

**The
Cincinnati Hebrew Day School
Samuel and Rachel Boymel Campus**

Parent ~ Student Handbook

5769 - 5770

2009 - 2010

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Non-Discrimination Policy

The **Cincinnati Hebrew Day School** recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. The school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, fee waivers, educational or athletic programs or extracurricular activities. The school is not intended to be an alternative to court or administrative agency ordered or public school district initiated desegregation.

The **Cincinnati Hebrew Day School** will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Statement of Philosophy and Goals

Cincinnati Hebrew Day School is a private school that offers the Jewish child a complete range of instruction in both Judaic and General Studies from early childhood through the eighth grade. The school blends the dual curricula into an integrated program designed to develop students with high scholastic standards, strong moral character, and a firm commitment to Jewish identity and religious practice.

Cincinnati Hebrew Day School is a chartered school that is accredited by the Ohio Department of Education. The school effectively meets the needs of its students by offering a full day of instruction where Judaic and General Studies share equal time. Teachers are fully certified in their areas of expertise. The General Studies curriculum surpasses Ohio State requirements.

Cincinnati Hebrew Day School's Judaic Studies focus on teaching its students religious practice according to Orthodox tradition, to engender a love of Judaism and a deep appreciation for its rich and meaningful religious expression. The school offers its students the opportunity to become familiar with classic Jewish texts in the original Hebrew. Students learn the requisite skills to be able to pursue advanced levels of Jewish learning in high school and throughout their lives.

Cincinnati Hebrew Day School nurtures its students and helps to guide them on the path to becoming sensitive, caring and kind individuals for life.

School Profile

Early Childhood Programs ~ Nursery, Pre-K, Kindergarten

Cincinnati Hebrew Day School provides educational programming for children ages 3, 4, and 5. The Early Childhood Programs emphasize a love for Hashem and His mitzvot, social skills, and learning readiness skills.

Nursery Program – Three Year-Olds

- 8:00 a.m. – 8:45 a.m. ~Precare may be available (for an extra fee) if there is a demand for it.
- 8:45 a.m. – 11:45 a.m. ~ Monday through Friday with lunch and afternoon options determined annually.
~ Children must be 3 years of age by September 30th and completely toilet trained in order to enter the nursery program.
- 11:45 a.m. – 12:45 p.m. ~Option available
- 12:45a.m. - 4:00p.m. ~**Extended Nursery – Creative Play Program**
Only for children who have attended the morning program (availability depends on interest).
(dismissal on Friday is 2:50 p.m.)

Regarding enrollment in the 3 year old program, the following points should be noted:

1. A birth certificate is required before the first day of school.
2. Children must be 3 years of age by September 30th and completely toilet trained in order to enter the nursery program.
3. Children who turn 3 years old between October 1st and December 31st may enroll their child, if space permits. **All children with birthdays in this time frame will have to repeat the program the following year, with their age-appropriate class, with the exception of children noted in point (4) that follows.**
4. Children with October birthdays may be tested at the parents expense, using a testing facility acknowledged by the school. The school may advance the child after reviewing the test results. Please note that it is a state requirement that such children would have to be re-tested before entering kindergarten.
5. The maximum capacity for that class is determined annually.

Pre-K – Four Year-Olds

- 8:00 a.m. – 8:45 a.m. ~Precare may be available (for an extra fee) if there is a demand for it.
- 8:45a.m. - 4:00p.m. ~ Monday through Friday – Five day program.
(there will be a 2:30 early dismissal Monday-Thursday for those interested;
dismissal for all children is 2:50 on Fridays)

6. The maximum capacity for that class is determined annually.

Kindergarten – Five Year-Olds – Grade 1

8:00 a.m. – 8:45 a.m. ~Precare may be available (for an extra fee) if there is a demand for it.

8:45 a.m. - 4:00 p.m. ~ Monday through Friday– Five day program (Friday dismissal is 2:50 p.m.)

Request for advancement of students in Pre-K/Kindergarten and 1st grade classrooms

Parents who feel that their children are better suited in a higher grade level than is allowed by our cutoff date (September 31st) should note the following points:

1. Consideration to advance a child can only be made if the classroom has room for the child (the maximum classroom size is determined annually and depends on the room in question).
2. Educational experts invariably view the appropriateness of advancement based on the question ‘is the child ill-affected in the age-appropriate class’ and not ‘can the child manage in the higher class.’ Consideration of this point in each particular case will be made with input from parents, teachers, administration and other educators where deemed appropriate by the school.
3. After considering points 1 and 2 above, children who miss the cutoff for their class by one month (ie. their birthdate is in the month of October) may be tested at the parents expense, both academically and socially, using a testing facility acknowledged by the school. The school may advance the child after reviewing the test results. Please note that it is a state requirement that children who are advanced into pre-K with an October birthdate would have to be re-tested before entering kindergarten.

