



**Family Handbook
2016-2017**

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MISSION

Cohen Hillel Academy (CHA) is a co-educational K-8 Jewish independent day school that nurtures independent thinking in students through an academically challenging program grounded in Judaism. CHA offers a unique, engaging educational experience that provides students with a lifelong foundation for learning, leadership, responsibility, and respect for self and others. We accomplish this by:

- Offering a strong, progressive, and personalized general studies curriculum that is challenging, purposeful, and relevant.
- Following an integrated dual-language program emphasizing culture, calendar, and values, reflecting the rhythm of Jewish life.
- Emphasizing and integrating communal and global responsibility into the overall learning experience across all grades.
- Engaging in mixed-age learning where it is developmentally appropriate and adds to the academic and social dynamic.
- Teaching skills that carry our graduates successfully through high school, college, and into the 21st century workplace.
- Facilitating intellectual conversation and respectful dialogue in the classroom, igniting the spark of learning.

GOVERNANCE

The Board of Directors

CHA is governed by a Board of Directors that is entrusted with the responsibility of establishing the policies of the school and maintaining its financial stability. The board hires and supervises the Head of School and approves the school's budget, tuition, and fundraising policies. Directors also act as lead ambassadors of the school in the community.

The officers of the school consist of the President, the Vice-Presidents, the Secretary, and the Treasurer all of whom are elected for a two-year term. The Directors are elected for three-year terms. Representatives of Yad b'Yad (see page 8) and the chair of the Trustee Leadership Council sit on the Board as ex-officio members.

The Board meets at regularly scheduled times but does most of its work through its committees, and parents are encouraged to become involved in one or more of these committees even if not a member of the board. The typical standing committees of the board have been the Executive Committee, the Governance Committee, the Finance Committee, the Development Committee, the Strategic Planning Committee, the Facilities & Security Committee, and the Head of School Support Committee. Ad hoc committees may also be created at the discretion of the President.

The Board of Directors consists of parents of students, parents of alumni, and community leaders. The Governance Committee meets regularly during the year and issues a slate of new directors and officers each spring. Elections of directors and officers are held at the Annual Meeting in June.

The Trustee Leadership Council is an honorary group whose members are community leaders, including Board members and former Board members willing to serve as ambassadors for the school.

Board of Directors

Ariel Berger, President
Jessica Black, Vice President
Miriam Blue, Secretary
Rebecca Brochstein, Yad b'Yad
Paul Copeland
Jonathan Dubow
Mark Farber, Vice President
Allison Goldberg
Bernie Horowitz
Joanne Light
Rosalie Miller, Treasurer
Marjorie Patkin
David Pliner
Meryl Rich
Robert Salter, Chairman
Anne Selby
Zachary Shwartz
Tamar Skowronski, Yad b'Yad
Jerry Somers

Trustee Leadership Council

Dr. Howard Abrams
Annebelle Cohen
Arnold Cohen
Dr. Maura Copeland
Dr. Paul Copeland
Arthur J. Epstein
Joan Finn
Michael Finn
Dr. Terry Garfinkle
Arthur Goldberg
Lois Goldberg
Stephen Goldberg
Dr. David Greenseid
Linda Greenseid
Bruce Haskin
Mimi Karlyn
Robert Lappin

Sharon Rich
Howard Rich
George Rooks
David Rosenberg
Judy Rosenberg
Ira Rosenberg
Marcia Ruderman
Flori Schwartz
Bonnie Shelkrot
Alan Sidman
Sandra Saxe Solomon
Josene Steinberg
Richard Strauss
Rose-Jane Sulman
Barry Turkanis
Ellen Turkanis

FACULTY & STAFF

Jenna Adler-Gordon	Second Grade Teacher
Megan Barriga	Middle School Science Teacher
Tali Bloom	Lower School Hebrew & Jewish Studies
Sarah Boland	Fourth Grade Teacher
Miriam Brody	Assistant to the Head of School
Alan Carucci	Comptroller
Mary Clough	Learning Center Specialist
Rabbi David Cohen-Henriquez	Rabbi
Andrea Downey	Art Teacher
Amy Gold	Head of School
Jennifer Stam Goldberg	Director of Admissions and Marketing
Pamela Gougian	Technology Coordinator
Dr. Nancy Harrison	School Psychologist
Diane Knopf	Director of Community Engagement
Connie Krueger	Librarian
Dan Levine	Custodial Assistant
Terence Macken	Middle School Humanities Teacher
Karen Madorsky	Seventh & Eighth Grade Language Arts/ Social Justice Coordinator
Yuval Moscovitz	Middle School Hebrew & Jewish Studies Teacher
Rivka Pe'eri	Lower School Hebrew & Jewish Studies Teacher
Richard Perkins	Custodian
William Potter	Director of Finance & Operations
Lauren Santeusanio	Learning Center Speech & Language Specialist
Shannon Scotina	Office Manager
Noa Shimshony	Music Teacher
Barbara Sidman	Kindergarten Teacher
Beth Tassinari	Lower School Hebrew & Jewish Studies Teacher
Michelle Unterborn	School Nurse
David Wesson	Song Leader
Jessie Winkler	Middle School Math Teacher
Lea Winkler	Third Grade Teacher

