



2023-2024 PARENT HANDBOOK

The information in this handbook is subject to change.
Any changes made will be publicized to the parents.

**By enrolling your child at Politz Day School,
you agree to all the guidelines and
protocols outlined in this handbook.**

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This Parent 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.

MEET THE ADMIN TEAM

**MAIN OFFICE PHONE: 856-667-1013 | FAX: 856-667-2010
EMAIL: OFFICE@POLITZ.ORG**



Rabbi Chaim Greenwald, Head of School
cgreenwald@politz.org Ext. 137

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



Leslie Gordesky, General Studies Principal
lgordesky@politz.org Ext. 125

Mrs. Gordesky oversees all Preschool as well as Elementary school General Studies faculty. Mrs. Gordesky works with the 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.



Talia Hollander, Judaic Studies Principal

thollander@politz.org Ext. 135

Mrs. Hollander works with the Judaic teachers to coordinate curriculum and programming, and to implement effective, age-appropriate discipline strategies. You may contact her with questions regarding your child's academic progress in Judaic studies, as well as any emotional, behavioral, or social concerns.



Kristen Head, Executive Director

khead@politz.org Ext. 123

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 and building management. You may contact Ms. Head for any tuition inquiries, safety and security of the school campus, gym rentals, media inquiries, and administrative information.



Arlyne Sammons, Academic Administrator

asammons@politz.org Ext. 108

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.



Rabbi Moshe Teichman, MS Dean of Students

mteichman@politz.org

In his role in our Middle School, Rabbi Teichman assists with the daily operation of the middle school, focusing on supporting students, faculty, and families to ensure student academic success and social emotional well-being.



Yaeli Sokolic, Director of Institutional Advancement

ysokolic@politz.org Ext. 128

Mrs. Sokolic coordinates and oversees school communication and publications including ParentLocker (database) management, newsletters, Politz Press and teacher communication. Mrs. Sokolic is also overseeing marketing and branding efforts. You may contact Mrs. Sokolic regarding ParentLocker, marketing, communication, or general school inquiries.



Mrs. Madi Botwinick, Development Coordinator

mbotwinick@politz.org Ext. 106

Mrs. Botwinick, in her role of Development Coordinator, coordinates all fundraising efforts, cultivates donor relationships and assists the school in its path to continued growth.



Mrs. Racheli Levy, School Nurse

nurse@politz.org Ext. 112

Mrs. Levy, in her role as School Nurse, coordinates all State required medical documentation and oversees day to day medical needs of students and faculty.



Rabbi Michael Keller, Assistant to the Principal and Office | *mkeller@politz.org Ext. 122*

Rabbi Keller works in the school office and is responsible for the smooth day-to-day management of school office operations. You may contact Rabbi Keller with general questions about school operations.



Mrs. Menorah Schwartz, Office Assistant

mschwartz@politz.org and office@politz.org Ext. 121

Mrs. Schwartz works in the school office and is responsible for the smooth day-to-day running of office tasks, and supporting teachers and administrators.



Ms. Mary Ellen Gilbert, Bookkeeper
mgilbert@politz.org Ext. 126

Mrs. Gilbert works with our Executive Director on day to day bookkeeping tasks including accounts payable, payroll and other accounting tasks.

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 Goldberg's email address would be sgoldberg@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 Mrs. Gordesky, Mrs. Hollander, or Rabbi Greenwald.

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) While our goal is always to respond within 24 hours, 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.

- ❖ Alise Panitch & Chaim Blumberg, Co-Presidents | president@politz.org
- ❖ Jenni Jimenez-Fischman, Vice President
- ❖ Karen Hess, Treasurer
- ❖ Ari Daniels , Secretary

The full Board list can be found on our school website

SCHOOL POLICIES AND PROCEDURES

SCHOOL HOURS

	MONDAY – THURSDAY	FRIDAY (Summer) <i>(See calendar for specific dates)</i>	FRIDAY (Winter) <i>(See calendar for specific dates)</i>
Preschool (18M – PK)	9:00am – 3:30pm	9:00am – 2:50pm	9:00am – 1:50pm
Day School (K – 8)	8:30am* – 4:00pm	8:30am* – 3:00pm	8:30am* – 2:00pm

*K-8 students may enter the building beginning at 8:20am. MS students attending morning minyan may enter after 8:10am.