Elementary and Middle School – Grades 2-8

8:00 a.m. – 4:00 p.m. ~ Monday through Thursday (Friday until 2:50 p.m.)

Educational Goals, 1st-8th Grades

The Limudei Kodesh Program at Cincinnati Hebrew Day School is designed to transmit a love of Hashem and His Torah, practical knowledge for observance of the mitzvos and Jewish Law, and a proficient knowledge base with skills in Hebrew texts in order to succeed in any Orthodox Jewish high school setting. The General Studies curriculum meets or exceeds the requirements of the State of Ohio Department of Education, to ready our children for potential college-prep. High School studies.

Testing. Cincinnati Hebrew Day School administers the Stanford Achievement Tests in the middle of every school year. All individual test scores are shared with the parents. Parents who want to confer about test results are invited to arrange a conference with the administration.

Specialty Areas. Cincinnati Hebrew Day School supplements its core of academic courses with programs in physical education, computer science, art, and music.

Cincinnati Hebrew Day School utilizes the services of a speech specialist and a small group instructor for students with special needs from the Cincinnati Public School System.

Arrival and Dismissal

Arrival

- Students in grades 2-8 are expected to arrive at school by 8:00 a.m. and go to the school lunchroom. At this time, it seems that there will not be a minyan at CHDS for either Shacharis or Mincha. Boys in grades 6-8 are encouraged to go to the minyan of their choice, while ensuring that they come on time for class at 8:40 a.m. (or 8:50 a.m. on Rosh Chodesh). Boys of this age are likewise encouraged to go to minyan for Mincha. Boys not going to minyan must daven at school at 8:00 a.m., **not at home**.
- At the 8:00 bell, students are to follow the instructions of the teacher on duty to go to their davening area.
- Latecomers to school miss classwork and disrupt the class.
- Latecomers must bring a note signed by the parent explaining the reason for tardiness.
- Unexcused or habitual lateness may be subject to disciplinary action, at the discretion of the Principal.
- For students of all ages, attendance at a bris for non-family members is only acceptable with a note from a parent.

Dismissal

- Students should pack up their belongings to take home, place their chair on their desk, and make sure the classroom is left in an orderly fashion before getting into the dismissal line.
- All students will go with a teacher to the lunchroom.
- All dismissals from the building will take place from the lunchroom.

Sign In and Sign Out Policy

When a child needs to leave school before the end of the day, or during the day for an appointment the parent must come into the office and sign the child out of or back into school. Children may not leave the building with this procedure being followed. This is done for the safety and well-being of the child.

Students are to be picked up at dismissal time:

- 4:00 p.m., Monday through Thursday
- **2:50 p.m., Fridays- for the entire year.**
- **When picking up or dropping off your child(ren), cars cannot be left unattended if they are in the curbside lane.**

Changes in Transportation

- Please do not call the office with last minute requests for transportation changes. This will eliminate confusion and possible error.
- Please notify the office in writing if a student is to follow a different routine.

- **If last minute arrangements are unavoidable, please call the office no later than 3:30 p.m.**

Attendance and Absence

Attendance

A student's day at Cincinnati Hebrew Day School is academically full. It is crucial that students make the best use of classroom time available to them. Every effort should be made to keep absences to a minimum.

Absence

- The school recognizes that occasionally a student must be absent. Although a student may be excused, this does not eliminate the student's obligation to make up any assignments, tests or quizzes. **The student is responsible for any class work missed plus the assignments given in his/her absence.** (Teachers must make a reasonable attempt to provide parents and students with assignments that were missed.) **Please note that it is a state requirement that students who receive ed-choice vouchers must bring a note indicating the reason for their absence to be kept on file. Families who do not send in such notes jeopardize their right to receive these state vouchers.**

Illness

- Students should consult with their teachers to arrange to make up missed work within a reasonable time frame.
- Teachers will be available to assist a student who missed work due to illness.

Family Trips

It is the responsibility of the child to make up material that is missed due to a family trip. Of course, trips should ideally be planned during the school breaks. However, if the matter is unavoidable, care should be taken to communicate with the child's teachers before the trip to arrange for a reasonable plan for making up the materials.