2016-2017 Year at a Glance

AUGUST

Monday, August 29 - September 2	Faculty/Staff week
Wednesday, August 31	Kindergarten Orientation 6:15-7:30 pm

SEPTEMBER

Monday, September 5	Labor Day - no school
Tuesday, September 6	First day of school
Wednesday, September 21	Back to School Night

OCTOBER

Sunday, October 2	Erev Rosh Hashanah
Monday-Tuesday, October 3-4	Rosh Hashanah – no school
Monday, October 10	Columbus Day – no school
Tuesday, October 11	Erev Yom Kippur - no school
Wednesday, October 12	Yom Kippur - no school
Sunday, October 16	Erev Sukkot
Monday-Tuesday, October 17-18	Sukkot - no school
Monday, October 24	Shemini Atzeret - no school
Tuesday, October 25	Simchat Torah - no school
Sunday, October 30	Gala 2016 - 6:30 pm

NOVEMBER

Sunday, November 6	Daylight Savings Time ends
Friday, November 11	Beginning of Friday 1:45 pm dismissal
Thursday, November 17	Parent/Teacher conferences - no school
Wednesday, November 23	12 noon dismissal for Thanksgiving break
Thursday, November 24	Thanksgiving - no school
Friday, November 25	Thanksgiving break – no school

DECEMBER

Friday, December 23	Last day before December break
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Saturday, December 24 First candle of Chanukah
Monday, December 25 - Friday, December 30 December break

JANUARY

Monday, January 2 Classes resume
Monday, January 16 Martin Luther King Day – no school
Friday, January 27 Professional Development Day - no school

FEBRUARY

Friday, February 17 Last day before February break
Monday, February 20 - Friday, February 24 February break
Monday, February 27 Classes resume

MARCH

Sunday, March 12 Daylight Savings begins
Wednesday, March 15 Parent/Teacher conferences – no school
Friday, March 17 Friday dismissal at 3 pm resumes
Monday, March 27 Professional Development Day – no school

APRIL

Friday, April 7 Last day before Pesach break
Monday, April 10 - Tuesday, April 18 Pesach break
Wednesday, April 19 Classes resume

MAY

Monday, May 29 Memorial Day - no school
Wednesday-Thursday, May 31 - June 1 Shavuot - no school

JUNE

Thursday, June 15 Graduation 7 pm
Friday, June 16 Last day of school - 12 noon dismissal

ORGANIZATIONS & PROGRAMS

Yad b'Yad – The Cohen Hillel Academy Family Organization

Co-chairs Rebecca Brochstein and Tamar Skowronski

Yad b'Yad (“Hand in Hand”) is the school’s parent organization. Its numerous volunteers organize social and educational events for parents and families throughout the year, and it works with the school to enhance the community service component of our values program. Every parent is encouraged to volunteer with the organization; greater participation helps the school and all of the students, and it also builds relationships across our parent community.

Another function of YBY is recruiting and supporting Room Parents, who help communicate important information to others in the class (e.g., requests for field trip chaperones, volunteers for classroom projects, etc.). A list of room parents for the school year will be on the website.

The Friends of the Hillel Library

Co-chairs Drs. Maura and Paul Copeland

The Friends of the Hillel Library (FOHL) is a community library outreach and educational group. It is composed of community members dedicated to maintaining a dynamic educational facility for our students. Its primary functions are to raise capital for books and other media to enhance and continuously modernize our collection, and to enrich the library through additional programs. The Friends annually present the Edith Bloch Award to a member(s) of our community who has demonstrated outstanding commitment to learning and the pursuit of knowledge.

Parents who wish to celebrate a child’s birthday through the library may purchase a “birthday book,” in which a special bookplate with the student’s name will honor the occasion. Bookplates in honor or memory of others may also be purchased on our website or by calling the school office.

Experiential and Social-Emotional Learning

- **Morning Meeting** is the fun and engaging way we start each day in K-5. Inspired by the Responsive Classroom approach, Morning Meeting ensures every child is greeted and helps build a strong sense of community while preparing students socially and academically for the upcoming day.
- **Advisory** – Middle School students have a short advisory period every day. During this

period, the advisor works with students to ensure they're prepared with the appropriate materials they need for that evening's homework. Part of being a successful student means being organized and managing one's time well, and the advisors use this time to help develop these skills.

