

The bell will ring at 8:40am indicating the start of school, please make sure your child comes on time so that he/she is ready to start class at 8:45am.

Students who arrive late to school (8:45am and later), should have a note from their parents. The note can help with having the lateness excused. Once at school the student should first stop by the office to get an admittance slip, then they can proceed to class. Students will be considered “excused” only with a note from a parent explaining the lateness. Parents of students who are considerably late or are habitual latecomers will be contacted by the school to resolve this issue.

Parents are asked to notify the school office of any significance lateness (as well as absence).

Keeping a schedule and being on time are basic lessons for a child. Please encourage your child to be on time. Coming on time will start the day off right.

Dismissal and Departure

The parking area in front of the school from the first no parking sign till the last 15 min parking sign is a “no parking zone” from 10 minutes before dismissal till 15 minutes after dismissal. This area is used as a “drive through” pick up. Parents are requested to remain in their cars. Children will be called to go to their vehicle by staff members who will be assisting with dismissal.

Parents who wish to get out of their car to pick up their children in school should park in a spot outside of the “no parking zone” in order not to obstruct the pick up process. **The effectiveness of this system is depended on your cooperation.**

Parents are asked to pick up only on the South side of Ford Parkway, please understand that crossing Ford Parkway is dangerous and cannot be allowed (even with a parent).

Please do not double park or make a U-turn on Ford Parkway, as this is a serious safety issue.

Cheder staff will be on dismissal daily throughout the duration of dismissal (15 minutes). Parents that pickup their children after the 15 minutes must come in to the office to sign out their child(ren).

If your child will be carpooling with another family, the Office Administrator must be notified *prior to 3:30 daily*, to update the daily dismissal list for the Cheder staff.

Early Pick Up

Should your child have to leave early or in the middle of the day, it is recommended to notify the teacher in advance either on the same day or before, by calling the office or by sending an email to your child's teacher. This will enable the teacher to have the child ready.

When you come to school to pick up your child please follow the following procedure:

- Go to the office to sign out your child; it is for the protection of the students and the school that the office must be informed with whom and at what time a student leaves the school.
- The Office Administrator will bring your child to the office. Your child cannot wait for you outside or at the front door, or even in the office.
- Parents are asked not to go to the classroom. Parents should wait for their child in the office area.
- Your child will not be allowed to leave the building unless you or a designated adult arrives to sign him/her out.

Attendance/Absence

It is to the advantage of the student to have a good attendance record. Attendance and lateness are carefully monitored and recorded (the attendance record is a legal document).

Though we strongly recommend that you do not take your child out of school for family vacations and outings while school is in session, sometimes, though rarely, family concerns do take precedence over school. In such cases please notify the teachers and school office as early as possible. This allows time for the teacher to decide on an appropriate method on how to deal with the material missed.

An excused absence is for example when a child is genuinely ill or due to weather conditions etc. An absence that is unexcused interferes with a student's learning. It is very hard for teachers to provide tutoring to students who miss class.

Please make every effort to keep your child in school the whole day. Parents are asked to try scheduling appointments out of school hours. If it is absolutely necessary to take your child out of school, please follow the early pick up procedures (*page 8*).

After an absence a written note is requested. It should include the following: the date, the reason for the absence and the parent's signature. Students are responsible for all class work missed during an absence.

Illness and Medication

Illness

Please do not send your child to school, if he/she is showing any sign of illness. Any contagious or communicable illness must be reported to the school (as a courtesy to your child's class and the entire school).

Your child must remain at home when any of the following conditions are present:

- Fever (A child should remain fever-free for a full 24 hours before returning to school.)
- Respiratory: Breathing difficulties, wheezing or coughing, colds.
- Vomiting
- Diarrhea
- Undiagnosed rash
- Sore Throat/strep
- Conjunctivitis (Pink Eye)
- Head Lice
- Impetigo
- Other Communicable Diseases

After having had a communicable disease a child may return to school upon certification that he/she has been absent for the necessary isolation period:

- Chicken Pox – 6 days, all lesions are dry and crusted.
- Streptococcal infection including sore throat and scarlet fever – no sooner than 24 hours after start of oral medication or an injection.
- Head lice – all nits and lice are totally removed.
- Conjunctivitis (Pink Eye) – at least 24 hours after the start of medication and no drainage present.
- Pinworms – no restrictions following the start of treatment.

