

# POLITZ

DAY SCHOOL OF CHERRY HILL

Caskey Elementary School • Konig Middle School



## FAMILY HANDBOOK



Caskey Elementary School • Konig Middle School

## Mission

Politz is a Jewish Day School serving the South Jersey community. Our mission is to imbue our students with Torah values and a love of learning to prepare them academically, spiritually, and professionally for success in the modern world. We teach our students character development, love of Hashem, service to community, and a deep connection to the State of Israel in a joyful and nurturing environment.

## Vision

At Politz Day School, our primary focus is to foster a safe, respectful, and nurturing environment where all students can thrive academically, spiritually, and socially. We aim to instill a love of learning, strong moral character, and respect for others. By promoting positive behavior and setting clear expectations, we create a supportive community where every student is inspired to reach their full potential.

## Philosophy

Our behavioral standards are grounded in derech erez and mutual respect. At Politz, we embrace a restorative approach to student development—where positive behavior is celebrated and challenges are viewed as meaningful opportunities for reflection and growth. Discipline works best when students, parents, and staff all work together to support and guide one another. Our aim is to cultivate self-discipline, personal accountability, and a deep respect for Torah values by guiding students to understand the impact of their actions, restore relationships, and make thoughtful, values-based choices.

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

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

Last updated February 2026.

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## Introduction

This Family Handbook is intended to help parents and students familiarize themselves with school policies and procedures and 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](http://politz.org).

## Meet the Administrative Team

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

EMAIL: [OFFICE@POLITZ.ORG](mailto:OFFICE@POLITZ.ORG)



### Rabbi Chaim Greenwald, Head of School

[cgreenwald@politz.org](mailto:cgreenwald@politz.org) Ext. 137

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



### Ms. Kristen Head, Executive Director

[khead@politz.org](mailto:khead@politz.org) Ext. 123

Ms. Head leads the administrative team and manages the school's finances and facilities. You may contact Ms. Head for any questions regarding tuition, school campus security, gym rentals, media inquiries, early- or aftercare, and other administrative functions.



### Ms. Martha Mendoza, General Studies Principal

[mmendoza@politz.org](mailto:mmendoza@politz.org) Ext. 125

Ms. Mendoza oversees the elementary and middle school General Studies faculty. She works with the teachers to coordinate curricula and programming and implement effective, age-appropriate discipline strategies. You may contact her with questions regarding academic progress and any emotional, behavioral, or social concerns for your children.



### Mrs. Chani Felt, Preschool Director

[cfelt@politz.org](mailto:cfelt@politz.org)

Mrs. Felt oversees all aspects of the preschool with warmth, creativity, and a deep understanding of early childhood development. She fosters joyful learning through exploration and meaningful routines. You can contact her with any concerns regarding your preschool child or questions related to the preschool program.



**Ms. Arlyne Sammons, Academic Administrator**

[asammons@politz.org](mailto: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, Middle School Dean of Students**

[mteichman@politz.org](mailto:mteichman@politz.org)

Rabbi Teichman supports the daily operation of the middle school. He works closely with students, faculty, and families to promote academic success and social-emotional well-being.



**Mrs. Atara Paris, Senior Marketing and Events Manager**

[aparis@politz.org](mailto:aparis@politz.org) **Ext. 106**

Mrs. Paris manages all school-wide events with attention to detail and community spirit and oversees all marketing and branding efforts including the Politz Press. Her marketing efforts ensure Politz’s story is shared with warmth and clarity.



**Mrs. Rivka Berard, Communications and Development Coordinator**

[rberard@politz.org](mailto:rberard@politz.org) **Ext. 107**

Mrs. Berard coordinates and oversees all schoolwide communications, coordinates all fundraising efforts, cultivates donor relationships and assists the school in its path to continued growth.



**Ms. Karla Acevedo, Bookkeeper**

[kacevedo@politz.org](mailto:kacevedo@politz.org) **Ext. 126**

Ms. Acevedo collaborates closely with our Executive Director to manage daily bookkeeping responsibilities, including accounts payable, payroll, and other essential accounting functions.



**Mrs. Neena Holley, Executive Assistant**

[nholley@politz.org](mailto:nholley@politz.org) **Ext. 128**

Mrs. Holley works in the front office and oversees ParentLocker, including coordinating Parent/Teacher conferences, and registration. Mrs. Holley also works together with our marketing team and coordinates classroom newsletters.



**Mrs. Menorah Schwartz, Office Assistant**

[mschwartz@politz.org](mailto:mschwartz@politz.org) and [office@politz.org](mailto:office@politz.org) **Ext. 121**

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



### Rabbi Michael Keller, Assistant to the Administrative Team

[mkeller@politz.org](mailto: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. Racheli Levy, School Nurse

[nurse@politz.org](mailto:nurse@politz.org) Ext. 112

Mrs. Levy coordinates all state-required medical documentation and oversees day to day medical needs of students and faculty.

## Communication With the Administration

Please email [office@politz.org](mailto: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 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](mailto:kgrossman@politz.org).)* You can also call the office to request that your child’s teacher calls you.
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](mailto:office@politz.org), and we will follow up promptly.
3. If, after speaking to the teacher, you still have concerns, please contact Ms. Mendoza, Mrs. Felt, 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. While our goal is always to respond as soon as possible, it may take up to 48 hours for teachers or administrators to reply to emails from parents.
4. Both parents and teachers are required to be courteous, respectful, and professional when sending emails.

We ask that parents follow our chain of communication when seeking to resolve any concerns. To support this process, please see our [contact guide on our website](#), which outlines the appropriate first point of contact by topic. For classroom-related concerns, the first point of contact should be the teacher followed by the appropriate principal or director. If any issue remains unresolved after the first point of contact was approached, it may be brought to the Head of School. Should further resolution be needed, parents may then approach the Board of Trustees via the ESAT committee at [esat@politz.org](mailto:esat@politz.org).

### 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.

- ❖ Jennifer Jimenez-Fischman | President: [president@politz.org](mailto:president@politz.org)
- ❖ Malkie Friedman | VP - Development
- ❖ Yaakov Levinson | VP - Marketing
- ❖ Ari Daniels | VP - Governance
- ❖ Karen Hess | Treasurer
- ❖ Rivky Goldman | Secretary

The full Board list can be found on our school website.