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 daily dismissal plans.
www.pickuppatrol.net

- ❖ **All dismissal changes must be submitted ONLINE by 3pm each day (one hour prior to dismissal on Fridays).** 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 DRIVE SAFELY THROUGH THE CAMPUS!
YIELD TO STAFF/STUDENTS CROSSING THE DRIVEWAY.
SPEED LIMIT IS 5MPH.**

PRESCHOOL ARRIVAL AND DISMISSAL

Arrival

Please drop off your child at the main entrance. Between 8:50am and 9:05am, you may pull up to the school's main entrance and escort your child to their classroom. The Preschool room assignments for the 23-24 school year are:

❖ Shorashim / Roots (Toddler)	Room 313
❖ Nitzanim / Buds (2-Year)	Room 103
❖ Shoshanim / Roses (2-Year)	Room 104
❖ Tziporim / Chicks (3-Year)	Room 102
❖ Kochavim / Stars (3-Year)	Room 101
❖ 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.

Dismissal

- ❖ Monday – Friday: Pick your Preschool child up at the front door of the school and your K-8th grade child at the entrance to the new building at the end of the school day. You must remain in your vehicle and a staff member will escort your child out.

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. School opens at 8:20am and classes begin at 8:30am. To ensure their safety, please make sure your child arrives to school *no earlier* than 8:20am.

- ❖ **Elementary School (grades K – 4) begins promptly at 8:30am**
Students in Kindergarten through Grade 4 will enter the building through the main front entrance, and be greeted by their morning teachers in their classrooms.
- ❖ **Middle School (grades 5 – 8) begins promptly at 8:30am**
Students in grades 5 through 8 will enter the building through the main front entrance and head straight upstairs to their morning classrooms.
- ❖ Grades 6 through 8 boys should arrive promptly at **8:15am** to attend Minyan.

Dismissal

Preschool and bus students will be dismissed from the main entrance. Elementary and Middle School walkers and carpool from the new building entrance.

- ❖ Dismissal for grades K – 8 is at 4:00pm (3pm or 2pm on Fridays.)
- ❖ Carpool parents: when you arrive to pick up your child, you must look out for and yield to staff directing traffic and crossing students. Please pull up the driveway and wait **BEHIND** the bus until it has 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. Please stay in your car.

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, and you are not signed up for daycare, you will be charged the per-day daycare fee (\$15 for AM Daycare and \$21 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/FACTS payment.

IMPORTANT: Please arrive on time to pick up your children. We do not have the extensive teacher coverage needed for children who are picked up late.

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, please email office@politz.org. When your child arrives at school, they must be brought to **the school office and be signed in**. They will be given a late note before heading to class. We will escort your child to their class to minimize disruption.
- ❖ If your child is late due to an emergency or medical appointment, please indicate this with a medical 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. 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 limited AM and PM daycare options only for families who have pre-registered. If you plan to use these services and did not indicate this on your Enrollment Contract, please contact the school immediately at office@politz.org.

Daycare Hours and Rates for the 23-24 School Year

See website for updated rates

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

- ❖ Yearly Rate: \$1,700
- ❖ Daily Rate: \$15

Limited AM Daycare: 8:30am – 9:00am

- ❖ Yearly Rate: \$250

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

- ❖ Yearly Rate: \$1,900 (Preschool) / \$1,800 (K – 8)
- ❖ Daily Rate: \$21

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

- ❖ Yearly Rate: \$275

AM and PM Daycare

- ❖ Yearly Rate: \$3,375 (Preschool) / \$3,150 (Elementary and Middle School)

Daycare Dismissal

Limited PM daycare for preschool will happen M-Th, in the students' classrooms and will dismiss at 4:00pm. No limited daycare on Fridays. 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 next tuition bill/FACTS payment.

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.
- ❖ 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 access 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.
- ❖ Digital copies of report cards will be sent to parents via ParentLocker.

- ❖ Preschool students will receive a mid-year assessment in January which will be emailed to parents via ParentLocker, and a final assessment in June.
- ❖ Politz reserves the right to withhold report cards and student records until tuition and all other financial obligations have been paid in full. By completing 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 November after the first report cards have been issued.
- ❖ 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, Politz Parents Whatsapp group 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 section in ParentLocker.

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.

- ❖ **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.
- ❖ Please note, we cannot release any transcripts for students that are behind in tuition payments.

Re-Enrollment

- ❖ The re-enrollment period begins in January each year. A completed online enrollment contract and a **non-refundable** and **non-transferable** \$350 (with a family max of \$1,400) 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, and inform the school if their child is not returning, or may not be returning, as soon as possible.

- ❖ 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

Your financial obligation to the school is for the full annual tuition as stated in the school's enrollment contract. The school cannot refund tuition or cancel unpaid obligations if your child is forced to withdraw during the academic year. Any family who wishes to withdraw their children will still be responsible for the full tuition amount on their tuition invoice.