- **Student Leadership Team** – The Student Leadership Team, composed of students in grades 7 and 8, meets weekly to discuss and address issues facing the student body and to plan programs primarily for upper school students.
- **Sports** – Our sports program currently includes soccer, basketball, net-based games, and activities and games that improve students' coordination, agility, mobility, flexibility, and conditioning. We partner with the JCCNS to provide this program.
- **Social Justice Projects** – Students learn best by doing. Through varied community based trips, units, and long-term projects, students learn the skills of: communication, collaboration, creative problem-solving, and empathy. Social Justice projects do not supplant classroom instruction; rather, they provide students the opportunity to personally experience the rewards of helping others and fulfilling the mitzvah of tikkun olam.

JEWISH LIFE

We have clarified, updated, and revised certain policies to better reflect our identity as a pluralistic Jewish school as well as our actual student population. Please read through this section carefully and become familiar with the policies so we can maintain a diverse and inclusive community.

- **Holiday Celebrations** – Depending on when holidays fall on the calendar (e.g., weekdays, weekends, days off), we will celebrate/observe every Jewish holiday and major secular holidays at CHA. Part of the Jewish experience is recognizing and feeling the rhythm of the Jewish calendar, which allows us time for celebration, reflection, service to others, and building community.
- **Kabbalat Shabbat** – We will have all-school Kabbalat Shabbat on Friday of each week at 2:25 pm, except weeks when we have early dismissal, Friday, November 11, 2016 until Friday, March 17. During those weeks Kabbalat Shabbat will begin at 1:15 pm.
- **Kashrut** – It is important in a pluralistic Jewish setting such as ours to respect and honor the beliefs and principles of everyone in the community. *Kashrut* (observing dietary laws) is one area that people define differently and find meaningful in different ways. To ensure that everyone in our community is able to participate comfortably in all CHA events, the school maintains *kashrut* standards in our building and at all school functions. Based on conversations with rabbinic advisors and sister schools around the country, we have decided to maintain our existing standards, which adhere to those of the United Synagogue of

Conservative Judaism.

For the sake of clarity and to ensure we all adhere to our community norms:

1. Only dairy, vegetarian, and non-shellfish lunches and snacks are allowed. Fish that is not shellfish (e.g., tuna, salmon, etc.) is permitted.
2. No meat may be brought into the school even if it is kosher.
3. On days that meat is served as part of the CHA lunch program, there is a 3-hour wait until dairy can be served.
4. For purposes of observing *kashrut* and for the health and safety of our children, **sharing snacks or lunches is not allowed.**

We ask that parents please be mindful of the diversity of *kashrut* standards and see to it that every child and family can participate in play-dates, birthday parties, and other functions without being put in a position which compromises their beliefs. The strength of our community lies in the relationships we build and the sensitivity we exhibit toward each other. While CHA will never mandate how families practice Judaism in their homes, we do ask that everyone be respectful and considerate of others' practices.

- o **Birthday Parties – Birthday celebrations should not be scheduled on Shabbat or Jewish holidays, and food served at them should be dairy or parve.** Fresh baked foods can be purchased from Stop & Shop in Swampscott, or at other kosher bakeries. (A list of common *kashrut* symbols appears on page 27.)
- o **Bar/Bat Mitzvahs** – Because our community norm is that all children should be able to participate fully, we ask families to be considerate of the school's stated *kashrut* and Shabbat practices. Children who do not ride on Shabbat will need help with arrangements to stay with friends near the synagogue.
- o **Shabbat & Holiday Times** – The start and end times of every Shabbat and holiday (with relevant restrictions) are on our school calendar. Please check these times before scheduling parties and other events that might preclude other students or families from participating fully.
- **Kippot** (yarmulkes) – Boys are required to wear *kippot* during *Tefilah* (prayer) and Jewish Studies classes. They are encouraged to wear them at other times as well, but doing so is not mandatory. Girls who would like to wear kippot are encouraged to do so if they wish.
- **Ritual Blessings** – At lunch, students recite *hamotzi*, the blessing before eating bread, and *birkat hamazon*, the blessings following a meal to reinforce the practice of being appreciative and grateful for what they have.
- **Synagogue Affiliation** – All families are encouraged to be members of a synagogue in the

community. We believe that participation in synagogue life is an important component of a person's Jewish and spiritual growth, and it complements the CHA experience. Please be sure to inform the main office of your family's synagogue affiliation.

- **Tefilla** – The traditional translation of *Tefilla* is “prayer.” The Hebrew root of the word *Tefilla* is *pey, lamed, lamed*, which means to clarify, differentiate, or decide, indicating that it's also an exercise in thoughtfulness and intentionality. *Tefilla* is scheduled twice a week by class and once a week for the whole school on Friday afternoon as part of Kabbalat Shabbat.