Illness or Injury in School

If a child becomes ill during the day, the office will call you at the numbers we have on file. Thus, it is **important** that you keep the office informed of any phone number changes: it is of utmost importance that we have your current phone numbers.

If you cannot be reached, we will call the emergency numbers on file for your child.

In case of a minor injury, we will administer reasonable first aid as necessary. The office will call the parents notifying them of the injury as well as send an accident report form home explaining the injury. The school is restricted from administering over the counter medications, such as Tylenol, etc.

Your child will be kept as safe and as comfortable as possible at school until you or your emergency person can pick him/her up. In case of severe illness, God forbid, when you or any emergency contact cannot be reached, we will consult with the Children's Hospital Emergency Room as to what procedure to follow.

Medication

If medication is required during school hours, it must be dispensed from the office. Please send the medication clearly marked with the student's name, time of dosage and amount of dosage and fill out the medication consent form. Please update the Office Administrator on any medical conditions, allergy changes, or medicine changes your child might have.

Food & Kashrus

Lunch

We ask that parents provide their children with lunches and snacks that conform to the laws of Kashrus and good nutrition (low/no sugar). Soda will not be permitted in school.

Children should eat their own lunch. Please send food your child likes and will eat. The school does not allow sharing food or snacks.

Lunches from home should be dairy or pareve only. Dairy foods must be Chalav Yisrael



New!

Parents are asked to:

- Send their child with a sandwich so that the child can wash and bench.
- Not to try out new foods as the child may not like it and be left without enough food.
- To send enough snacks with their children so they should not be hungry throughout the day.
- To send a fruit or a vegetable for the child to eat for the morning snack as well as filling snacks for the afternoon.

Teachers will enforce the following rules:

- Children will be told by the teacher that they will be able to have a snack at lunch only after a reasonable amount of their sandwich has been eaten. Teachers however will not dictate what snack the child may have, unless it's a food item that is clearly not allowed in school.
- Under no circumstance will a teacher force a child to eat anything that the child does not want to eat.
- Uneaten food will be put back in the lunch box so that the parents can see what was eaten.
- The morning teachers will encourage the children to eat the vegetables or fruits before any other snacks are eaten.

In the event that a parent brings a child's lunch at a later time, it should be labeled with a name and dropped off at the designated table downstairs outside the lunchroom. Lunches are not to be brought into the office; neither should they be dropped off at the classroom.

Birthday Parties

A Jewish birthday marks a special day. We encourage children to celebrate by sharing a Torah thought, giving charity, making a resolution, saying a blessing and sharing a special treat and/or activity with their class.

For his/her birthday your child may bring in a snack, something to learn and share, a small denomination of coins for tzedakah, etc. Please note: Since the Rebbe has given us guidelines about how to celebrate a birthday, it would be appropriate that the birthday farbrengen take place during Limudei Kodesh (Hebrew Studies). Siblings from other classes *will not* be excused from class in order to attend a party in another classroom. Balloons and frills should be saved for home celebration.

When sending treats for a birthday, please bear in mind that they are still in school and expected to continue learning. Therefore, please understand this when preparing birthday treats.

When bringing foods for a birthday party all foods must have one of the following kosher supervision symbols:

OK, UO, CHOF-K, UMK, CRC-Chicago, Star-K.

The item must be unopened, Pareve and “Pas-Yisroel” (If in doubt, please ask). Baked goods are acceptable if baked at a Chabad institution like the Cheder, Lubavitch House, or Adath Israel Synagogue. Baked goods from private homes is not allowed.

Please inform the class teacher several days in advance of the birthday so that he/she may plan accordingly.

