

Peoria Hebrew Day School



“Our children’s path to a shining future.”

Parent-Student Handbook

Revised 2013/2014

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WELCOME

ברוכים הבאים Bruchim Habaim

Welcome to Peoria Hebrew Day School. PHDS is a coeducational Jewish Day school committed to excellence in both General and Judaic Studies in Pre-Kindergarten through Grade 8. We provide the highest quality General and Judaic Studies education to students throughout the Peoria community. Graduates of PHDS have attended the finest colleges and universities in the United States and abroad, and they have distinguished themselves in many professions, business, the arts, philanthropy and other significant aspects of local, national and international life. We are thrilled that your child/ren will be a part of our community.

We want to welcome each of your children to PHDS, where you will find small classes with attention given to every child. Our students have consistently scored in the highest quartile on standardized tests and are involved in all kinds of extracurricular activities and sports. We are members of the RAVSAK Jewish Community Day School Network and PEJE: Partnership for Excellence in Jewish Education. We at PHDS embrace the hopes and dreams of children and their parents as we together foster a family-oriented learning community that reflects the spirit of what teachers and parents want for their children.

Principal – Robert Kensinger

Director of Judaic Studies – Dr. Tom Halperin

President of the Board of Directors – Ruth Stanton

BOARD OF DIRECTORS

An active Board of Directors comprised of parent volunteers and community members governs the school. For the 2013-2014 year, the Executive Committee of the Board is comprised of:

Ruth Stanton– President

Diane Wetchler- Treasurer

Dr. Paul Small – Secretary

Yona Lunken – Fundraising Chair

Dr. Thomas Halperin – Director of Hebrew and Judaic Studies

Robert Kensinger – Director

Dr. Robert Scott – At Large Executive Committee Member

Deborah Merrill – At Large Executive Committee Member

Rabbi Daniel Bogard - At Large Executive Committee Member

MISSION & PHILOSOPHY STATEMENT

The Peoria Hebrew Day school was founded and incorporated in 1971. Its goal is to develop young students imbued with Torah values and knowledge and whose general education and training will prepare them to be creative and valuable members of our contemporary community.

The school strives to embrace all elements of the community by conducting its religious education in a manner non-prejudicial to those various elements. It maintains the very highest standards in both Hebrew and general studies through a faculty and staff better qualified and more experienced than found in most comparable schools. Because of this quality approach to education, its students consistently score well above national norms on standard achievement tests and easily make the transition to public or private school.

PROFILE OF THE PEORIA HEBREW DAY SCHOOL

Established in 1971, the Peoria Hebrew Day School is the first complete Hebrew Day School in Central Illinois.

Founded with foresight to make possible the pursuit of traditional studies jointly with superior secular education, Peoria Hebrew Day School is dedicated to educating the “whole child”.

Today, students attend the Peoria Hebrew Day School from preschool through eighth grade. The dual program, with part of each day devoted to secular and traditional studies, provides a stimulating and successful synthesis of modern general education and traditional and contemporary Hebrew Studies.

With a carefully assembled faculty of licensed, experienced, progressive teachers in both areas, PHDS maintains high standards in modern educational procedures to implement its dual program giving students and their families the opportunity to explore diverse cultures providing them with important tools to understand and interpret them critically.

The early years are generally considered the most important years for learning to occur. The Preschool will be focused on helping young children to become ready for a successful school experience. We will do fine motor work, as well as gross motor. The program works on language (expressive as well as receptive), personal/social growth (cooperation and socialization), and cognitive (recall). The concept is to develop literacy skills through writing, reading, and listening.

The intensive program of traditional Hebrew studies is designed to allow all our students to explore and cultivate an understanding and appreciation of religious and cultural values and love for the land of Israel, the American community and all humankind, as well as a desire to lead a worthwhile Jewish life for our Jewish students. Our Hebrew and Judaic Studies curriculum is formulated as cultural immersion experience that combines a broad spectrum of subjects from Biblical Hebrew and studies to modern Israeli history and conversational Hebrew.

Both subject matter and educational methods are constantly under review, and innovative approaches are sought and encouraged.

At PHDS, each child is an individual as well as a community member. The school strives to give the child the attention he/she needs both in his/her formal studies and in the development of their personality so that every child may make the most of their potential.

ADMISSIONS POLICY

Our mission is to provide a high-level education both in Jewish and General Studies. We embrace all Jewish and non-Jewish children that we can serve, and welcome them through our doors.

Prospective Pre-Kindergarten and Kindergarten students will undergo a screening process prior to acceptance. Prospective students applying in grades 1-8 will submit the following items to the Admissions Director: a completed Application for Admission form with requisite fee, IDHS Health Record, IDHS Dental Form, IDHS eye exam form, Financial Aid forms (if applicable), previous school transcripts, records of any standardized testing, Special Education reports (if applicable), a visit by the student for a half or full day, and a recent picture of the child.

PHDS does not discriminate on the basis of race, color, religion, ethnic or national origin.