The goals of our *Tefilah* program are to instill in our students a meaningful connection to the Jewish People and its history; to establish and nurture a spiritual relationship with God and/or nature; and to develop Jewish literacy and comfort with Jewish prayer.

Bar/Bat Mitzvah-age students are encouraged to wear a *tallit*, which the school will happily provide. Upper-school students are also encouraged to read Torah portion at school as well.

By the end of their CHA experience, students should be able to demonstrate competency in Jewish prayer and its rituals—and therefore feel a sense of belonging anywhere in the world they encounter a Jewish community.

As a pluralistic Jewish school, CHA does not advocate or affiliate with any specific movement within Judaism. We affirm and celebrate all strands, and we guide children and their families through Jewish practices and beliefs that they find most meaningful.

COMMUNICATIONS

Information about school events, homework assignments, CHA news, and the most up-to-date school calendar are available on our website, cohenhillel.org. The site also has a list of faculty and staff names and contact information.

Early in the fall, CHA families will receive a Family Directory. This directory may not be used for solicitation purposes and its information should not be shared with others.

- **Parent-Teacher Meetings**

Back-to-School Night – Scheduled for Wednesday evening, September 21 for all grades, this evening provides an opportunity to become more acquainted with classroom activities and routines, curriculum, faculty, and school-wide programs. It gives you an excellent sense of the students' day-to-day experience at CHA.

Parent Conferences – Parent-teacher conferences are scheduled by grade for November 17 and

March 15. Additional conferences may be arranged upon request, and more details will be available as the dates approach; registration for conferences will be online, with a direct link provided by email.

If parents or students perceive a problem in school or with a teacher, parents should:

- Contact the teacher by note, email, or phone to address the concern. Parents should expect a response within 24 hours.
- Make an appointment to meet with the teacher, as needed, to discuss the concern; and make a plan together.
- Give the plan and strategies time to work.
- If satisfactory progress is not being made, contact Dr. Nancy Harrison or Amy Gold.

Written and Electronic Communication

- **KADIMA**, the electronic newsletter with school information and updates, generally goes out to parents and other community members on the first school day of each week.
- **Parent Communication** – It is very important that parents inform the school when situations arise that might upset a child's routine. These might include extended family vacations, lifecycle events, health issues, or participation in programs outside of school. Teachers welcome all communication from parents. To contact a teacher or to arrange for a meeting, parents should call or email the teacher at school.
- **Teacher Communication** – Teachers will communicate with parents by email, phone, and the class digital commons, which will be updated at least once a week, and parents will be contacted by parents with personal updates about their children at least once a month.
- **Report Cards** – Report cards are sent home three times per year (December, March and June) for all grades.

Letter grades begin in grade 6. Teachers will always do their best to put grades in their proper context because simple letters and numbers don't always accurately reflect trends or even achievement. Parents who have any questions regarding progress reports should contact the child's teacher at school.

- **Legal Matters** – From time to time, parents ask us to comply with special requests and/or court orders that affect their children. Families must provide the school with all relevant documentation and keep it current throughout the year. Designate the materials for Amy Gold, Head of School, and understand that they will be kept confidential and will not be shared with even involved parties without appropriate legal approval.

SCHOOL HOURS

The school day begins at 7:55 am for all grades. Students line up by grade in the MPR as early as 7:40 am. School ends at 3:00 pm for all students every day, and at 1:45 pm on Fridays during EST (November 11—March 12). The website calendar will reflect any changes to these hours. It is important for students arrive at school on time.

ARRIVAL & DISMISSAL

Our primary concern is for the safety of all of our students. To that end, we ask that parents read and follow carpool procedures. Parents must complete a school transportation form indicating how their children will be transported to and from school (see summer mailing packet).

Arrival

Parents should:

- Drop children off at the plaza leading to the school's blue front door
- Pull their cars as far forward as possible in the carpool line
- Only let children out of the car once you've reached the plaza
- Stay in the carpool line or park the car in a designated parking spot
- **Children should exit cars only on the right-hand passenger side**
- Kindly move out of the carpool line once students are safely on the plaza
- Never leave a car unattended in the carpool line.

Students who ride their bikes to school should use Garden and Cushing Roads (not Community Road/the Hill) and lock their bikes on the rack near the side door facing Cushing Road. Per a long-standing agreement with our neighbors, no cars are allowed on Cushing Road for drop-off or pickup.

Parking along the curb by the plaza is prohibited because it is a fire lane. Drivers should use designated parking spaces in the lot.

All parents, students, and visitors must walk along the sidewalk to their cars during carpool hours. Please do not cut through the middle of the lot in between vehicles.

Dismissal

As with drop-off, please pull cars as far forward in the carpool line as possible and do not block the Temple Sinai lot. The first car in the carpool line should stay back by the dumpster until the bus arrives (if it isn't already at the front of the line).