# Policies and Procedures

## School Hours

	<b>Monday-Thursday</b>	<b>Friday (Summer)</b>	<b>Friday (Winter)</b>
<b>Preschool (18mo-Pre-K)</b>	9:00am – 3:30pm	9:00am – 2:50pm	9:00am – 1:50pm
<b>Day School (K-8)</b>	8:30am – 4:00pm	8:30am – 3:00pm	8:30am – 2:00pm

K-8 students may enter the building beginning at 8:20am. Middle school students attending morning minyan may enter beginning at 8:10am.

Partial day enrollment is not available. All students must be enrolled in the full-day program.

## Arrival and Dismissal Procedures

### Preschool Arrival and Dismissal

For information on extended care, please refer to our [daycare policy](#).

#### Arrival

Please use the main entrance when dropping off preschool students. Please park in the carpool line along the curb, enter through the main entrance, and escort your child to their classroom.

**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

Preschool dismissal begins at 3:30pm for those not registered in limited extended care. Please pick up your preschool children directly from their classrooms. Please enter the building through the main entrance. If you are driving, please park along the [carpool line](#), enter the building, pick up your child, and return directly and immediately to your car. If you are walking from the Aqueduct path to pick up your child at the 4pm dismissal, please wait until directed to cross by the security guard. Preschool students who are picked up by older siblings will follow the procedure for K-8 dismissal.

### Day School (K-8) 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. School opens at 8:20am, and classes begin at 8:30am. To ensure their safety, please make sure your child arrives at school no earlier than 8:20am. If your child is late, they must go to the office for a late note.

- **Elementary School (grades K – 5) begins promptly at 8:30am**  
Students in kindergarten through grade 4 will enter the building through the main front entrance or new building doors and be greeted by their morning teachers in their classrooms.
- **Middle School (grades 6 – 8) begins promptly at 8:30am**  
Grades 6 – 8 boys should arrive promptly at 8:15am to attend minyan. Grades 6 – 8 girls should go to Room 111A for davening at 8:20am.

## Dismissal

Dismissal for grades K – 8 is at 4:00pm (3:00pm or 2:00pm on Fridays.)

**Carpoolers** will be dismissed by family group from the new building doors using our numbered decal system:

- Each family is assigned a carpool number. A decal with your number will be given to you to display on your windshield or passenger-side window. Please ensure the number is clearly visible. If you do not have your decal or another designated car is picking up, please make a replacement sign and have it clearly displayed.
- Inside the school, carpool numbers are posted on the hallway wall. Students will wait by family group at their assigned number.
- Carpool dismissal will begin shortly after 4:02pm. Students will exit through the right side of the new building doors when their family number is called by the designated staff member.

All parents and caregivers should remain in their vehicles. Students will be brought directly to your vehicle and should enter from the passenger side. If your child must enter on the driver side, please exit your vehicle to assist them.

If you are also picking up a preschooler, your K-8 children will not be dismissed from the building until you are back in your vehicle. Please pick up your preschooler and return to your car as quickly as possible to receive your children in K-8.

**Walkers** will be dismissed in shifts from the new building doors and immediately crossed at specific times. Walkers will line up by the left door and will not leave the building until instructed to do so. If you are picking up your walking child from the Aqueduct path, please wait at the path and do not cross. Your child will be dismissed and crossed to meet you in the next shift of walkers. If you are also picking up a preschooler, your walking child will not be dismissed from the building until you are at the new building doors and the next shift of walkers is dismissed.

**Bus students** will only be permitted to leave the building when they are released by a designated staff member. Bus dismissal will begin at the second bell at 3:58pm. Students in K-2 will be brought to the front door, where Mrs. Felt (or a designated replacement) will dismiss them to the bus. Students in grades 3-8 will be dismissed from the new building doors by Ms. Mendoza (or a designated replacement).

## Carpool Line and Parking Policies

Parents and caregivers who are driving to dismissal should park along the carpool line. Please do so only during dismissal and drop off and not at other points of the day.

If you anticipate needing to be in the building or away from your car for more than a few minutes, please DO NOT park in the carpool line. Continuous movement is essential in the carpool line, and stopping for more than a few minutes disrupts the flow. It can also be a safety hazard for vehicles to be unattended in the carpool line for extended periods of time should there be an emergency necessitating the lane to be cleared.

Please do not park in the spots around the school building. Any cars already parked in these spots must not move until carpool ends, usually around 4:10 PM. This applies to all vehicles, including those operated by staff, visitors, and parents. If you need to park and anticipate having to leave before 4:10pm, please park in the top lot or the spots across from the Sukkah.

If you are picking up or dropping off your children on Aqueduct Lane, please do not park in front of the path leading to Politz. It is very important for the safety of all our students and neighbors that we do not park on both sides of the street on the bend where the street narrows.

To help dismissal run safely and efficiently, please:

- **Stay present and aware during dismissal.** We kindly ask that phones be put away during pickup, as they can distract from supervising children and navigating the campus safely.
- **Keep dismissal focused and flowing.** While we love the sense of community at Politz, dismissal is not the ideal time for socializing. When adults gather near doors or hallways, it can create bottlenecks and safety concerns. This can also be dangerous when adults stop in the street to chat with someone in a car.
- **Know that staff need to stay focused on student safety.** If you have a question or concern unrelated to dismissal, please reach out to staff via email or phone at another time. During dismissal, their attention must remain on ensuring every child gets dismissed safely.
- **Plan transportation ahead of time.** Please check weather forecasts and plan accordingly if you have a walking child that will be picked up due to rain. We cannot accommodate children crossing back and forth to retrieve scooters or switch plans mid-dismissal.

## Late Pickup

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. 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.**

## Dismissal Changes

Politz uses [ParentLocker](#) to streamline our dismissal process and provide families with an easy way to update daily dismissal plans when necessary. **All dismissal changes must be submitted online through ParentLocker at least one hour before dismissal.** Parents can also make changes days, weeks, or months in advance directly through the website, enabling us to reduce classroom interruptions and accurately track dismissals. Please give the school at least one hour's notice for early pickups for doctor appointments, etc.

## Attendance

Consistent attendance in school is essential for learning. If for any reason your child will be absent, please email [office@politz.org](mailto:office@politz.org) by 10:00am to request missed work. *We cannot guarantee classwork or homework after this time.*

Per NJ state regulations, sick children must be kept at home. Please refer to the “[Health and Wellness](#)” section of this handbook for more details.