Administrative Policy Regarding Enrollment of Underage Children for Kindergarten

For a child to be eligible to enroll in the kindergarten class in the fall of a given year, he/she must reach the age of 5 years by September 1 of that same year. Under age children shall be considered for admission on an individual basis and professional testing is mandatory.

Preschool students (3 and 4 year olds) may enroll during the year once the age of 3 is reached and he or she is potty trained. The number of days preschool is offered will be determined by enrollment and need in any given year.

HEALTH POLICY

"Healthy Soul in a Healthy Body." (Rambam- Maimonides) "בריא בגוף בריאה נפש" (ם"הרמב)

It is critical that students be well-rested and nourished in order to attain their potential during the school day. Please assist your child by making sure he or she goes to bed at a reasonable hour and eats balanced and nutritious meals and snacks.

The school must have on record a medical form filled out by your child's physician, including all current immunizations. Please submit to the office the results of any additional eye or ear examinations given to your child. Information on allergies and medications must also be given.

At the beginning of each year, you will be asked to fill out an emergency card, so that we may contact you should the need arise. Emergency Cards are kept on file in the school office. Throughout the year, please notify the school of any additional changes in address, phone, or emergency numbers. In addition, please notify the Director or classroom teacher of any family situation that might affect your child's progress.

State law prohibits the school from administering medication of any kind, without a doctor's note for prescription drugs or parent note for non-prescription. Should your child need to take any medication, please administer it prior to, and after school hours. If absolutely necessary, please send a letter stating the proper dispensing procedures. Instructions must match what is on the doctor's prescription and/or package directions.

Any student who is kept home from school with a fever needs to be fever-free for 24 hours before returning to school. If your child contracts a contagious condition, please notify the school immediately so we can make other parents in the class aware of the situation. Measles, strep throat, lice, and conjunctivitis are among some of these contagious situations.

Parents have to notify the Director and teachers if a student has a medical condition that requires use of special medication such as an asthma inhaler, EpiPen, etc. It is responsibility of the parent to make sure the medication is not expired and that the student always carries the prescribed medication please put it in a separate bag or container marked with big clear letters in case teachers need to look for it inside the school bag.

ATTENDANCE

School hours are from 8:30 A.M. to 3:30 P.M. Monday through Thursday. Friday dismissal is at 3:00pm. The school day begins at 8:30 am with prayer services. All children in grades K-8 are expected to participate in services.

School hours for the Pre-Kindergarten program are from 9:00 A.M. 11:30 A.M. Pre K students will not participate in services.

On occasion to accommodate for holiday preparation and travel we will have early dismissal days and will let out at 1:30pm. Students are not to be on school grounds at other times unless they are part of an organized activity such as choir, tutoring, extended day, or clubs. If on a given date late arrival or pick-up is inevitable, please notify the office in advance. Forms for late arrive or early pick-up are available in the office.

The school establishes a calendar prior to the beginning of each school year. Parents/guardians are expected to honor the calendar established by the school. Sufficient vacation time is provided during the academic year; parents are requested not to schedule vacations or travel when school is in session. Sometimes situations occur whereby the calendar may need to be altered. Advance notice of any change will be made to parents.

If your child will not be in school, please call the office by 9:00 A.M. If your child is absent, it is recommended that you attempt to get any missed work or homework assignments. You may request homework by calling the office before 9:00 A.M. Assignments will be ready at dismissal, and they may be picked up in the office.

Daily school attendance is the only effective way to ensure continued academic progress. School absence is categorized in the following manner:

- Family Emergency – such as death in the immediate family and serious or prolonged illness is always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure the school and teachers will follow in such circumstances.
- Absence Because of Illness – If a student is unable to come to school because of illness, the parent/guardian is expected to notify the school office. If arrangements are made with the teacher, student assignments can be picked at dismissal time. Students are responsible for makeup work and tests. Two school days will be allowed for makeup work to be completed for each day the student was absent.
- Absence for Other Reasons – When a student is absent from school for any reason other than illness or family emergency, it is within the teacher's discretion to permit

the student to make up the work that he/she has missed. Parents are asked not to schedule activities or appointments that cause student absence on regularly scheduled school days.

- Vacations – Families are discouraged from taking vacations while school is in session. Teachers may require that students make up work missed during vacations scheduled when school is in session. Missed work will be made up in a timely manner (as determined by the classroom teacher).
- Tardiness – Students who are not in morning services at 8:30 A.M. are tardy. The office records the number of times your child is tardy and it is placed in the student's permanent record. Because tardiness disrupts the school environment for all students, students may receive a loss of privilege or a grade-appropriate disciplinary consequence for their tardiness. Habitual or excessive tardiness may necessitate a conference with the parents, as well as additional consequences or loss of privileges.

SCHOOL CANCELLATION/DELAY

On snowy mornings, please stay tuned to WEEK, WHOI, WMBD, where PHDS will announce any cancellations or delays. The school Director or in case of his/her absence the President of the Board of Directors will determine if school will be cancelled or delayed.

The school Director and/or teachers will contact parents to inform them of school cancellation or delay. Parents can call the Director of the school or teachers if they have doubts about school cancellation/delay.