Appointments

- Medical and dental appointments should be scheduled after school.
- If your student must be excused early, send a signed note to the teacher.
- Parents must sign the student out at the office when picking up a student at any time other than regular dismissal time.
- The school reserves the right to limit the permission it grants for such appointments.

Anticipated Absence

- Anticipated absences require notification to the administration and teachers in writing.
- Teachers may require class work to be completed prior to the absence, or before the student returns to school.

- Parents are responsible for providing their student with assistance in completing the class work missed.

Inappropriate Reasons for Absence

- Leisure vacations taken during regularly scheduled school days.
- Absences due to baby-sitting.
- Shopping, haircuts, visiting relatives or friends in town, or other personal needs during school hours.
- Consequences of the above absences will be determined by the Principal.

Birthdays

Donations to the library or the classroom are an excellent way to celebrate your child's birthday. Please consult with the teacher if you choose this option.

Birthday Guidelines

- Very simple birthday celebrations may be arranged with the teacher for students through Grade 2. Birthday treats should be given in the classroom, not in the lunchroom, as this can create ill will between children of different classes.
- All other parties must be approved by the principal.
- Birthday party invitations are not permitted to be passed out in school unless every student in the class will receive an invitation.
- Food brought into the school must have proper Rabbinical endorsement.
- **Cooked or baked foods from home are not permitted in the school at any time.**
- All items must be brought to school unopened, in the original packaging, with the certification clearly visible.
- Acceptable certification includes: OU, OK, Chof K, CRC, and Star K. All items under the supervision of the Cincinnati Vaad Hoier are acceptable as long as the food is from a store and clearly labeled.
- All foods must be parve; "dairy equipment" certification is NOT acceptable.

Code of Conduct

Cincinnati Hebrew Day School seeks to maintain a policy of strong discipline and pride in every area of school life without forfeiting a genuine regard for the dignity and character of each student.

School Rules

- Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly and safe school environment.
- The highest form of discipline is self-discipline, through which a student understands himself, differentiates between right and wrong, and acts accordingly. Torah requires that the highest respect be shown to parents, teachers, adults and peers.

- Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly school environment.
- A quality educational environment depends upon shared responsibilities. Teachers have a responsibility to maintain an orderly classroom and students have a responsibility to follow the rules and to respect the rights of others. Shared expectations for both conduct and consequences are an important part of these responsibilities.

Three essential, yet simple, conduct expectations and choices exist for students:

- Choose to respect school staff, other students, and property
- Choose to follow classroom/school rules, directions and instructions by school staff
- Choose to refrain from disrupting school activities

Classroom management begins in the classroom. **This year, the school will be continuing with our “middos program” unified set of behavioral expectations, to clearly define acceptable and unacceptable behaviors of our students. These will be communicated both to students and parents, in the hope to deter negative behaviors and encourage positive ones.** This strategy will include warnings, calls home, student or parent conferencing, time-out, and other similar efforts to change behaviors. If a student chooses not to respond or requires disciplinary action beyond a particular level, the teacher may send the student to the office with a referral explaining the misconduct and the circumstances surrounding it.

When a student makes a choice not to meet conduct expectations, he or she can expect the following consequences each school quarter:

- First Misconduct – Warning and possible parent call
- Second Misconduct – Reprimand and parent call
- Third Misconduct – Lunch or after school detention (30 minutes)
- Fourth Misconduct – Meeting with parents and/or detention (60 minutes)
- Fifth Misconduct – In school suspension
- Sixth Misconduct – Out of school suspension

Failure to serve detention may result in the next level of misconduct.

Chronic or acute misbehavior may be handled with no warnings and may result in suspension or expulsion.

A student who is sent out of class must go to the Principal's office immediately. No student, under any circumstances, is to remain in the hall. A student's disciplinary history will be filed in his record folder and is subject to be sent to other schools when requesting transcripts.

Enforcement of General Rules

- Violent, excessively disruptive, or seriously destructive behavior will be stopped immediately. If physical restraint of a student is required, it will be done in the least restrictive and least embarrassing way possible. Staff are responsible for the safety and well

being of school children, including during such situations. Any such incidents will be documented and reviewed by the Principal. The school continues to maintain a standard of zero tolerance towards hitting, kicking or other violent activities at school or during school activities. Students involved in such incidents will receive either in-school or at-home suspension at the discretion of the principal. It should be noted that verbal abuse of one student by another will similarly not be tolerated.