Every student must check out at the front door where a teacher or administrator will have a

master list. Through this process, every child will be accounted for, and we will have a written record detailing their dismissal should questions arise.

The rest of the process is as follows:

- Students will be escorted to the MPR at 3:00 pm where they will wait with their classes and a teacher to be called for their ride.
- When called by the adult on carpool duty, students will check out with another adult standing at the front door with the master list.
- Drivers in the carpool line should pull forward as far as possible and remain in their cars. If students need assistance getting or settling into the vehicle, drivers should park in a designated space instead of waiting in the carpool line.
- Parents who wish to wait on the plaza or in the school lobby are welcome to do so (and should park in the lot, not in the carpool line), and they should notify either the staff person outside or the staff person by the MPR to call for the appropriate student(s). Students must still check out with the staff person with the master list at the front door.
- Students taking the bus will be checked off the list as they board the bus and again upon arrival at the NSJCC. Upon being picked up at the NSJCC, they must check out again with the designated staff person there.
- Students staying for after-school programming at the JCC or CHA will be accompanied/escorted by designated staff members and will similarly be accounted for on the master list.
- **Inclement Weather Dismissal** – Dismissal in inclement weather will be the same as on other days, but we will have additional staff available to help.
- **After-School Plans** – Children will be sent home with their regular listed carpool or bus unless we are notified in writing by parents. Parents who have not sent a note must call the office by 1:30 pm (12:00 pm on Fridays) to ensure that all the appropriate parties receive the same message. Without the written note or call, children will not be permitted to change their standard plans.
- **After-School Supervision** – Students who are not picked up by 3:15 will be waiting in the school lobby. They will not be sent to the JCC.
- **Snow Days/Emergency Closings** – There are occasions when school needs to close due to dangerous conditions. We will communicate school closures and delays information in several ways:
 - A phone call and text message (cell phones only) from our robo-call system
 - TV channels 4, 7, 25, NECN and WBZ 1030 AM on the radio
 - On the website at cohenhillel.org
 - Recorded voice message at (781) 639-2880
 - Facebook: www.facebook.com/chaleads

In the unlikely event that another type of emergency forces us to close school, we will communicate it through the above means (except radio and TV).

Assuming it is safe, we will not dismiss school early once we are in session. It is too difficult to contact parents who have already gone to work, and it's safer to stay off the roads at those times. Parents who wish to do so are certainly welcome to come and pick up their children early. Similarly, our bus may leave our building a little early in an effort to keep the regular stop schedule.

HEALTH

Michelle Unterborn, RN, is the school's nurse. Michelle works directly with the administration to oversee all health practices at school. She is responsible for dispensing medication, applying First Aid, and contacting parents about health concerns. She also runs vision, hearing, and scoliosis screenings. Michelle's hours are M-F, 8:00 am-2:30 pm.

CHA is in full compliance with all HIPAA (Health Insurance Portability and Accountability Act) regulations. Copies of the complete regulations are available in the office.

- **Food Allergies** – Some of our students have significant, life-threatening food allergies that require all of us in the community to be vigilant and protective. Our nurse addresses all allergies and communicates with faculty and staff to arrange for any accommodations necessary to ensure the safety of every child and adult in the building.

Parents of children with food allergies should remind their children to only eat food brought from home (or that parents have specifically coordinated with the school). We also recommend sending in a small supply of non-perishables in a labeled box to keep in the classroom, as well as a few labeled freezer treats to be stored for special occasions. Parents should send in all medical paperwork and emergency medications promptly at the beginning of the year.

In the lunchroom:

- Lunch tables are washed down carefully before and after use
- Separate tables are designated for students eating nuts
- Students who ate nuts at lunchtime are required to wash their hands after lunch.

Children with allergies will not partake in food brought in for public consumption unless it has been approved.

- **Peanut/Tree Nut Policy** – The health and safety of our students and teachers is of the absolute utmost importance. To that end, and to meet the needs of more families, we have adopted this peanut/tree nut policy:

- o Classrooms are all nut-free.
 - o Foods with nuts may be brought for lunch and must be consumed only in the MPR at designated nut tables.
 - o Foods served at or by the school will be nut-free.
- **Health Records** – All students in kindergarten and grades 4 and 7, and new students of all grades, must submit the necessary health records prior to the opening of school.
 - **Illness & Accidents** – Children should be kept at home if they shows signs of illness, and they must be fever-free for 24 hours prior to returning to school. The school will immediately inform parents of any accident or illness at school and will send a student home if necessary after contacting a parent. If unable to reach a parent, we will call the next emergency contact on file. **Students who need to be excused from PE must have a physician’s note addressed to the nurse.** Students who are absent from school may not attend after-school programs.