ARRIVAL AND DISMISSAL PROCEDURES

PHDS dismissal policy requires that parents wait for children in cars on line at the front door. Car-pool children are dismissed by group as their car drives up to the teacher on duty at the school entrance. Teachers and staff wish to expedite dismissal, but the top priority is the safety and security of our students. Congestion in the halls and lobby area impede each of these goals. Therefore, parents should not enter the school at or around dismissal unless they have other business in the school that has been scheduled in advance. Students should not congregate in the hallways, office or lobby area, even if they are with a parent.

1. Cars are to drive by the parking lot and go around the circular drive of the building

to the side doors where students will be dismissed to their car. If drivers will pull forward as far as possible, 3 cars can be loaded at a time. Teachers on duty will give assistance as needed. Cars must stay in line and move forward. There will be no backing out, turning around, or cars loaded out of order.

Parents of Pre-Kindergarten students have to drop off and pick up the child at the door.

2. The dismissal teacher will allow children to load only as directed.
3. Children may not cross to their parent's car if it's parked anywhere on the drive.
4. If a student must return to the building after he/she is already in the car, the parent/driver must park in the upper level parking lot and walk the students to the building then back to the parked car.
5. Cars must not be left in the car line without a driver. This would hamper orderly dismissal and compromise the safety of the children.

The only exception are parents of Pre-Kindergarten students. Cars should be completely stopped and turned off before parents pick up children at the side door.

6. No car will be loaded if the driver is not in the car.
7. Children who are not picked up by the time the last car has left will be taken back inside to watch for their ride from the window or by the door. If you must be late please pick up your child by the side door. Please notify the office beforehand if you know that you will be late.

Pre-Kindergarten students will be accompanied by parents to and from the car to the school entrance; all other arrival and dismissal procedures will stay the same for them.

Please make every effort not to have your child's medical/dental appointments or recreational activities begin before 3:30 P.M. If your child will be leaving the school prior to dismissal, please send a note or call the office by 9:00 A.M.

Parents are respectfully requested not to enter the classroom to accompany or remove their children either prior to or after dismissal time. Parents are also requested to refrain from talking to teachers during arrival or dismissal time. It is not appropriate to expect a conference with a teacher at a time when a teacher is responsible for the supervision of students.

Upon consulting your calendar you will note early dismissal has been scheduled prior to most holidays so that families and teachers may adequately prepare for the upcoming holiday celebration. Please note that this time is 1:30 P.M. Students will eat lunch in school.

In case there is snow or ice on the ground the circular drive will be closed. If not closed at the time of arrival to the school, please DO NOT drive down the circular drive. Same procedures of arrival and dismissal will be in place using the main entrance of the building.

SAFETY & SECURITY PLAN

All doors to the school will remain locked while school is in session. Those wishing entry must be “buzzed in” by the office staff. Anyone not known to staff will not be allowed entry into the building.

STUDENT CONDUCT POLICY

“Rabbi Elazar ben Shammua used to say: Let the honor of your student be as precious to you as your own; and the honor of your colleague as the respect due your teacher; and the respect towards your teacher as your reverence for G-d.” (Pirkei Avot 4, 12)

רבך ומורא, רבך כמורא חברך וכבוד, כשליך עליך חביב תלמידך כבוד יהי: אומר שמוע בן אליעזר רבי " (טו, ד, אבות פרקי) "שמים כמורא

The goal of any student conduct policy is to assist the student in developing self-discipline that is consistent with good moral principles. All school rules reflect an attitude of respect and acceptance of self, of others, of all property, and of G-d.

Teachers work in cooperation with the Director and other administrative staff to ensure that everyone in the school community respects the students’ right to learn and the teachers’ right to teach. On the first day of school and throughout the year, teachers will explain and discuss the rules of conduct and civility for the school and their particular classes. Parent cooperation to help establish and reinforce proper conduct in school and at school events is essential.

Students are expected to be courteous and respectful to one another, to all school personnel, to volunteers, and to school visitors at all times and in all areas of the school, including classrooms, hallways, chapel, library, auditorium and restrooms. Rules regarding conduct are in effect at all school programs and events, whether during the academic day or not, and whether on or off school grounds (i.e. field trips, extended day, the JCC). There are seven positive rules that are used throughout the school:

- Respect yourself and others.
- Use school property appropriately.

- Keep hands, feet and objects to yourself.
- Be on time.
- Come prepared to learn and participate.
- Stay on task.
- Be ready to work and play with all other students

Minor offenses will be dealt with by appropriate loss of privilege or a disciplinary consequence. Should a discipline problem persist, or if a serious discipline problem arises, the parent/guardian will be notified. In these situations, it may be necessary to set up a conference with the Director or other administrative personnel. Major offenses and continual disregard for conduct rules may result in a behavior contract, probation, in-school or at-home suspension, or administrative withdrawal and ineligibility to re-enroll.

When a parent or guardian wishes to discuss a behavior issue relating to a student, the teacher should be approached first. If the matter cannot be satisfactorily settled with the teacher, the parent should make an appointment with the Principal.