## Lateness

If your child will be late to school, please email [office@politz.org](mailto: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](mailto: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. Extended student absences due to vacation can create logistical challenges for teachers and often result in students falling behind in both 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.*

## Extended Absences

A student who is absent from school for ten consecutive school days without prior notification or approved documentation will be automatically withdrawn from enrollment. This policy ensures accurate attendance records and allows us to allocate resources effectively. Parents or guardians are strongly encouraged to notify the school in advance if an extended absence is expected, such as for medical reasons or family emergencies. Re-enrollment after withdrawal may be subject to administrative review and available space in the grade level. Please note that per our [tuition policy](#), refunds are not provided for students that are withdrawn during the school year. Tuition obligations remain in full effect regardless of student withdrawal per the enrollment contract.

## Daycare Policy

Politz offers AM and PM daycare options only for families who have preregistered. 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](mailto:office@politz.org).

## Daycare Hours and Rates

Please see the website for yearly and daily rates.

### Full Daycare

**AM daycare:** 7:30am – 8:30am (ends at 9:00am for preschool)

**PM daycare:** Monday – Thursday, 4:00pm – 6:00pm (begins at 3:30pm for preschool); Friday, 1 hour after dismissal

## Limited Daycare

Limited daycare is for preschool only and provided on a yearly basis. Please see the website for yearly rates.

**Limited AM daycare:** 8:30am – 9:00am

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

## Daycare Dismissal

Limited PM daycare for preschool will happen Monday-Thursday in the students' classrooms and will dismiss at 4:00pm. There is no limited daycare on Fridays. Extended PM daycare ends promptly at 6:00pm, 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 ParentLocker. Parents will be given access instructions at the beginning of the school year. Parents will receive a notification from ParentLocker for every instance of missed 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 for the missed homework. This work will be done independently.

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. This work will be done independently.

## Report Cards

Students in grades K – 8 will receive report cards three times each year: 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 and a final assessment in June. These assessments will be emailed to parents via ParentLocker.

Politz reserves the right to withhold report cards and student records until tuition and 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 before the first report cards have been issued. Reminder notices will be sent via email. 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/Delays

When school must be cancelled or delayed due to inclement weather or another emergency, parents will be notified via email, the Politz Announcements 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: please see Appendix B for the parent time sheet, which should be completed and submitted to the office at the end of the year. 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 will incur 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 that 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 enrollment 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 Jewish Day School with an open tuition balance at Politz, 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 an activity fee for students in 2-year preschool through 8<sup>th</sup> grade. This fee helps to cover the costs of classroom activities and projects, graduation ceremonies, preschool 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 8<sup>th</sup> grade trip or middle school snow tubing trip. There will be a family maximum for the activity fee. Parents have the following options for payment of the activity fee:

- Pay the fee in full by August 31<sup>st</sup> of that year.
- Pay half by August 31<sup>st</sup> and half by December 31<sup>st</sup>.
- Have the fee added to your monthly FACTS tuition payment.

## Admittance and Advancement Policy

In order for a student to be admitted to Politz, the following must be met:

### Age and Development Requirements

For all classes from the 2-year-old program and up, children must meet the October 1 age cutoff. If there are questions or concerns regarding placement based on a child's birthdate, a placement assessment may be administered to determine the most appropriate class level.

Children entering the Toddler Class must be at least 18 months old by August 1 of the enrollment year and must be walking independently upon beginning school.

All children enrolling in the 3-year-old class must be fully toilet trained before the start of school. Please see the full [toiletting policy](#) below.

### School Records and Medical Documentation

Students transferring from another school are required to provide official transcripts or records from their previous institution.

All students must have current medical forms and immunization records on file before attending school.

### Financial Standing

Any outstanding tuition or fees at a previous school must be paid in full prior to enrollment.

## Toileting Policy in Preschool

In the **2-year-old program**, most children enter in diapers, while some may already be toilet trained. Teachers will support children when families feel they are ready to begin toilet training. Parents should coordinate with the classroom teacher to ensure consistency and success.

For the **3-year-old program**, all children must be fully toilet trained before entry. Pull-ups are not permitted. Occasional accidents are expected and manageable, but frequent accidents indicate a child is not yet toilet trained. Teachers will assist children as needed while encouraging independence.

We provide a four-week adjustment period at the start of school for children to demonstrate toileting readiness. After this time, if consistent toileting remains unmanageable, families will be asked to meet with staff to discuss next steps. The school reserves the right to temporarily suspend attendance until the child is fully toilet trained.

This policy ensures a safe, supportive, and comfortable environment for all children while allowing teachers to focus on classroom learning and supervision.

In Pre-K, our focus is on helping children build independence and self-care skills, including proper bathroom habits. We ask that parents continue to practice hygiene and wiping techniques with their child at home. If a child requests help, teachers will first guide them through the process to promote independence and will provide additional assistance if needed. For safety and transparency, the bathroom door remains propped open whenever a teacher is assisting a child.

This is also the first year that children will be using a shared, communal bathroom with other classes. We will take time to teach and reinforce how to use the bathroom safely and respectfully in this new setting.

# 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. **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. Politz has a full-time security guard for the campus.

## Parent Campus Access

To ensure the safety, security, and well-being of all students and staff, we ask all parents and visitors to follow the guidelines below while on school grounds:

- **Check-In Requirement:** All parents and visitors must check in at the front office upon arrival and receive a visitor's badge. Please proceed only to your designated destination (such as the office, classroom, or event space) as directed by staff.
- **Hallway Courtesy:** To maintain a calm and focused school environment, parents are asked not to linger in the hallways or hold impromptu conversations with staff during drop-off, pick-up, or throughout the day. If your child arrives late, please bring them to the office rather than directly to the classroom.
- **Building Security:**
  - **Do not ever prop open any doors.**
  - **Do not allow anyone else to enter the building when you enter or exit.** Each person must be buzzed in individually by office staff.
- **Respectful Conduct:** While on school property, we ask that all parents model respectful behavior and follow staff directions to help maintain a calm and secure environment for students.

## Video and Surveillance Policy

The Politz campus is under continuous video surveillance. Our video surveillance system is designed to:

- Assist in preventing and managing inappropriate behavior on school grounds.
- Protect school assets from vandalism and theft.
- Deter misconduct while reassuring students, staff, and visitors of their safety.