STUDENT ACTIVITY FEE

There is a \$225 per-student Activity Fee for students in 2-Year Preschool through 8th Grade. This fee helps to cover the costs of classroom activities and projects, graduation ceremonies, pre-school snacks, schoolwide events such as Lag Ba'Omer Field Day and the Purim Carnival, and class-wide presentations (Siddur Play, Chumash Play, Gemara Presentation, etc.). The fee does NOT include the 8th

grade trip or Middle School snow tubing trip. 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 August 31st of that year.
- ❖ Pay half by August 31st and half by December 31st.
- ❖ 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. **DO NOT EVER PROP OPEN DOORS. DO NOT LET ANYONE INTO THE BUILDING WHEN YOU ENTER.** Members of the Cherry Hill Police Department make routine visits to the school to assess security needs. At this time, Politz has hired a full time security guard for the campus.

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. Parents will be notified of emergencies via the official Politz Parents WhatsApp group, and this will be followed up with emails.

VIDEOS AND PICTURES OF STUDENTS

A student's name and photograph may be used by the school and/or its affiliates in publications, audio and/or video materials, social media platforms, and website(s), without compensation and without prior notice. Parents understand and they release and hold Politz harmless from any liability stemming from the use of the student's name or image(s). Please note: At the time of registration you indicated your preference for allowing us to use pictures of your child. Unless we hear otherwise, we will assume we may use your child's picture.

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.)

ALL DEVICES - PERSONAL CELL PHONES, TABLETS, SMARTWATCHES ETC.

All devices, including, but not limited to, cell phones, personal tablets (e.g. iPads), and smartwatches (including game-watches) 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 non-school approved device is used or heard on school grounds, it 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 device for the remainder of the school year.* The school has procedures in place to contact parents in the case of a true emergency.

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:



- ❖ **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.
- ❖ All products sent to school for student consumption at school events e.g. Birthdays, siyum etc. must be **Pareve and Pas Yisrael**.

LUNCH

All Day School students and full-day Early Childhood students are required to bring lunch to school. Students may bring a meat, dairy or pareve lunch. (If they are eating meat, they will use a separate placemat).

HEALTH AND WELLNESS

GENERAL HEALTH INFORMATION

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 assessed by the office staff

and/or school nurse, 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 of no diarrhea.**
- ❖ Temperature of 100.0° or higher (students may not return to school until they have been **fever-free for 24 hours with no medication.**)
- ❖ Positive culture for strep throat (*students may return to school after 12 hours of antibiotic treatment AND must be fever-free*)
- ❖ Presence of lice 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 the week before the start of school. Children will not be permitted to attend school until they have been cleared and determined free of lice. If lice are found on a student during the school year, parents must pick their child up from school immediately and remove all lice. The student will not be allowed back in school until all lice 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 COVID19, pink eye, strep throat, pin worm, head lice, or chicken pox so that we may communicate appropriately with the parent body. As always, privacy will be ensured.**
- ❖ If a student is to be excused from 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.**
- ❖ Remaining medications cannot be sent home with a child.
- ❖ A state funded school nurse 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, that student must 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. Students may not bring medications to school.
- 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) Please inform the school of current medications taken by the student as well as any changes in medication.
- 8) 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.

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

BEHAVIOR EXPECTATIONS

A Core Value of Politz Day School is *Middot and Derech Eretz* · Character Development and Respectful 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'nai 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.

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, at school events, on the phone or via online communication.

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 up to and including removal from the school.

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 and athletic pants** 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, nail polish, 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 tight 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.

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. Appropriate coverage will always be provided for recess.

BIRTHDAY PARTIES- *Preschool only*

Students in preschool may celebrate their birthdays at school by bringing cupcakes or snacks to share with their entire class. These must be nut-free, pareve, and Pas Yisrael, and are available for purchase at Shoprite and other local establishments. *Food brought to school for parties / events must be checked by the main office prior to distribution to students.* The PPTA offers a birthday club option where you can order cupcakes to be delivered to the class for your child's birthday. More information can be found at www.politz.org/ppta

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 may attend their sibling's school events e.g. Chumash play, Pre-K move up day etc. Please understand that your child will miss class time 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.

Please label all items (including jackets and sweatshirts) at the start of the year!

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, such as online or on WhatsApp.**

SOCIAL MEDIA POLICY

Parents may not discuss the school in a negative manner, including its personnel, Board of Trustees, or students on social media sites such as WhatsApp, Instagram, Twitter(X), Facebook, etc. Such behavior undermines the entire Politz community and will lead to consequences imposed by the school administration or Board of Trustees up to and including removal from the school. Thank you for working with us to protect all of our students' privacy.

WHATSAPP

Politz Day School only oversees the official Politz Parents Whatsapp group. Any other parent or class Whatsapp groups are not monitored or overseen by the Politz administration. Please refer to the official group for accurate information. Anything that is posted in the parent groups that is relevant to your child's medical status, must also be officially reported to the school office.