SEE: Bullying/Verbal/Physical Misconduct policy on page 20.

STUDENT DRESS CODE

The purpose of the dress code is to promote a positive school climate, to minimize competition for creative fashion, to reflect a sense of modesty within the Jewish tradition, and to promote safety and proper hygiene among the students. Clothing also should reflect weather conditions since students may be outside during recess and after lunch. In order to create a safe, respectful and positive educational, social, and spiritual environment, PHDS students are expected to adhere to the following dress code:

- All shirts should cover the entire upper torso and shoulders. Necklines must be appropriate. No plunging necklines. Cleavage should not be visible.
- Tank tops or shirts that expose a student's midriff are not appropriate. Undershirts should not be worn as outer garments. If your child will wear a sleeveless dress or shirt, a short or long sleeve shirt must be worn underneath.
- Shirts should not have references to sex, drugs, alcohol, or anything determined to be offensive by the Principal.
- Dresses/skirts (in grades 4 -8) should at least reach the knee, no slits in skirts above

the knee. Shorts/skirts must come to at least middle thigh.

- Shirts/Dresses/shorts/skirts (grade Pre K-3) should come at least to the middle thigh.
- Undergarments should be worn and age appropriate, and should not be exposed.
- As a matter of student safety and classroom hygiene, closed-toe shoes are preferred. Flip-flops and other similar pool shoes are not permitted. Sandals, crocks are allowed weather permitting except on the playground. Max heel height not to exceed 1 ½ inches.

If your child is wearing crocks or sandals please send an extra pair of shoes to wear outside. Children will not be allowed in the playground area if they are not wearing closed-toe shoes.

- Boys need to wear a Kippah. All boys should have a spare kippah to be left at school.
- For Friday we dress more formally in honor of Shabbat. Boys, collared shirt or nice sweater: no jeans, track pants or sweats. Dress shorts are okay in warm weather. Girls, skirts or dresses. Dress pants are allowed when temperature high is below freezing.

SCHOOL PHONE

In order to keep the phone clear for school business, please do not call the school to talk with your child. Your child will not be allowed to use the office phone to call home for missing homework or lunch, or to arrange after school plans, etc. Please call the office when you need to leave a message for your child's teacher, your child will be out sick from school that day, or any other pertinent school business. Students should never use a school phone without permission.

CELL PHONE USAGE (and all other electronic devices i.e. iPods, MP3 players, video, etc.)

Students are not allowed to use personal cell phones or any other electronic devices during school hours without teacher permission. All personal cell phones and other electronics must be OFF and placed out of sight and reach during the entire school day.

SCHOOL SUPPLIES

Please supply your child with a book bag in which to carry his/her books and papers. Teachers will require additional pencils, crayons, erasers, notebooks and folders. Teachers will let you know what your child needs before the start of the school year. Children in Kindergarten are expected to bring the following items to school in a bag labeled with their name on it: a change of underwear, pants, socks, and a paint smock (an old shirt with sleeves cut down works well).

KASHRUT POLICY AND FOOD IN THE SCHOOL

The term Kosher, when applied to foods, means “fit” or “proper” for consumption according to Jewish law. Kosher foods may be divided into three categories: meat, dairy and pareve.

Meats (including fowl) are Kosher when they are: 1) from a prescribed animal, 2) ritually slaughtered, 3) from those sections of the animal which may be eaten, 4) soaked and salted and 5) not eaten with dairy products.

Dairy includes milk and all dairy derivatives not mixed with meat products.

Pareve foods are those which are neither meat nor dairy, and which can be eaten with both. All fruits and vegetables are considered Pareve and Kosher. Fish are Pareve and Kosher when they are from a prescribed species (i.e. trout, which possesses fins and scales).

Kosher Meat, Dairy and Pareve products must be prepared free of non-Kosher substances. For this reason it is very important to know the exact ingredients of any food product that is to be eaten. It is best to buy products under rabbinic supervision. There are three types of supervision: 1) those foods prepared under the supervision of a specific Rabbi, 2) those foods prepared under the supervision of a rabbinic institution (i.e. the Vaad Harabanim (VH) of Massachusetts, or the Union of Orthodox Jewish Congregations (UO)), or 3) those foods sold by “Kosher stores” under the local supervision. Products such as fish, cheese, white bread, cakes, cookies, peanut butter, jelly, yogurt, potato chips and pretzels require rabbinic supervision. Just look for a rabbinic supervision sign on the package or container. The K is not a reliable mark because it is not copyrighted. Some brands that are kosher are Freihoffers, Drakes, and Entenmanns. Some of the reliable rabbinic supervision signs are:



Scroll K - Vaad Hakashrus of Denver



Chicago Rabbinical Council (cRc)



Star-K Kosher Certification (chalav Yisrael)



Star-D Certification (non-chalav Yisrael)



United Mehadrin Kosher (UMK) Note: unless the meat states that it is glatt, it is certified not-glatt by the UMK. The cRc only accepts Glatt Kosher meats.