### Key Points:

- Video and audio recording equipment may operate 24/7, 365 days a year, regardless of whether school is in session.
- Areas under surveillance include—but are not limited to—school grounds, hallways, classrooms, the library, resource rooms, common areas, playgrounds, sidewalks, and parking lots.
- Recordings may be used as evidence in cases of violations of state law, school policies, or school rules.

- Unauthorized use, tampering with, or interference with surveillance equipment is strictly prohibited.
- Only authorized personnel may access or download recorded images.

## 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 Announcements WhatsApp group, and this will be followed up with emails.

## 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.

## 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 may indicate preference for allowing us to use pictures of your child. Unless we hear otherwise, we will assume we may use your child's picture.

Please note that all visitors to school property and functions, including parents, may have their photograph used by Politz for any purpose, unless we are otherwise informed.

## 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.)

## 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.

## Technology

### 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.

### iPad and Technology Expectations

Politz provides iPads for in-school use for students up to grade 5. Students in grades 6-8 receive iPads for doing daily work. iPads will be used responsibly and at appropriate times and are only to be used for schoolwork. iPads are not to be used to communicate with other students except as related to schoolwork. iPads must remain in school and may not be brought home without permission from administration. 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 emailing or messaging/chatting during class
- No taking pictures

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 fee.

## Food

### 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:



- Chalav Yisrael products will be served at all school events involving students. Pas Yisrael products will be available as well. (*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. birthday, siyum, etc.) must be **Pareve and Pas Yisrael**. Certified DE products may be served at school. If you have any concerns regarding DE products, please let us know.

### Lunch

All 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).

### Politz Is a Nut-Aware School

Please see the [Food Allergies](#) section for more details.

# 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.

Notify the office immediately if your child contracts a communicable disease such as COVID-19, pink eye, strep throat, pinworms, 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.

A state-funded school nurse visits Politz regularly to conduct health screenings and update students' medical information. The nurse conducts annual screenings for vision, hearing, and scoliosis (at the appropriate ages).

## 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°F or higher (*students may not return to school until they have been **fever-free for 24 hours with no medication.***) If a child is sent home, the temperature taken at school is the documented temperature.
- Positive culture for strep throat (*students may return to school after 12 hours of antibiotic treatment AND must be fever-free for 24 hours without fever-reducing medication*)
- 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

**All students must be checked prior to the first day of school** by either the school nurse, school appointed lice checker, or the child's pediatrician. Students will not be allowed to attend school

until a proper lice check has been performed. A school-wide lice check will be conducted by the school nurse or school-appointed checker after winter break as well as anytime deemed necessary by the administration. If a case of lice is found, the child's class and siblings will be checked. Parents should report any known cases of lice or nits to the school nurse immediately. The school nurse or other administrator will inform parents immediately if someone in their child's grade was found with lice. School staff will handle each case with sensitivity and discretion to protect the privacy of the affected student and family.

**Exclusion from School:** Any student found in school to have live lice will be excluded from the classroom immediately, and parents must pick up their children to prevent the potential spread to other students. Findings of only nits in a child's hair will be evaluated by either the school nurse or appointed lice checker, and the child may be sent home at the discretion of school administration. Parents will be given education on proper treatment protocols and the requirements for re-admittance.

**Treatment Requirement:** Students must be treated with an appropriate lice treatment product and have all lice removed before returning to school. During treatment any long hair should be tied back.

**Re-Entry to School:** Before a student can return to the classroom, they must be rechecked by the school-appointed lice checker that morning to ensure that all lice have been effectively removed and nits have been combed out. Students who were previously affected may be subject to weekly follow-up checks to ensure that the lice or nits have been completely eradicated.

## 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.

## Immunization Requirements

Politz Day School requires all children to be vaccinated according to the New Jersey Department of Health Immunization Requirements (<https://www.nj.gov/health/vaccines/nj-immunization-requirements/>). Medical exemptions represent the only valid exception to this requirement; religious exemptions for immunizations will no longer be accepted as of December 1, 2025, in accordance with N.J.A.C 8:57-4.4.

A current student who has been granted a religious exemption prior to December 1, 2025 is permitted to continue relying on this exemption. Siblings of religiously exempt students, including prospective students, shall be grandfathered in under this exemption so long as the religious exemption was in effect as of December 1, 2025.

In the event that herd immunity could become compromised within a classroom or the school community or in the event of an active outbreak, this policy shall come under review in accordance with N.J.A.C. 8:57-4.3 (d) and 4.4 (d). This policy applies only to non-seasonal immunizations.

## Medication Administration Guidelines

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.

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](http://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 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.)

## 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 and B'not Torah and 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.

## Student Behavior Expectations

At Politz, we believe that a thriving school community begins with shared expectations and mutual respect. Per our [Code of Conduct](#), students are expected to:

- Follow directions promptly and respectfully, demonstrating cooperation and a readiness to learn.
- Use respectful language and tone when interacting with peers and staff, fostering a kind and inclusive community.
- Remain in their designated areas unless they have received direct permission from a staff member to leave.
- Maintain a safe environment by keeping hands, feet, and objects to themselves, and by resolving conflicts peacefully.
- Respect school property and the belongings of others, promoting responsibility and care for shared spaces.
- Adhere to the school's dress code.
- Represent the school positively during all activities, both on and off campus, upholding the values of integrity, respect, and community.
- Come prepared each day with necessary materials and a mindset ready for learning and growth.
- Take ownership of their actions by reflecting on choices and, when needed, making amends in a respectful and restorative manner.
- Participate actively in creating a positive school culture where every student feels safe, valued, and supported.

Additional details on student behavior expectations, including interventions, when necessary, can be found in the Politz [Code of Conduct](#).

## Parent 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.**

We ask that all parents and visitors dress in a manner that reflects the professional and respectful environment of our school. Attire should be neat, modest, and appropriate for a school setting. Clothing with offensive language, imagery, or overly casual styles (such as beachwear) is not suitable on campus. By modeling appropriate dress, parents help reinforce the values of respect and community for our students.

## 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. The Executive Director will serve 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 (Politz-branded shirts and 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, slippers, slides, and 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 (Politz-branded shirts and 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 *of that student's own hand* below the collarbone or sternal notch) 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, sweatpants, or shorts are allowed, except under skirts for gym period only 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. If a student's skirt does not fit these criteria, they will be provided with a replacement to wear at school for that day.
3. **Shoes** or **sneakers** are acceptable and must be worn with tights or socks that are visible above the ankle. Sandals, Crocs, flip-flops, slippers, slides 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. Makeup 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 supervision will always be provided for recess.