Student Affairs

Homework

Homework assignments are an integral part of the planned curriculum, and are necessary to make learning permanent. Due to the fact that we feature a dual program, parents should expect their children to have homework, in both Judaic and General Studies.

An effective homework policy must be a partnership between home and school. Successfully completing assignments independently boosts a child's positive self-image and also builds their confidence.

- A. The Child:** Independent completion of a homework assignment is helpful to the total development of a child. Homework gives the students the opportunity to review materials learned in school and thus to be prepared for the following day's lesson.
- B. The Teacher** assigns homework in order to reinforce a concept taught in that day's lesson. Homework gives the teacher an opportunity to evaluate progress in learning a concept or skill and is a guide to planning for and implementing other lessons.
- C. Parents** can provide support and encouragement for children by:
 1. Checking the child's homework book as soon as they come home.
 2. Scheduling a set time for homework every night.
 3. Providing a quiet well lit study area.
 4. Discussing the content of the day's assignments with your child and then signing the homework book.
 5. Praising your child's efforts.
 6. Encouraging your child to think critically and verbally explaining the process of deriving the answer
 7. Ensuring that homework is submitted on prescribed due dates.
 8. Writing a note to the teacher if your child did not understand the homework assignment or had any other problems with homework.

If your child asks for help, guide him/her with questions and work through an example rather than simply providing the answer. Older students will be expected to budget their time to allow for completion of long term assignments when they are due. This is in addition to doing daily homework assignments. Non-submission or non-completion of homework on a regular basis will necessitate a conference with the principal.

Homework books are distributed to students at the beginning of the year. They assist children to be able to record their homework in an orderly way. Additionally, they are an excellent tool for communication between teachers and parents. Please make sure to ask your child daily to see the book and sign it when homework is done. Older students can also use this book as a planner.

School Supplies

Nursery, Pre-Kindergarten, and Kindergarten are provided with supplies needed for in-school use (scissors, crayons, glue, etc). Teachers may request additional supplies, e.g. smock, change of clothing, etc. Parents will be notified as to what their child will need to bring.

Students in grades 1st – 8th will need to bring their own supplies. Each teacher will provide a list of supplies needed for their class. Please update used supplies as necessary.

Textbooks

Please make sure to cover all textbooks. Children will be responsible for books distributed to them. Lost books will require the payment for replacement by the parent.

Library

With great effort we established a Judaica library in memory of Reuven Amrami A”Hh for children to be able to have a varied selection of recommended reading materials.

Children in First Grade and up have the privilege of borrowing books on a regular basis. **Please take note that books are to be treated and kept with the best of care.** The books should be returned by the date due. A fine of \$0.25 per book per school day will be charged. Funds from late fees will go towards purchasing new library books. Lost or damaged books will require payment for the replacement cost of the book.

The library needs to continue to grow. Any contributions in honor or in memory of a relative or friend will greatly advance this worthwhile project.

Recess

Children will be expected to go out for recess daily (weather permitting). Any child convalescing should bring a dated note specifying the reason they cannot go out.

Please encourage children to have a positive attitude about going out to recess. Children should be dressed appropriately for the weather conditions. Boots, gloves, scarves, etc. are required for snowy and cold weather (please be aware that children are outside for 15 – 20 minutes, and not just running from the building to a car). Outdoor clothing etc. may be left in school for weather changes.

Trips

Classes will take educational field trips. Children will need a signed permission slip to enable them to accompany the class and or school. Parents will be notified in advance. Please encourage students to make a Kiddush Hashem.

Tzedakah

Tzedakah is a concept, which is basic to Yiddishkeit. Our school attempts to develop a feeling in our students to share with others less fortunate than ourselves by donating a few coins every day to charity.

Parents are asked to provide children with a coin or more daily. It is preferable to provide children with a roll of coins to keep in school for an extended period.

Electronic Devices

Electronic devices and games are not allowed in school.

School Attire

Updated

Uniform Policy

Children in Grades 1st through 8th are required to wear uniforms in school. Children not in uniform will not be allowed into class. Parents will be asked to bring in their uniforms or take their children home.