Vaad Hoeir of Saint Louis



Kof-K Kosher Supervision



The Organized Kashrus Laboratories (OK)



Orthodox Jewish Congregations (OU)

Questions of what is and what is not Kosher are frequently difficult to answer. All food brought in to school for class parties or celebrations, should be pre-checked by the child's Judaic Studies teacher. If doubts arise, please double check with the Director of Judaic Studies or your Rabbi.

Lunch and snacks

If you send lunch, please send a Kosher Dairy or Pareve lunch and beverage to school with your child. **NO MEAT PRODUCTS MAY BE BROUGHT IN FROM HOME.** Students will only be allowed to bring Kosher or "Kosher style" food for lunch and snacks. Kosher Style meals refer to food that is not kosher, but is a type of food that could be produced as kosher. Generally, kosher style food does not include meat does not contain both meat and milk. Fruits, vegetables, eggs and tuna are allowed.

Students are expected to exhibit proper table manners and decorum during lunch. Students are also expected to respect dietary restrictions. Nutrition and proper eating habits are very important for PreK-8 students. Student lunches and snacks should have nutritious value. Please limit the number of sweets and sugary foods and drinks your child brings to school.

Students will not be allowed snacks during class unless on special occasions such as during a movie or as part as Hebrew class as part of learning about a specific celebration or blessing for example during the Passover Seder.

PHDS staff and teachers will monitor the nutritious value of lunches and snacks. No soft drinks will be allowed as part of lunch or snacks. Should a concern arise, parents will be contacted to discuss the student's eating habits. Students are not permitted to exchange snacks or lunches. No gum chewing will be allowed on school grounds.

BIRTHDAY PARTIES/AFTERSCHOOL ACTIVITIES

If parents would like to provide a treat for their child's birthday celebration it must follow our kosher policy. Please check with the office if you have questions about the type of food you are sending to school.

In the spirit of equity and fairness, we are making a number of suggestions:

1. Party invitations may not be given out at any time during the school day.
2. As PHDS is a small school with a family atmosphere, it is encouraged that if one child from a class is invited to an event that all the children in that class are also invited.
3. In deference to the teaching of the school and also out of self-respect, we urge you not to schedule parties on Shabbat or on Jewish festivals. Such events, even in inadvertently planned, are a source of embarrassment to those who have been invited but will not violate Shabbat or holiday. It also undermines the respect that children tend to have toward the school in general, and more specifically, toward the teacher.

FIELD TRIPS

Field Trips provide experiential learning for our students. The trips complement the grade level curriculum and all teachers schedule them. Oftentimes, parents are called upon to be volunteer-drivers on these trips. Parents whose children are under 8 years old are required to leave a booster seat in school for their child if another parent is driving.

Parents will be allowed to chaperone only if there is previous approval by the teacher and/or director prior the day of the field trip. If interested in chaperoning, please send your request in writing 2 weeks prior the Schedule date of the trip.

HOMEWORK

Throughout the year, children in all grades will be receiving regular homework assignments. We ask for your cooperation in monitoring these assignments and helping your child develop responsible study habits. Please check your child's homework assignment daily. Homework is meant to reinforce what your child has learned and not to push him/her to the point of frustration. If your child is experiencing difficulty in completing an assignment, offer guidance. Homework that is too difficult independently may be doable with parental guidance. If your child still cannot manage the assignment, have him/her put the assignment away and take it up with his/her teacher on the following day. Further information regarding homework expectations is distributed by individual teachers

TZEDAKAH

"R. Assi further said: Charity is equivalent to all the other religious precepts combined."(Babylonian Talmud: Tractate Baba Batra- The Third Gate, 9a)

"ב"ע ט בתרא בבא" "המצוות כל כנגד צדקה שקולה אסי רב אמר"

The Mitzvah of Tzedakah (charity) is one of the very special Jewish values that we want to impart to our children. Tzedakah will be collected daily and distributed to worthy, local causes. In addition, sometimes a class or the whole school will hold a special Tzedakah project and your child will be asked to participate. You will be notified of this through the weekly newsletters.

DONATIONS/TRIBUTES

Donations can be made to the school in honor of a specific event or in memoriam. This is a simple way to help the school and, to honor or pay tribute to someone.

COMMUNICATIONS

Communication between home and the school is one of the highest priorities we have at PHDS. Close cooperation is needed to help our children, and we want to keep all lines of communication open. If you have a question relating to your child's class, please see the teacher first. To contact a teacher by phone, please call the office. The teacher will return your call within 24 hours. Please do not ask a teacher to leave his/her class to come to the phone.

Teachers will be available for consultation on the Schedule provided, and should be notified by the parent requesting appointment at least 24 hours in advance. Teachers are not in obligation to provide personal email address, cell phone numbers and other personal contact information.

Consultation with teachers outside the indicated times and on evenings or weekends is discouraged. Please do not call a teacher at home.

If the matter is not resolved, make an appointment to see the Director or Director of Judaic Studies. A parent's last course of action may be with the Board President. Please remember that the school and classrooms are the teacher's workplace, and therefore all issues should be handled in a professional and respectful manner.