## Birthday Parties

We love celebrating your child's birthday at school! Each preschool class and grades K-2 will host a special party for the birthday child. If you would like to send in cupcakes, please note that they must be store-bought or from a bakery (not homemade) and should be parve. Please see our [Kashrut](#) policy for more details. The PPTA offers a Birthday Club option where you can order cupcakes to be delivered directly to your child's class. More information can be found at [politz.org/ppta](http://politz.org/ppta).

While we do not allow goody bags to be distributed, families are welcome to donate a book from the class wish list to the classroom library in honor of their child's birthday. The office will place a special dedication sticker inside the front cover, making it a lasting gift for the entire class. This is a wonderful way to celebrate while also fostering a love of reading, excitement, and enriching the learning environment for the class.

## 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 in the school building. 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.**

Please bear in mind that some situations are beyond our control when it comes to ensuring confidentiality of our students. We will always do our part to maintain confidentiality.

## 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 Announcements 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. Any information 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 Parent Teacher Association (PPTA)

The PPTA is a team of parents and community members who care about Politz Day School. Their 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 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 [ppta@politz.org](mailto:ppta@politz.org). There is a \$36 per family PPTA yearly membership fee, and all parents are encouraged to join.

# Bullying Policy

## 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?

#### **Definition of bullying as per New Jersey's Anti-Bullying Bill of Rights Act**

N.J.S.A. 18A:37-14 defines "harassment, intimidation, or bullying" as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- has the effect of insulting or demeaning any student or group of students; or
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

We also want to remind families of our commitment to inclusivity. Our school will not tolerate discrimination, harassment, or bullying in any form. If your child experiences or witnesses inappropriate behavior, we ask that you report it to their teacher or principal immediately.

### Prevention

Our goal is to maintain a positive, respectful, and safe school environment for all students. Preventive measures include:

- Promoting kindness, inclusion, and respect through classroom lessons and school-wide programs
- Providing social-emotional learning opportunities that build empathy, conflict-resolution, and communication skills
- Encouraging students to speak up and report concerns promptly to a trusted adult
- Regularly reviewing expectations for behavior and respect during class meetings or assemblies
- Training staff to recognize, prevent, and address potential incidents of harassment, intimidation, or bullying

## Reporting and Investigating Harassment, Intimidation, and Bullying (HIB)

If you see or suspect HIB, it is important to report it immediately. Reports can be made in the following ways:

**Online:** Send an email to our Head of School or Principal to report bullying.

**Paper Form:** Visit the main office to get a form and submit it to the Principal.

### Investigation Process:

Within 10 days of receiving a report, the administration will investigate by interviewing everyone with information about the incident to determine whether it qualifies as HIB. The Head of School or Principal reviews the investigation results and decides on any necessary actions. Within five days after the investigation has concluded, the school will send a letter to all parents of students involved. This letter will include:

- The type of investigation conducted
- Whether evidence of HIB was found
- Steps taken to address the incident

### Responses to HIB:

Individual interventions: Positive behavioral supports (peer mentoring, short-term counseling, life skills groups) or punitive actions (detention, in-school or out-of-school suspension, expulsion).

Classroom interventions: Discussions, role-plays, research projects, multimedia lessons, and skill-building in courtesy, tolerance, assertiveness, and conflict management.

Even if an official HIB violation is not found, school staff will work with all students involved to ensure they feel safe and respected.

### Consequences and Remediation

Students engaging in harassment, intimidation, bullying, retaliation, reprisal, or making false accusations may face the following:

Consequences:

- Removal from the classroom or school
- Immediate suspension and/or expulsion from classrooms or school property
- Legal action, if applicable

Remedial Measures:

To help reestablish student privileges and support positive behavior, the following measures may be implemented:

- Conference with the Principal, Head of School, or their designee
- Personal action, such as a letter of apology
- Restitution and restoration as appropriate

# 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. **All parents have a Give or Get obligation, which is communicated when tuition invoices are issued.** Each family must either Give these funds to the school or Get the money through other fundraising efforts. Politz relies parents fulfilling their Give or Get obligation as part of our annual fundraising budget.

**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 their Give or Get obligation, and we greatly appreciate the support of all parents.

1. Parnas Hayom: sponsor learning for a day, week, month or day in perpetuity
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, including the Gala
2. Donations of goods or services for special events
3. Wish list donations 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 sent to the community via email and announced during our morning announcements. To learn more, visit [politz.org/parnas](http://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 8<sup>th</sup> 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.)*

# Appendix A: Code of Conduct

## Section 1: Behavioral Expectations

### Student Expectations

Students are expected to:

- Follow directions promptly and respectfully, demonstrating cooperation and a readiness to learn.
- Use respectful language and tone when interacting with peers and staff, fostering a kind and inclusive community.
- Remain in their designated areas unless they have received direct permission from a staff member to leave.
- Maintain a safe environment by keeping hands, feet, and objects to themselves, and by resolving conflicts peacefully.
- Respect school property and the belongings of others, promoting responsibility and care for shared spaces.
- Adhere to the school's dress code.
- Represent the school positively during all activities, both on and off campus, upholding the values of integrity, respect, and community.
- Come prepared each day with necessary materials and a mindset ready for learning and growth.
- Take ownership of their actions by reflecting on choices and, when needed, making amends in a respectful and restorative manner.
- Participate actively in creating a positive school culture where every student feels safe, valued, and supported.

### Addressing Behavioral Challenges

At Politz Day School, we view discipline as an opportunity to teach responsibility, promote reflection, and support personal growth. When students fall short of expectations, we guide them through a restorative process that encourages self-awareness, accountability, and meaningful learning. Rather than focusing solely on punishment, we help students understand the impact of their actions, repair any harm caused, and develop the skills needed to make more thoughtful choices in the future. Each situation is approached with care and respect for the individual, ensuring that our response is developmentally appropriate, values-based, and aligned with the needs of the student and the school community.

Behavioral concerns are addressed through a four-tiered approach:

#### **Level 1: Classroom-Managed Behavior**

Mild infractions are addressed within the classroom setting. These include:

- Disruptive behaviors that interfere with classroom learning, school programs, activities, or transportation but don't qualify as more serious infractions.
- Lack of focus during instruction such as, doodling during lessons, or failing to listen when the teacher or classmates are speaking.