“Hand-me-down” uniforms may be available in the Cheder office. You are welcome to look through the inventory.

Students who wish to wear a shirt under their uniform shirts (for warmth) may wear a shirt that is **solid white** - no pictures or words.

Sweaters must be Lubavitch Cheder sweatshirts (hooded or pullover). School sweatshirts are for sale in the office or can be purchased on Landsend.com. The school preferred number is 900156415. Other sweatshirts are not allowed even if worn just outdoors for recess and dismissal.

Shoes must be worn at all times. Students may not walk around the classroom or in the hallways in socks.

Boys

Pants: Long dark navy or black trousers. Short pants are not allowed. No corduroy, cargo (many pockets), wind pants, jogging or sweat pants. Tight pants are not allowed.

Shirts: Light Blue oxford shirt (white shirts for Chabad holidays). Shirts must be tucked in.

Footwear: Shoes must have a back (e.g. no slippers, crocs etc.). No ankle socks.

No baseball caps.

Girls

One of the main points of *tznius* is not to draw attention to one's self or body. This means one must cover the appropriate parts of the body and **not** wear tight fitting or “loud” (extra bright) clothing. *Tznius* reflects not only the exterior, but reveals the inner refinement of a bas yisrael. Close adherence to the highest standards of *tznius* enhances modesty and directly correlates to *yiras shamayim*. The Rebbe stresses that this brings many *brachos* to the *talmida* and her family.

Jumper or Skirt: Girls in grades 1 - 5 must wear a uniform jumper not a skirt. Girls in grades 6 - 8 may wear a skirt. Only the designated skirt or jumper ordered from Fraylich are permitted. The skirt or jumper must fall mid-calf, fully covering the knee when sitting or running. Skirts or jumpers may not be below the ankle.

Shirt/Blouses: Girls through 5th grade may wear light blue or white long sleeve blouse with a collar (oxford or peter pan) or a uniform polo shirts. Girls in 6th grade and up must wear oxford shirts only. All girls' shirts must be buttoned to the top button, unless there is a "tznius button" close to the top.

Grooming: Hair should be neatly combed. Longer hair must be pulled back neatly in a ponytail. Jewelry that is discreet – "aidel" may be worn. Stud or hoop earrings 1 inch or less **only**. This would eliminate dangling earrings, "dog collars", and excessive or bizarre jewelry (foot jewelry). No nail polish.

Hosiery: Navy, gray or white tights or knee-highs socks. Leggings are not allowed.

Footwear: Shoes must have a back (e.g. no slippers, sandals, crocs etc.). High heels (higher than 1 inch) are not permitted. Boots that are trendy, loud or unusually styled cannot be worn at the Cheder. **If wearing boots to school, you must change into shoes during the school day.**

Below are some stores where you can order uniforms:

Fraylich
4505 14th Ave
Brooklyn, NY 11219
(718) 871-8253
www.FraylichSchoolUniforms.com

Donald's
972 Payne Ave
St. Paul, MN 55101
(651) 776-2723
www.DonaldsUniform.com

Boytique
736 Montgomery St
Brooklyn, NY 11213
(718) 604-8798
www.Boytique.com

Lands End
www.LandsEnd.com
Cheder Preferred Number: 900156415

Communication

Effective communication between home and school is imperative. The parent is encouraged to contact the classroom teacher regarding concerns, questions, compliments, etc. as related to their child's progress and educational experience. Discussions with the teacher cannot be effectively had, and will not be permitted during the instructional day or at arrival and dismissal hours. You may arrange for a conference by leaving a message for the teacher, or emailing them. If there are instructional or program questions that cannot be answered between parent and teacher, it is recommended that the Principal become part of the discussion. Questions or concerns regarding policy should be shared with the Principal.

Parents are requested to respect the privacy of the faculty and not to phone staff members at home. Please leave a message with the school Office Administrator and teachers will return your call.