Weekly newsletters, notices, events of the month, any changes to the school calendar, and special events will be sent weekly in Friday folders and by email. On the child registration form, please list one parent email address that is checked regularly as you will need this information to stay informed. Our regular newsletter is sent electronically approximately every week, which includes photos and classroom highlights. In addition, the Community Newsletter will be sent to you also via snail mail 2 times a year. This will have timely articles and updates on what each class is doing.

Report cards will be distributed at parent conferences or in Friday folders during the year. If you do not receive a report card, please contact the office or your child's teacher immediately. If you have any questions or concerns regarding your child's academic progress, please talk to your child's teacher.

Parent/teacher conferences are held twice a year. Please consult the school calendar. If, in addition to the twice-yearly regularly scheduled conferences, you should desire an additional conference, please contact the teacher. Teachers are very happy to have conferences at times that are mutually convenient. Please be mindful that teachers have been instructed not to delay or interrupt class to meet with parents for impromptu conferences, however brief. Unscheduled discussions interfere with their teaching or other supervisory responsibilities.

COMPLAINT PROCEDURES

The Peoria Hebrew Day School will accept and consider reasonable individual and group complaints. A complaint is a claim that there has been a violation or misapplication of a written provision of school policy.

A student or parent with a complaint will first discuss the problem with the person who made the decision which is alleged to be in error.

If the student or parent is not satisfied, or does not receive a decision within ten school days, a conference should be arranged between the student and/or the parent(s) (or legal guardian) and the principal. The conference shall take place within ten school days.

If the student or parent/guardian is dissatisfied with the decision rendered at this time, the person may file a formal written complaint to the President of the Board of Directors.

Neither the Board, nor any member of the administration or faculty, will make reprisals affecting any party by reason of participation in the complaint procedure.

LOST & FOUND

A lost and found box is in the classroom and the office. Please label all articles of clothing including boots, hats, coats, sweaters, and mittens. This will allow you to better locate missing items. To limit the loss of money or other valuables, please do not send any large sums of money or valuable jewelry to school. No radios, iPods, computer games, or toys are allowed in school unless specifically permitted by the teacher. Students may not listen to CDs or tapes during school, including during Computer classes.

PARENT TEACHER ORGANIZATION

PHDS is fortunate to have a vibrant, active OPT that fosters a positive connection between school and parents. Some of the many activities that the OPT runs or helps sponsor are Back to School Night, Family Reading Night, Community Hanukah Party as well as many class field trips. This support is made possible through OPT sponsored fundraisers. There are many opportunities to help out in your child's class and during these school activities. Please become an active member of the OPT.

VOLUNTEERISM

As noted under the OPT, there are many opportunities to help out at PHDS – such as reading in a classroom, participating on a field trip, cooking for Hot lunch, or helping with a school fundraiser. We recommend that all volunteer efforts that involve school business reflect sensitivity to Jewish tradition and practice. Therefore, please make no phone calls or conduct any school business from candle lighting on the Eve of Shabbat or holiday until the festival concludes after sundown on the following day. Additionally, it would not be in the spirit of PHDS to gossip or speak unnecessary degrading comments

about others while doing work for the school. Should you wish to volunteer your time or services, please speak to the classroom teachers, Principal, or Board President.

STUDENT CONDUCT POLICY

It is the underlying goal of the Peoria Hebrew Day School to help teach all children to develop self-discipline, self-esteem, and respect for one another, and to promote and maintain a positive atmosphere for learning. This is best accomplished by maintaining standards of behavior which demonstrate respect for teachers and classmates while emphasizing that sensitivity to the feelings and needs of others is of primary importance at our school. These standards include honesty, courtesy, and consideration at all times.

Why do we need a discipline policy? On a daily basis, teachers are faced with the need to decide which behaviors can and should be tolerated and which call for intervention. It is felt that it is each teacher's responsibility to deal with problems which arise in his/her class and use all professional methods at his/her disposal to handle those behavior problems. However, there must be a limit to the amount of time that a teacher can take away from other students while trying to deal with one individual's specific behaviors. Otherwise, the educational opportunities for the class as a whole will be diminished.

The teachers at PHDS will always do their utmost to help our children to develop and grow, to learn about limits, and to understand they are responsible for the consequences of their actions. The director, teachers, parents, and children will all work closely together to effect behavior change when this is called for. However, when reasonable efforts by a teacher, lunchroom, or playground supervisor do not effect change, another step may be necessary in this learning process. We have decided, after much discussion that for the Peoria Hebrew Day School the most serious consequence for misbehavior will be suspension of the student. The child be required to be picked up from the school immediately and will be asked to stay at home for remainder of the day and perhaps one or more additional days depending on the severity of the situation. During the period of suspension, parents are expected to take steps to ensure that their child is able to function respectfully in school upon his/her return. Parents must take the responsibility to provide the office with accurate information on emergency cards so that the school can reach another designated person to pick up the child if a parent cannot be reached. In the event that a parent or designated other cannot be reached, the child will not be re-enrolled in the school until assurances are made that the information on the emergency card is accurate.