- Getting up from an assigned seat or leaving a designated area without first asking for and receiving teacher permission, including moving around the classroom during instruction time.
- Not complying with teacher instructions, ignoring classroom procedures, or disregarding verbal or written directions given for assignments, activities, or behavioral expectations.
- Submitting someone else's work as one's own, using unauthorized assistance during tests or assignments, or turning in AI-generated content without proper attribution.
- Engaging in conduct that belittles, bothers, offends, or humiliates individuals or groups.
- Wearing clothing or accessories that don't comply with established school attire guidelines.
- Misusing personal electronic equipment (phones, tablets, smartwatches, music players, etc.) for non-academic purposes during school hours.
- Participating in uncontrolled physical play or pranks involving multiple students.
- Using offensive words, gestures, images, or materials at school (excluding threats or intimidation).
- Arriving late to class without a valid excuse after being present on campus.
- Missing school or individual classes without proper authorization from parents, guardians, or school officials.

#### **LEVEL 1: RECOMMENDED APPROACHES AND CONSEQUENCES**

- Verbal redirection or reminder of expectations.
- Restorative conversation about the behavior.
- Reinforcement of classroom expectations.
- Assignment of special project or work
- Reflection or restorative activity during non-instructional time.
- Loss of minor classroom privileges.
- Warning of referral to Level 2.

#### **\*MANDATORY CONSEQUENCES:**

**If the behavior is repeated or results in a serious outcome, a more significant response may be necessary to address the situation and support growth.**

#### **NOTIFY PARENTS/GUARDIANS or TALK ABOUT THEIR BEHAVIOR**

#### **Level 2: School-Wide Support**

These infractions involve repeated Level 1 behaviors or more disruptive conduct, such as:

- Repeatedly leaving assigned areas or being in hallways or other areas without permission.
- Taking something that belongs to someone else without permission.
- Wearing anything that does not follow the dress code (two or more offenses).

- Nonverbal or verbal threats of physical harm (to hit, fight, or beat up another person without a plan and/or actions towards them) that are made in-person, electronically or through any other means.
- Any rough uncontrolled play or prank that involves two or more students and there is risk of injury as a result of the horseplay.
- Repeatedly refusing to follow written or verbal school rules or directions from the school staff without causing a disruption.
- Breaking or destroying things that belong to the school or to another person.
- The repeated misuse of electronic devices that is not related to school; going into programs and/or files that a student should not go into on an electronic device; sharing your username and password with someone else; or logging into your device and allowing someone else to use your device.
- Hitting, pushing, or engaging in any physical contact with another student that is disruptive but stops when an adult asks the students to stop.
- The act of participating in an altercation involving physical violence.
- Repeatedly showing behavior that is hurtful or that embarrasses another person or group of persons, including staff. (More serious than Level 1).

## **LEVEL 2: RECOMMENDED APPROACHES AND CONSEQUENCES**

### **\*MANDATORY CONSEQUENCES:**

#### **NOTIFY PARENTS/GUARDIANS and TALK ABOUT THEIR BEHAVIOR**

- Reflection activity to understand the impact of the behavior.
- Temporary removal from a specific activity or space (with supervision).
- Apology (verbal or written) to those impacted.
- Referral to school counselor for guidance or support or intervention program (NJTSS).
- Warning of referral to Level 3.

### **Level 3: Administrative Intervention**

For serious or ongoing infractions, administrative action is required.

- Being on school grounds, school transportation, or at school events without permission or remaining after being asked to leave by staff.
- Having, using, or distributing banned objects such as matches, lighters, toy weapons, tools, or other unauthorized materials on campus.
- Engaging in conduct that significantly interferes with the teaching and learning environment, school operations, or educational activities without reaching Level 4 severity.
- Using threats of harm to coerce others into giving up money, property, or services.
- Openly refusing to comply with staff directions, demonstrating willful disobedience, or publicly arguing with adults in a disruptive manner.

- Engaging in harmful, embarrassing, or demeaning behavior toward others, including the use of offensive language, gestures, or profanity.
- Taking another person's belongings without consent or authorization.
- Participating with others in physical fights involving force or violence that requires intervention or results in injuries needing medical care.
- Deliberately damaging or destroying school property or personal belongings of others.
- Using threatening, insulting, or dehumanizing communication through any means that causes reasonable fear of harm to persons or property.
- Continued misuse of electronic devices, including unauthorized system modifications, accessing restricted programs, or viewing prohibited content.
- Engaging in reckless physical play or pranks with multiple students that results in actual injury requiring medical attention.
- Displaying conduct that may incite violence or severely disrupts school operations.
- Possessing or using tobacco products or nicotine vaping devices on school property, school transportation, or at school events.
- Possessing, storing, or distributing fireworks or similar explosive devices on school property or at school functions without igniting them.
- Intentionally hitting or striking another person against their will without causing injury, excluding situations involving mutual combat.
- **Bullying or Harassment:** Violations will result in progressive disciplinary action ranging from mandatory training and written warnings for first offenses to suspension, termination, or expulsion for severe or repeated incidents, with immediate safety measures provided for all affected parties.

### **LEVEL 3: RECOMMENDED APPROACHES AND CONSEQUENCES**

- Parent/guardian meeting with administration and teacher.
- Restorative actions (e.g., apologizing or replacing damaged property).
- Development of a behavior action plan with the student, parents, and school staff.
- Counseling or tailored intervention plan.
- Bus suspension.
- Out of school suspension (1-2 days).
- Guidance referral, if needed.
- Referral to intervention program.
- No contact agreement.
- Warning of referral to Level 4.
- Temporary removal or participation in extra-curricular/ co-curricular programs or activities.