Any contagious disease or condition such as lice, conjunctivitis, or chicken pox must be reported to the school. If a child has a contagious condition, he/she must be kept at home until a physician deems it safe to return to school. Parents should notify the office if a child is absent from school due to illness or arrives late due to a doctor’s appointment.

- **Immunization Policy** – Every CHA student is required to have a completed Massachusetts School Health Record on file indicating that all recommended and appropriate immunizations have been administered and are current. Contact Michelle with any questions.
- **Lice** - Parents are asked to check their children for lice prior to school and at least monthly throughout the school year. Diligent head checks and combing hair with a special lice comb are recommended to prevent major outbreaks and are extremely important health practices. Parents bear primary responsibility for preventing lice outbreaks. Students found to have lice will not be sent home in the middle of the day and will be permitted back to school after treatment.
- **Medication** – Students requiring medication of any kind during school hours must leave the medication in its original container, labeled with the student’s name and the prescribed dosage, in the school office along with written instructions signed by the parent.
 - o Students may not keep their own medications unless approved by our nurse.
 - o We recommend asking the pharmacist for a separate bottle for school.
 - o No prescription medication will be administered until completed Parent Consent and Medications Order forms signed by the physician are submitted to the office. See Michelle or the office staff for these forms.
 - o Parent authorization is required for us to dispense over-the-counter medication such as Tylenol, Motrin, or Tums. We make every effort to notify parents in this event, but a

form filed with the office suffices for students in grades 6-8; younger students need parental consent in every instance.

- o Requests for dispensing medication that conflict with the manufacturer's recommended dosage must be accompanied by a physician's order.
 - o The Department of Public Health, which governs medication administration in schools, forbids us from dispensing cold medication. If a child needs cold or allergy medicine, it must be sent in from home.
 - o Parents who do not want Michelle to pull their child's loose baby tooth must notify the school in writing. Michelle has a lot of experience in this area and many parents appreciate the service. Of course, she would only do so if she deemed it safe and appropriate.
- **Athletic Concussion Policy** – The school follows Massachusetts guidelines for concussions. If your child sustains a head injury, please follow up with Michelle.

POLICIES & PROCEDURES

- **Attendance** – Our academic program is demanding, and class time is valuable. We realize that it is sometimes unavoidable to miss school, but we ask that parents do everything possible to avoid absences and to contact their child's teacher in advance if an absence is planned.

Student Behavior Expectations

Derekh Eretz

Our rabbis teach us that *derekh erez* preceded Torah (Lev. Rabbah 9:3). *Derekh Eretz*, the way of the world, is how we conduct ourselves as individuals and in our communities. The basic expectation is to respect yourself, each other, and our environment.

The following behaviors will not be tolerated:

- **Bullying** - as defined by the Massachusetts Anti-Bullying Bill passed on April 29, 2010: "Bullying," the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

The following behavioral infractions will be reported directly to the School Psychologist and the Head of School:

- Lying

- Cheating
- Plagiarizing
- Defacing or damaging school property
- Stealing
- Acting or speaking abusively
- Excessive tardiness
- Truancy
- Illegal use of substances or possession of weapons
- Sexual harassment

Student Conduct

Teachers will review these rules with their classes as an introduction to creating a class contract:

- Chewing gum is not permitted at school (unless specifically part of a student’s learning plan).
- All classroom and school rules apply at all times during the school day.
- Sunglasses may not be worn in class; only students in grade 6-8 may wear appropriate hats.
- Students are expected to arrive to class prepared and on time.

In order to maintain a safe and comfortable learning environment, and to add to the baseline expectations of our students, there are items that may not be brought to school. Anything that may be used as a weapon is prohibited, and teachers may use their discretion in determining if/when it is the case that something is dangerous.

No type of gun is permitted at school (real, toy, squirt, paint, electronic, etc.). Flammable items such as fireworks, matches, and lighters are also forbidden, as are knives, handcuffs, skates, rollerblades, and laser pointers.

Consequences of Behavioral Infractions:

Being a member of a community comes with privileges and responsibilities. When a student’s behavior is unexpectedly inappropriate, privileges may be revoked. At the discretion of the professional staff, there is a policy of progressive discipline with consequences for behavioral infractions that might include the following (but not exclusively):