This Discipline Policy will be enforced according to the best professional judgment of our teachers and the principal. Those involved will take into consideration the age of

the child and the efforts that have been made to effect behavior change within the school setting. In all cases, the Director will retain the authority for the implementation of this policy and make the final judgment on all issues.

Students and parents have to be in good standing to be eligible to enroll or to continue attending PHDS. At the Peoria Hebrew Day School “good standing” is regarded as having complied with all the obligations mentioned in this document and in the enrollment documents. **Any violation of policy or un-fulfillment of financial commitments agreed upon time of enrollment can make a student ineligible to re-enroll.**

Peoria Hebrew Day School Discipline Policy

We have classified inappropriate behaviors into two categories: those that require preliminary intervention by the school and communication with parents, and those that are completely intolerable and require suspension.

A. The following is a list of behaviors that require intervention to help the child act in a more responsible manner. Communication about these behaviors will take place by notes and phone calls. The classroom teachers will make every effort to handle any problems which arise before sending a child to the Director or the secretary’s office. If a student is required by the teacher to leave his/her room, prescribed work will be given to the student, a consequence will be issued (ie: loss of recess, written apologies, help given to a member of the staff), and work that is missed while the student is out of the classroom will be his/her responsibility to complete.

The behaviors being referred to above include:

1. Behaviors which hurt anyone including self
2. Behaviors which show lack of respect for peers or adults.
 - a. Name calling that calls attention to another’s personal characteristics in a derogatory or hurtful way
 - b. Intimidation, group isolation, ostracism
3. Behaviors which cause interruption of the class, services, lunchroom, playground, field trips, etc.
 - a. Profanity or rude language
 - b. Clowning at inappropriate times

- c. Lying or cheating
 - d. Refusal to follow teacher's instructions
 - e. Excessive attention getting
 - f. Having a temper tantrum which cannot be controlled
 - g. Annoying other students during class time
 - h. Repeated failure to complete homework or bring books and supplies to class
 - i. Minor self-inflicted wounds
4. Behaviors which can be considered bullying such as use of superior strength or influence to intimidate (someone), typically to force him or her to do what one wants.

If improvement is not made with regard to the above rule infractions, consideration will be given to keeping a student after school on the day following the incident, and the responsibility for pick up will rest with the parent in question.

Should a student be removed from a classroom (sent to the Director or secretary's office) three or more times during a quarter, an in-school suspension will be issued.

B. The following is a list of behaviors that are considered to be intolerable by PHDS. Any of these behaviors will require an immediate phone call to the parent(s), students will be given an in-school suspension for what will amount to a full day of school (isolated from the rest of the class), and he/she will be required to do all work for the day but can receive no higher than a grade of D in each of his/her classes. In addition, an extra homework assignment would be given, and the student would be required to help prepare and clean up after lunch on that day. If it is necessary during the course of a semester, to issue two in-school suspensions, the next incident would be an out-of-school suspension for one day.

In addition, an out-of-school suspension would involve the following: the parent would be required to be with the student during classes on the day he/she is allowed to return, and no credit for class work would be given for either day.

The behaviors being referred to in part B includes:

1. Injuring another student, biting throwing objects
2. Leaving the class, building or playground without permission
3. Threaten, destruction or defacement of school property or another person's

property (parents are responsible to pay for damages or clean up)

4. Acts which intentionally violate another person's bodily privacy
5. Stealing
6. Repeated lying or cheating
7. Abusive language directed at a member of the staff or a student.
8. Bringing weapons, alcohol, recreational drugs, or tobacco into the building

GRADE POLICY AND REPORT CARDS

Grades are based on class performance, tests, projects, homework, and class work. Numerical and letter grade explanations are printed on the report cards.

- If required by the teacher, it is the student's responsibility to make up work missed when absent, including class notes. Two school days will be allowed for makeup work to be completed for each day the student was absent.
- Students who are able to anticipate an absence or who leave school early for any reason other than serious illness or family emergency are expected to see their teachers for their assignments.
- Homework is turned in to the teacher during class time. If missed work is not turned in one day after being late, the student will receive a zero for the assignment.
- A student's effort, degree of participation, preparedness, attentiveness, positive attitude, and respect for teachers, peers and property are graded in Work Habits and Derech Eretz on the Report Card, according to the scale 1 (always) to 4 (never).
- Progress reports and Parent/Teacher Conferences provide additional information to parents.
- Modifications to the homework and grade policies may be appropriate at the direction of the school's Resource Specialist.

ACADEMIC DISHONESTY

Cheating is a serious offense. Students who are involved in a cheating incident will be given a zero for the assignment. Re-occurrences may result in disciplinary probation and suspension. The following list contains some examples of behavior that can be

considered cheating:

- Copying another person's work, in whole or in part, and turning it in as one's own work. Both the person copying and the person whose work is being copied may be in violation.
- Receiving unfair assistance from another student, a parent or other relative, or a friend when the assignment was meant to be done independently.
- Receiving unfair assistance during a quiz or a test, whether through the student's own efforts or with a classmate.
- Plagiarizing work from the Internet or other published material.
- Having prior access to an upcoming quiz, test, or assignment, whether obtained from a previous student or "found."