Conferences

Parent-Teacher conferences are held in the Fall and Spring. Please plan to attend the conferences. The conference dates are listed on the school calendar. Attending at these times gives your child a strong feeling that you, their parent, are concerned about them. This in turn gives them a positive message about their self worth. Teachers have noticed a positive attitude in those children whose parents have attended conferences. Parents attending conferences show support of the teacher as an active partner in the child's education.

If any parent feels the need for additional follow-up conferences, they can be set up by appointment through the principal or the teacher directly. Parents are requested not to engage teachers in conversation during class sessions, nor to disturb any class without prior permission.

Class Observation

The Cheder encourages parental involvement in many different forms and supports a process of parent visitations in our classrooms. We believe that parents who visit have a higher level of program understanding which leads to stronger school support.

Throughout the school year there may be "Parent Days" where a parent will be able to visit and sit in the class for a period of time.

Telephone

Students may not use the school phone. In some circumstances the Office Administrator or child's teacher may call for them. If there is something important that you need to relay to your child, please call the office and leave a message. On a regular basis, children will not be called out of class to talk to parents.

Cell Phones

Students are not permitted to have a cell phone in school. In the event a cell phone is seen or heard it will be confiscated.

Classroom

Parents are asked not to go to the classroom. Most things can be taken care of thru the office. If the need arises, please stop by the office first to be escorted to the classroom.

Finances and Fundraising

In order for a student to attend the Cheder each family must fill in and sign the Financial Agreement. This will include making the necessary arrangements for payment of tuition and fees.

Certain fees (registration, field trip/activity) are due at the time of registration. Payment of tuition begins Sept. 1st with one tenth of the annual tuition payable each month, September – June.

Note: Verbal arrangements made with school employees will not be honored. If you make a special financial arrangement with a school administrator, please be sure that this has been duly noted and signed as part of your enrollment contract.

Important: Lubavitch Cheder Day School policy prohibits the release of report cards, progress reports, school records, diplomas or recommendations unless all obligations to the school have been satisfied. This includes but is not limited to all financial obligations and the return of text and library books.

Discipline

When we think of discipline, what usually comes to mind is punishment. Yet discipline should be more than a negative response to unacceptable behavior. In positive terms, teachers rely less on punishment and more on classroom management and positive reinforcement. The real objective of discipline should be to help children discover self-control. In the event that a consequence is necessary the following may result:

1. **In-School Suspension:** A student may be sent out of class for a period of time-while in school. They will receive an assignment to complete. Parent will be notified. The time spent in in-school suspension will be determined by the seriousness of the infraction.
2. **Detention:** For thirty minutes after school up to an hour.
3. **Dismissal:** A student may be sent home immediately if there has been a serious infraction of school rules, or if the infraction has been repeated several times and previous intervention did not lead to desired results.
4. **Out-of-School Suspension:** A one to three-day suspension may be given by the administration as a consequence for a serious infraction of school rules, or if previous interventions did not lead to desired results.

School Code of Conduct

All pupils:

- Will show respect to all staff and employees
- Will show consideration for other students and treat others as they themselves would like to be treated
- Will never use inappropriate language
- Will never strike, hit or harm another person
- Will not disrupt the class routine
- Will not write on walls, desks, furniture or in textbooks
- Will not litter
- Will walk and talk quietly in the halls
- Will behave on the school bus, on school trips and outings.
- Will not bring items to school that may be considered dangerous and/or disruptive to learning environment or infringe on Jewish values.

These rules are general. Individual classroom rules are more specific and may vary slightly.

Summation

Each child is an individual and our school makes a special effort to treat each student as such. Our curriculum demands individual expectations from every child. We will be happy to work together with parents.

If you have any relevant points to aid your child's teacher, call before or after school or send a note. Sometimes a teacher's full understanding of certain facts can make all the difference. If you have any positive feelings or feedback it would be very thoughtful to express these feelings to the teacher (and principal).

Please do not assume that teachers know what you are thinking. Usually it pays to encourage and show appreciation.