<p>Pre-Tier 1 Warnings</p>	<p>Tier 1 <i>Identifying the problem</i></p> <p><i>Involvement by teacher only</i></p>	<p>Tier 2 <i>The problem continues or single action warrants Tier 2 intervention –</i></p> <p><i>Involvement by Teacher and administrator</i></p>	<p>Tier 3 <i>Tier 2 problem continues or single action warrants Tier 3 intervention.</i></p> <p><i>Involvement by teacher and 2 administrators</i></p>
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		Consequence plus email to parents and cc to administrator	Consequence plus written documentation for parents and administrators
<ul style="list-style-type: none"> • Verbal reminders/ reprimands • “The Look” • Hand on shoulder* 	<ul style="list-style-type: none"> • Speak after class • Sit next to teacher • Temporarily move seat • Take a break (e.g., designated chair) • Take a walk • Written reflection • Take a sensory break (short, pre-defined walk/climb stairs, wall pushups) 	<ul style="list-style-type: none"> • Mandatory Reflection/ accept responsibility letter signed by parents • Permanent seat change • Permanent place in line • Student time taken away (e.g., recess, lunch, electives, choice time) • At the teacher’s discretion, activity to “right the wrong” • Meet with School Psychologist or other administrator • Child and administrator call parent together 	<ul style="list-style-type: none"> • Mandatory Reflection/ accept responsibility letter signed by parents • losing recess or recess/lunch two or more consecutive days • loss of a major privilege (e.g., school activity, field trip, overnight trip, athletic event) • suspension • meeting with Head of School/ School Psychologist

- **Homework** – Beginning in the first grade, homework is assigned to help students reinforce and improve their learning. Although parents should provide support and encouragement, students should complete assignments independently. Parents who are concerned that their children are spending too much or too little time on homework should contact the teacher; feedback is important. As a general rule, students should not have more than 10 minutes (per night) of homework per grade year (e.g., 2nd grade=20 minutes, 8th grade=80 minutes).

One area that is appropriate to help children with is making sure they bring their homework back to school on time. Organization is an important skill to develop, and we need to work together to nurture these life skills. Homework assignments will be posted on our school website beginning in early fall, and families should ask another student or call the office by 9:00 am to ask for help getting assignments to a child who’s absent. Teachers may use their discretion when considering whether an absent child is responsible for an assignment, and they are not required to prepare assignments in advance for a child’s planned absence.

- **Lost and Found** – Lost/misplaced items are kept in a cabinet outside the teachers' lunchroom. All personal belongings should be clearly labeled, and students or parents should check the box periodically. Unclaimed articles will be donated to charity before each vacation.
- **Outdoor Play** – Outside games are encouraged, but tackling, contact games, and playing with sticks, snowballs, or rocks are not permitted. Students must include any other students in games if they wish to participate. Teachers will determine if climbing or sliding on the hill is safe or appropriate.
- **Party Invitations** – When inviting guests to birthdays or other parties, we ask parents to please be considerate and inclusive of all children in the class or, in relevant cases, inclusive of all the boys or all the girls. Of course, some friends are closer than others, but it can be damaging to a child to be left out, and it's more important to do the right thing than to exclude a classmate who happens not to be a close friend. This policy is consistent with other non-exclusionary practices and reflects the values we teach every day.
- **Personal Appearance and Clothing** – CHA expects a standard of dress at school and school-sponsored events. We believe this standard helps self-esteem, removes social discomfort, and reflects the kind of community we are.

We do not have a school uniform. We do ask families to adhere to the following guidelines in an effort to foster the values we teach and to help children focus on learning and growing in a community:

- Shorts must be at or below mid-thigh. Pants and shorts designed specifically for exercise (e.g., bike shorts) or sleeping (e.g., flannel/pajamas) are not permitted.
- Students may wear gym shorts of an appropriate size, i.e., long enough, loose enough.
- Skirts and dresses must be at or below mid-thigh.
- All types of shirts may be worn with the exception of leotards cut like tank tops, halter-tops, crop tops and off-the-shoulder tops. All shirts must cover the midriff.
- Clothing should not be torn or contain any offensive or otherwise inappropriate messages, logos, etc.
- Footwear must be functional, safe, and properly laced. Open-toed footwear should be fastened at the heel (e.g., no rubber-only flip-flops). Students need to wear appropriate sneakers on the days they have PE classes.

If questions arise, school administrators will determine the appropriateness of a student's clothing. In some cases, students may be asked to change into more appropriate clothes and/or to call parents to bring them in.

- **Phone Calls** – Students are not permitted to call home during the day except in case of emergency. If they must call home, they should do so from the office and with permission from

the office staff. Calling home to make after-school plans is not permitted.

- **Cell Phones** – Students may not use cell phones during school hours. Phones must be off during the school day. Students who are found using their phones for calls, texting, games, or any other purpose without express teacher consent will have their phones confiscated, and put in their backpacks until the end of the school day.
- **Sexual Harassment** – Our school policy on sexual harassment is reviewed in depth with teachers who will assist students in understanding its meaning and purpose. Any parent who wishes to see a complete text of the policy should contact the office for a copy.
- **Snacks** – Children in grades K-5 have a daily recess and a morning snack break, and grades 6-8 have recess at lunchtime and a working snack elsewhere during the day. Students (except kindergartners) should bring an appropriate and nutritious morning snack. No candy is allowed for morning snacks.
- **Recess** – Children spend time outside every day except when it is raining or below 25°F, in which cases recess takes place indoors. Parents should dress children appropriately for outside play based on the expected weather. For children’s safety, we recommend removing all drawstrings from hoods and collars.