Appendix A – Policy for Acceptable Use of Computers and Internet

Computing, data storage, and information retrieval systems are designed to serve the students, faculty and staff of the school community. Network and Internet access is provided to further the legitimate educational goals of the school. The school provides computing and network resources for the use of students, teachers, and others affiliated with the school. However, the equipment, software, and network capacities provided through the school computer services are and remain the property of the school. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance-learning projects.
- List serves and newsgroups may be used to gain access to current information on local, state, national and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet.

Some unacceptable practices include:

- Transmission of any material in violation of any US or state law, including copyrighted material, threatening, harassing, pornographic or obscene material, or material that is protected under trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author if created through school/institution e-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons, or the transmission or use of email or other computer messages that are sexually explicit constitute harassment, which is prohibited by PHDS. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- Pictures, video or audio taken in school may not be posted to the Internet without prior approval from the Director (i.e. Facebook, MySpace, YouTube, etc.) Persons making postings without obtaining prior permission from the Director may be asked to remove

the posting. Refusal to do so will result in disciplinary action which may include suspension or expulsion from school. Appeals may be brought to the President of the Board for review.

- The uses for personal, financial, or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempt to breach security codes, and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying or modifying files and/or data to other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data of other users is prohibited. Willful destruction of computer hardware or software, or attempts to exceed the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping e-mail messages that shall have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources. Access to the school's email and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.
- Unauthorized attempt to access another person's e-mail or similar electronic communications, or to use another's name, e-mail or computer address or workstation to send e-mail is prohibited and may subject the individual to disciplinary action
- All users understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.
- The school reserves the right to access e-mail to retrieve school information and records, to engage in routine computer maintenance, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a school computer's hard drive or computer disks that were purchased by the school are considered the property of the school.

This agreement applies to stand alone units, as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

APPENDIX B – Sexual Harassment Policy

All persons have the right to be free from sexual harassment; therefore sexual harassment in any form is strictly forbidden in school, on school grounds, or at school/student related activities.

I. Definition of Sexual Harassment

- A. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical contact or communication of a sexual nature when (1) submission to that conduct or communication is made a condition of obtaining services; (2) used as a factor in decisions affecting one's education; or (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's education or creating an intimidating, hostile, humiliating or sexually offensive educational environment.
- B. Sexual harassment is not, by definition, limited to prohibited conduct by a male towards a female. A male, as well as a female, may be the victim of sexual harassment, and a female as well as a male may be the harasser. Further, the victim does not have to be of the opposite sex from the harasser. The victim does not have to be the person to whom the unwelcome sexual conduct is directed. Finally, any adult may be the victim of sexual harassment by a student.

II. Reporting

- A. Any student who believes he/she is a victim of sexual harassment should talk to his/her teacher, the Principal, or another adult in the position of authority in the school as soon as possible. Students should avoid trying to solve the problem of sexual harassment alone.
- B. All persons shall promptly report knowledge and actual or reasonably suspected sexual harassment to the Director or another person in authority.

III. Examples

- A. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that is unwelcome, may constitute sexual harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness.
 - 1. Demanding sexual favors accompanied by threats; engaging in reprisal, physical touching or not; as a result of an individual's refusal to engage in sexual behavior.

2. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies or prowess
 3. Contact with any sexual part of another's body (e.g. touching, patting, pinching)
 4. Touching any non-sexual part of the body (e.g. shoulder, etc.) after that person has indicated that such touching is unwanted
 5. Displaying sexually suggestive objects, pictures, cartoons
 6. Unwelcome leering, whistling, brushing against the body, sexual gesture, suggestive or insulting comments
 7. Inquiries into one's sexual experiences
 8. Discussion of one's sexual activities
- B. All students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliating against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the school.

IV. Reprisal

- A. Reprisal, threats, or intimidation of the victim or a person who provides information regarding a claim of sexual harassment will be treated as a most serious offense, which may result in a recommendation of permanent separation from the school community through expulsion from school.
- B. After investigation, if there are reasonable grounds to believe sexual harassment has occurred, the Director shall notify a student's parent/legal guardian if the student is the victim of, or is accused of, sexual harassment.
- C. Parents/legal guardians are strongly encouraged to report incidents of sexual harassment to the Principal
- D. Frivolous Complaints – When a complaint of sexual harassment is unfounded, frivolous, or maliciously fabricated, the complainant shall be subject to a range of disciplinary and corrective actions.
- E. Report to Police – Depending upon the seriousness and frequency of incidents, the Police may be contacted by the school administration.

V. Sexual Harassment Investigation

- A. When we receive the complaint, the Director will promptly investigate the allegation in a fair and expeditious manner, including notifying the person who has been accused and permitting a response. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances. Our investigation will include a private interview with the person filing the complaint and with any witness(es). We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the student filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

- B. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending contact and, where it is appropriate; we will also impose disciplinary action. In addition, the Director may take immediate steps at his/her discretion to protect the complainant, students and employees pending completion of the investigation of alleged sexual harassment.