#### **Level 4: Major Infractions**

Egregious violations that threaten the safety or integrity of the school are rare but require immediate action. Examples include:

- Possessing, using, sharing, selling, or being under the influence of alcoholic beverages on school property or at school events.
- Intentionally setting fires or causing explosions on school property or transportation.
- Deliberately causing serious injury, permanent harm, or using weapons against others.
- Systematic, repeated behavior intended to intimidate, harm, or isolate another person through various means.
- Unlawfully entering school property and causing damage or committing crimes while trespassing.
- Severely disrupting school operations through actions like bomb threats, riots, or false alarms that threaten safety.
- Manufacturing, selling, buying, or distributing illegal drugs or substances.
- Having, using, or being under the influence of illegal drugs or controlled substances.
- Unauthorized access to computer systems, networks, or files, including hacking school databases.
- Accidentally setting fires or intentionally lighting small fires without causing damage.
- Forcibly restraining, hiding, or transporting someone against their will.
- Having dangerous objects or weapons that could harm others, including replica weapons and self-defense items.
- Repeated serious misbehavior that significantly disrupts school operations.
- Taking property by force, violence, or threat while causing fear in the victim.
- Forced sexual acts committed against someone's will, or other inappropriate sexual behavior, lewd gestures, or indecent exposure.
- Intentionally harming someone requiring medical attention, excluding life-threatening injuries.
- Making verbal or non-verbal threats that cause reasonable fear of physical harm.
- Any direct or indirect threats against the school, including threats or violence threats.
- Selling or distributing tobacco, vaping products, or nicotine devices.
- Entering school property after being officially banned or while under suspension/expulsion.
- Intentionally damaging or destroying public or private property through graffiti, scratching, or other destructive acts.

#### **\*MANDATORY CONSEQUENCES**

- **NOTIFY PARENTS/GUARDIANS**
- **TALK ABOUT THEIR BEHAVIOR**
- **UP TO A 5 DAY SUSPENSION**
- Immediate removal from the situation.

- No contact agreement.
- Guidance referral, if needed.
- Temporary removal or participation in extra-curricular/co-curricular programs or activities.
- Referral to outside support services or behavioral assessment.
- Referral to an intervention program (NJTSS).
- Expulsion, in cases of repeated or extreme violations.

### Additional Steps for Supporting Behavioral Growth

At Politz Day School, we believe that every behavioral challenge is an opportunity for growth. Our approach is rooted in care, accountability, and emotional well-being. Rather than focusing solely on consequences, we work with students to help them understand their actions, learn from their experiences, and build the skills they need to thrive—both in school and beyond.

When addressing behavioral challenges, Politz Day School takes a holistic approach to ensure students receive the support they need to succeed. These proactive strategies and restorative practices are implemented to help students reflect on their actions, repair harm caused, and develop better decision-making skills moving forward:

- **Restorative Practices:** Encourage students to repair harm caused by their actions, such as offering apologies, writing reflective essays, or engaging in acts of service within the school community.
- **Proactive Interventions:** Provide additional behavioral supports for students struggling with self-regulation, such as counselor check-ins, daily progress monitoring, or structured guidance.
- **Positive Reinforcement:** Consistently recognize and celebrate positive behavior through verbal praise, certificates, or privileges to motivate students to make good choices.
- **Behavior Documentation:** Maintain a clear and confidential record of incidents and interventions to monitor patterns, evaluate the effectiveness of supports, and ensure consistency.

When addressing behavioral challenges, Politz Day School takes a holistic approach to ensure students receive the support they need to succeed. We use restorative practices to guide students through healing and reflection. These practices create a safe space where students can take responsibility, hear how others were affected, and work together to make things right.

- Restorative circles, where everyone involved has a chance to speak, listen, and find common ground.
- Guided mediation sessions with trained staff to help students reflect and rebuild trust.
- Personal reflections, either written or spoken, to help students process the impact of their behavior.
- Collaborative solutions, like acts of service or community contributions, that help repair relationships and restore a sense of belonging.

These experiences help students grow in empathy, strengthen their connections with others, and contribute to a more compassionate school community.

### **Proactive Interventions: Meeting Students Where They Are**

We understand that every student is different, and some may need extra support to manage their emotions or behavior. That's why we offer proactive, personalized interventions such as:

- Regular check-ins with counselors or trusted adults.
- Daily progress tracking to help students stay on course.
- Individualized behavior plans with clear goals and consistent support.

These tools help students build self-awareness, resilience, and the confidence to make positive choices before challenges escalate.

### **Positive Reinforcement: Celebrating Growth and Good Choices**

We believe in lifting students up by recognizing their efforts and celebrating their successes. Positive behavior is encouraged through:

- Genuine praise and encouragement from teachers and peers.
- Certificates, awards, or classroom incentives.
- Special privileges or leadership roles that highlight students' strengths.

By focusing on what students are doing well, we create a culture where kindness, responsibility, and respect are the norm.

### **Behavior Documentation and Reflection: Learning from Experience**

To ensure consistency and fairness, we keep confidential records of behavioral incidents and the steps taken to support students. This helps us:

- Spot patterns and understand what a student might be going through.
- Evaluate what's working and where we can improve.
- Collaborate with families and staff to create a unified support system.

Documentation isn't just about tracking behavior—it's about learning from it and helping students move forward with confidence and clarity.

## **Section 2: Positive Reinforcement and Supports**

At Politz Day School, we believe that building strong character is just as important as academic success. That's why we're committed to creating a school culture where kindness, respect, and responsibility are celebrated every day. Here's how we plan to encourage and support good behavior throughout the year:

- **Recognizing Exceptional Middot**  
We want to shine a light on students who go above and beyond in showing strong middot (character traits). Whether it's helping a friend, showing patience, or being honest, we'll recognize these moments during school assemblies and in our school

newsletter, the Politz Press. Each month, we'll focus on a different middah and celebrate students who model it in their daily actions.

- **Earning Privileges and Incentives**

Good behavior will be rewarded in meaningful ways. Students will have chances to earn fun privileges like extra recess or lunch with a teacher. Teachers will also use classroom reward systems to keep students motivated and engaged. These incentives are designed to reinforce positive choices and help students feel proud of their efforts.

- **Supporting Social and Emotional Growth**

We know that learning how to manage emotions and solve problems is a big part of growing up. That's why we're offering programs that teach conflict resolution and social-emotional skills. Through classroom lessons, small group support, and one-on-one guidance, we'll help students build the tools they need to navigate challenges and build healthy relationships.

- **Supporting Social and Emotional Growth Through Restorative Practices**

At Politz Day School, we know that helping students grow socially and emotionally is just as important as helping them grow academically. That's why we're using restorative practices—simple, meaningful ways to build community, strengthen relationships, and help students learn from their mistakes.

### **What Are Restorative Practices?**

Restorative practices are all about connection and accountability. Instead of just focusing on consequences when something goes wrong, we take time to understand what happened, how it affected others, and how to make things right. It's about helping students reflect, repair, and grow.

### **What This Looks Like in Our School**

#### **1. Morning Circles**

We start the day with short check-ins where students can share how they're feeling or talk about a topic. It helps everyone feel seen, heard, and ready to learn.