VISITING SCHOOL

We welcome and encourage parents, grandparents, and other guests to visit our school, and we strive to make it as easy and inviting as possible while maintaining high safety and security standards. We have an easy-to-follow procedure for all visitors to our building, and we ask that parents help us by becoming familiar with this process.

- All visitors must ring the outdoor bell for entry and sign in and out at the front desk.
- Items being dropped off for students or teachers should be left at the front desk.
- Visitors coming for a meeting should wait in the lobby while the office contacts the appropriate teacher or administrator.

For security reasons as well as to help develop a more personal CHA experience for all of us, all visitors, including parents, are asked to wear guest badges in the building.

BUS TRANSPORTATION

To facilitate transporting students from the north and west, CHA offers daily bus service. Students riding the bus(es) will be picked up along a route determined in collaboration with our bus

company. There is an additional cost for this service, and parents who wish their children to ride the bus and who have not yet signed up for this service must contact William Potter, the Director of Finance & Operations. Families utilizing the bus service must complete the appropriate form included in the summer mailing.

SCHOOL SUPPLIES

School supply lists for all grades are available on our website. To make things easier for families, CHA asks that parents only purchase individual supplies (i.e., anything that should have a student's name on it). The school will provide all communal supplies.

All textbooks should be covered and handled as carefully as possible. If a textbook is lost or misused, parents will be billed for the cost of replacement.

FINANCIAL MATTERS

Tuition

Each year the Finance Committee sets a tuition policy that is approved by the Board of Directors. Tuition is determined carefully and thoughtfully in a way that ensures fiscal responsibility and remaining as accessible as possible. As part of our commitment to making a CHA education accessible, we offer tuition assistance to families whose financial profile meets the criteria of the program. This profile is based on a combination of the recommendation made by FACTS, a leading national tuition management company, and the reality you share with us that numbers and data cannot always explain.

Parents who wish to apply for tuition assistance must complete an application on our website by February 1. The Financial Assistance Committee confidentially reviews all information and sets a family's tuition based on FACTS's researched best practice. We are committed to making the process discreet, respectful, and as unintrusive as possible.

Enrollment and tuition contracts are mailed in the middle of March. Once families receive a contract, they select a payment plan, sign the contract, and return it to our office along with the appropriate deposit by early April (exact dates will be posted on our website).

Payment

Prompt payment of all financial obligations is required, and applicable due dates are listed on tuition contracts. If paying on time presents a problem, we ask that you communicate with William

Potter, Director of Finance & Operations for help addressing the situation. Returned checks are subject to a service fee.

DEVELOPMENT/FUNDRAISING

As is the case in most independent day schools, tuition does not cover all the costs of an outstanding CHA education. The balance of our operating budget must be raised through additional revenue streams, and we depend on support from parents, grandparents, board members, trustees, alumni, parents of alumni, community friends, corporations, and foundations to help us make up the difference. We are dependent on and grateful for our community's ongoing support.

Annual Fund Campaign

The Annual Fund Campaign is our yearly fundraising effort that helps bridge the aforementioned gap between tuition income and the actual cost of educating our students. Contributions to the Annual Fund are tax-deductible to the full extent allowed by law.

Annual Fund gifts enable us to:

- offer tuition assistance and maintain a socio-economically diverse population
- attract and retain exceptional educators
- expand our use of technology and our involvement in the arts
- institute innovative programs to enhance the formal and experiential academic programs
- help strengthen our values-based community.

The campaign runs from July 1 through June 30 each year, and all pledges to the school must be paid by June 30. Our goal is 100% parent participation; an annual gift from every family, regardless of size, is critical to our success as it helps us go to new donors and show them how committed our community is to the school.

Annual Gala

Our annual gala is a joyous, community-wide celebration of CHA and the integral role the school plays in our community. Each year we award an honoree(s) the Dr. Bennett I. Solomon Community Leadership Award, which was established to honor the memory of Cohen Hillel Academy's beloved principal and to recognize extraordinary commitment made by individuals to our school and the community.

How to Give

Visit our website, cohenhillel.org and click on "Support CHA" for details and myriad options.

Stocks and Appreciated Securities
Matching Gifts
Life Insurance
Retirement Plans
Charitable Bequests
Endowment Gifts
Planned Gifts

Common Kosher Symbols
(All acceptable at CHA)



Items marked with only a **K** should not be considered kosher, with these exceptions:

- Kellogg's brand products
- Starbucks bottled coffee drinks

Many products don't require a symbol (or supervision in general) to be kosher. Visit this link to download a PDF with a list of such products:

<http://www.koshereye.com/images/stories/Kosher-lists.pdf>