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 TEACHERS ASSOCIATION (PPTA)

The PPTA 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 pppta@politz.org. *There is a \$36 per family PPTA membership fee for the 2023-24 school year and all parents are encouraged to join.*

PREVENTING AND TACKLING BULLYING POLICY

Beliefs:

The school has chosen to adopt the following beliefs, which were culled from a variety of professional sources.

The school's main beliefs are:

- We all have the right to learn in a safe and supportive school environment that values diversity - an environment free from bullying, harassment, discrimination and violence.
- We all have the right to be treated with fairness and dignity.
- We all have a responsibility to keep others safe and to treat them in the same way - with fairness, dignity and respect.

What is bullying?

Bullying is behavior by an individual or group, repeated over time, that intentionally hurts another individual or group either physically, socially or emotionally. Bullying can take many forms (for instance,

cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical; teachers and schools have to make their own judgement about each specific case.

Parent Involvement

We ensure that parents are clear that the school does not tolerate bullying and are aware of the procedures to follow if they believe that their child is being bullied. Parents should feel confident that the school will take any complaint about bullying seriously and resolve the issue in a way that protects the child, and they should reinforce the value of good behavior at home.

Prevention

Our school's response to bullying does not start at the point at which a child has been bullied. A more sophisticated approach is used in which school staff proactively gathers intelligence about issues between pupils which might provoke conflict and develop strategies to prevent bullying occurring in the first place. This might involve talking to pupils about issues of difference, perhaps in lessons, through dedicated events or projects, or through assemblies. Staff themselves will be able to determine what will work best for their pupils, depending on the particular issues they need to address.

Tackling bullying creates an ethos of good behavior where pupils treat one another and the school staff with respect because they know that this is the right way to behave. Values of respect for staff and other pupils, an understanding of the value of education, and a clear understanding of how our actions affect others permeate the whole school environment and are reinforced by staff and older pupils who

set a good example to the rest. For further details, please refer to our board approved bullying policy, found on our website.

Intervention

Our school applies disciplinary measures to pupils who bully in order to clearly show that their behavior is wrong. Disciplinary measures are applied fairly, consistently, and reasonably taking into account any special education needs or disabilities that the pupils may have and taking into account the needs of vulnerable pupils. We also consider the motivations behind bullying behavior and whether it reveals any concerns for the safety of the perpetrator the child engaging in bullying may need support themselves.

Managing incidents of bullying that have serious impact on individuals and/or the school

On hearing a complaint of bullying from a student, teachers will:

- Treat the complaint of bullying seriously;
- Investigate the complaint to determine the nature of the incident, including talking to the student about whom the complaint has been made. The teacher will gather as much information as possible including when and where the alleged bullying occurred and whether or not there were any witnesses;
- When sufficient information allows, the observing teacher will inform the child's teacher of the incident/s;
- Depending on the seriousness of the behavior, the child's teacher will discuss the matter with the student about whom the complaint has been made, going through the seriousness of the behavior, assisting with self-awareness and opportunities for change, and referring the student to the school's rules and the school's Anti-Bullying Policy;
- If sufficiently concerned about the incident, report the matter to the Head of School who may contact the parent of the

student about whom the complaint has been made and the parent of the student who has been harassed;

- Evidenced based responses in line with empathy, responsibility, and restorative justice principles will be followed. This includes attempting to repair trust and relationships between students;
- Depending on the nature of the bullying, other agencies (e.g. police) may be contacted if appropriate;
- In serious cases, the student about whom the complaint has been made will be suspended from school.

IPAD AND TECHNOLOGY EXPECTATIONS

Politz provides iPads for in school use, up to grade 5. Students in grades 6-8 receive iPads for doing daily work. iPads will be used responsibly and at appropriate times; this includes using them only for schoolwork. iPads are not to be used to communicate with other students except as related to schoolwork. iPads will be collected regularly to monitor appropriate usage.

This includes:

- Only having school email accounts on iPads
- Only using approved websites and apps
- Not communicating with anyone outside of school including parents and family. If you need something from home, please arrange it through the office with teacher permission.
- No email messaging/chat during class

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.

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, month or perpetual learning
 - 2) Annual Campaign Donations
 - 3) Event Sponsorship or Corporate Sponsorship
 - 4) Journal ads for special events
 - 5) Grandparent gifts
 - 6) 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.)

- 7)** 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 ww.politz.org/parnas.

- ❖ **Politz Pillars:** A community-wide campaign asking community members to support Politz with a regular monthly donation. More information is available on our website.
- ❖ **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.)*



POLITZ

Day School of Cherry Hill

Caskey Elementary School

Konig Middle School