#### **2. Restorative Conversations**

When conflicts happen, we guide students through calm, respectful conversations. We ask questions like:

What happened?

How did it make you feel?

Who else was affected?

What can we do to fix it?

These conversations help students take responsibility and understand the impact of their actions.

### **3. Restorative Circles**

For bigger issues or group conflicts, we bring everyone together in a circle to talk it out. Everyone gets a chance to speak and listen, and we work together to find a solution.

### **4. Reflection Time**

Sometimes students need a quiet moment to think. We use reflection sheets or journals to help them process what happened and how they can do better next time.

### **5. Welcoming Students Back**

If a student has been out due to a suspension or serious issue, we hold a short meeting to welcome them back, talk about what's changed, and make sure they feel supported moving forward.

#### **Restorative practices help students:**

- Build empathy and emotional awareness
- Learn how to solve problems peacefully
- Feel more connected to their classmates and teachers
- Take ownership of their actions in a safe, supportive way

#### **Non-Negotiables:**

##### **1. Everyone Has a Choice**

No one is forced to join a restorative conversation. It only works if everyone is there because they want to be. That's how we build trust.

##### **2. Every Voice Matters**

Whether someone caused harm, was hurt, or is part of the community, everyone gets a chance to speak and be heard. We listen to understand, not to judge.

##### **3. Accountability, Not Shame**

We don't believe in making people feel bad just to punish them. Instead, we help students take responsibility, understand how their actions affected others, and figure out how to make things right.

##### **4. Relationships Come First**

Restorative justice is all about repairing and strengthening relationships. When something goes wrong, we focus on healing—not just fixing the problem, but restoring the connection.

##### **5. Safe and Respectful Spaces**

What's shared in a restorative circle stays in the circle. Everyone deserves to feel safe, respected, and supported during the process.

##### **6. Making Things Right**

Restorative justice isn't just about talking—it's about action. We work together to come up with real, meaningful ways to repair harm and move forward.

## **7. Fairness and Inclusion**

Everyone deserves to be treated with dignity, no matter who they are. We make sure our practices are fair, inclusive, and respectful of every student's background and identity.

### **Schoolwide Rules**

#### **Cafeteria Rules**

Use indoor voices while talking to friends.

Stay seated unless you have permission to get up.

Clean up your area before leaving.

Raise your hand if you need help.

Be kind to staff and classmates.

#### **Assemblies**

Enter and exit quietly and respectfully.

Sit in your assigned area and stay seated.

Listen attentively to speakers and performers.

Keep hands and feet to yourself.

#### **Hallways and Stairwells**

Walk on the right side and face forward.

Use a quiet voice or stay silent.

Keep hands, feet, and objects to yourself.

Follow adult directions the first time.

Move with purpose—no running or lingering.

#### **Classroom**

Stay focused on your task.

Use a quiet voice or work silently.

Raise your hand if you need help.

Use materials appropriately.

Do your best and take pride in your work.

## Section 3: Monitoring and Accountability

At Politz Day School, we know that creating a positive school environment takes teamwork—and that means regularly checking in on how things are going. We're committed to making sure our behavior expectations are working for students, teachers, and families.

### **Keeping an Eye on What Matters**

Our staff and leadership team will regularly review behavior data to see what's working and where we might need to make changes. This includes looking at things like behavior referrals, positive recognitions, and patterns across classrooms or grade levels. We'll use this information to guide our decisions and support students more effectively.

### **Working Together**

If we notice a student or group of students struggling, we won't go it alone. We'll work closely with teachers and families to come up with a plan that supports the student's growth. Whether it's adjusting classroom strategies, offering extra support, or having a conversation with parents, we believe in solving problems together.

### **Staying Accountable**

Teachers will keep track of behavior incidents and positive moments using our school's system, and the leadership team will check in regularly to make sure we're staying on track. We'll also share updates with staff and families so everyone knows how we're doing and where we're headed.

### **Always Improving**

We'll take time during the year to reflect on how our behavior plan is working. That means listening to feedback from students, staff, and families, and making changes when needed. Our goal is to create a school where every student feels safe, supported, and ready to learn.

## Section 4: POLITZ PRIDE PILLARS

### PATIENCE

To be patient means to remain calm and composed while waiting for something or dealing with difficult situations, without becoming frustrated, angry, or giving up easily.

I will show patience and understanding towards my classmates.

I will recognize differences between myself and others.

I will practice self-control.

I will take deep breaths before reacting.

### RESPECT

When we are respectful and mindful of others, we demonstrate a deep understanding and awareness of how our words, gestures, and behaviors can have a significant impact on the emotions, thoughts, and well-being of those around us.

I will respect myself and others.

I will respect the school's property.

I will treat my teachers kindly and respect adult authority.

I will be quiet in the hallway.

### INTEGRITY

To have a deep understanding of the distinction between what is morally correct and what is morally incorrect. When we conduct ourselves with integrity and uphold our values, we demonstrate the courage to be honest, transparent, and accountable for our actions. This allows us to build trust and credibility in our relationships and in our communities.

I will act in a way that makes me proud of myself.

I will be truthful.

I will work to the best of my ability.

I will do the right thing even when no one is watching.

I will take responsibility for my actions.

## DILIGENCE

Being diligent implies consistently dedicating oneself to carrying out tasks with meticulous attention, focusing on academic responsibilities, fully completing assignments with thoroughness, and engaging in regular study habits instead of resorting to last-minute cramming sessions.

I will put forward my best effort.

I will finish my work and hand it in on time.

I will be prepared for learning.

I will focus on my work and learning.

I will have a growth mindset.

## EMPATHY

To be empathetic means to understand and share the feelings of others by putting yourself in their shoes and genuinely caring about their experiences, emotions, and perspectives.

I will let my friends' different talents shine through.

I will be mindful of how my behavior affects others.

I will include others.

# Appendix B: Parent Volunteer Time Sheet

Each Politz family is required to volunteer for 10 hours during the course of the school year. Please submit this sheet to the office as soon as you have completed your 10-hour obligation. Parents who do not fulfill this obligation will be billed in June at a rate of \$10 per hour not volunteered. Please email [office@politz.org](mailto:office@politz.org) with any questions.

NAME: \_\_\_\_\_

Date	Name of Project	Hours Volunteered

*Volunteer hours are on the honor system. Please check your email often for volunteer opportunities. Thank you!*