- Parents of a student involved in serious offenses will be expected to confer with the teacher and Principal to set conditions under which the student may remain at Cincinnati Hebrew Day School. This may include psychiatric consultation which is shared with the Principal, and compliance by the student and parents with any treatment recommendations.
- In addition to other consequences, students who destroy or deface school property will be expected to pay for it, give service to the school, or both. Students who treat school property in an inappropriate way, to potentially damage school property, may be assessed a fee if the school administration feels that damage may result to school property in the future. For example, a \$100 fee will be assessed to students found to tamper with door or lock mechanisms, or forcibly pull open doors which may affect the longevity of the mechanism. Similarly, a \$250 fee may be assessed to a student who is found to pull a fire alarm, even if no fees are incurred from the fire department (if such an action resulted in a fine to the school, the entire amount of the fee would be passed on to the guilty student).
- The school reserves the right to suspend or expel any student who jeopardizes the safety, education, or self-esteem of other students.

Rules for Personal Responsibility

- It is never too early for your student to begin developing his/her sense of responsibility for school. Parents have received letters that include a list of materials needed for the coming year. Let your student join you while you are gathering the necessary materials. The first day of school sets the tone for the entire year.

Student Rules

- Arrive on time and be properly prepared for class every day with: the appropriate textbook, school supplies, and homework.
- Cover books neatly. The condition of the book is the student's responsibility. Absolutely nothing other than the student's name is to be written inside a school text. This is especially true for religious texts. **Students will be charged for books that are lost or are returned in poor condition.**
- Keep personal space neat and clean. This includes the desk, bin, cubby, or locker. School space is given to students to use while in school. It is not to be considered private property. The administration reserves the right to inspect school space at any time.
- The Teacher's Lounge and desk are out of bounds to all students at all times.
- Name tapes or labels should be on all loose personal items: coats, school bags, books, etc.
- **Items left at school in the lost and found or otherwise left unattended for more than 30 days will be considered ownerless (hefker) and will be disposed of at the discretion of the school.**

- Any items not directly related to school activities are not to be brought to school without prior permission from the student's teacher. Items not allowed and brought to school may be confiscated at the teacher's discretion.
- No valuables should be brought to school.
- **CD players, cell phones, Ipods, MP3 Players, Game Boys or other electronic toys are not permitted at school.** These items will be confiscated. **Cell phones, Ipods and MP3 players will be confiscated for a minimum of 1 week;** other items may be returned at the end of the day. Repeated incidences may require parental involvement. **It should be noted that parents and students must sign off on acknowledgement of this rule on the internet/technology permission slip.**
- **The school telephone should only be used for urgent matters. It should NOT be used when students forget to bring supplies to school, or to arrange after-school activities.**

School Initiatives

Cincinnati Hebrew Day School is committed to continuing to create and sustain a positive school environment for all its members. We hope to continue to enhance the climate within our school community by refining our school-wide positive behavior support system. As part of this project, CHDS may continue to utilize the services of a post-doctoral clinical psychology fellow under the supervision of a licensed clinical psychologist.

Dress Code

A student's dress and general appearance should reflect a respectful attitude towards school and towards learning.

Appearance and dress are delicate issues for children. As in all other matters, school staff must respect the dignity of school children and shall not reprimand students in a way that causes any embarrassment. Certainly no student should be subjected to comments about their appearance in front of their peers. In general, parents will be contacted by staff and staff will avoid making comments to students.

Student Guidelines

1. Appropriate clothing should be worn every day.
2. In order to protect our school from the situation found in many other schools where children feel pressure to dress in fashions outside of their families' budgets, CHDS parents and students are asked to avoid flashy jewelry and clothing.
3. Also inappropriate is clothing which includes symbols for drugs, alcohol, tobacco, or any other distracting and offensive material.
4. Hats are not to be worn in the building, with the exception of a hat designated for tefilla, worn by post bar-mitzvah boys.
5. Children from grade 1 and up should wear socks.
6. **All children should make sure to bring sneakers on gym day. Open toe sandals or hard soled shoes are not recommended for safety reasons.**
7. **Children from preschool through 1st grade may not wear cros to school, for safety reasons.**

Boys

1. Boys in Grades 6, 7 and 8, should wear clean collared shirts tucked into pants and buttoned appropriately – with the exception of shirts designed to be worn out.
2. Tank tops, athletic jerseys, and similar uniforms are not appropriate for school.
3. Blue jeans, athletic or army pants are not permitted.
4. Boys should be well groomed and keep hair neat and trimmed.
5. Boys must wear yarmulkes (kippas/skullcaps) and tzitzis (K-8) at all times. This includes recess time (baseball caps should be worn if yarmulkes will not stay on during sports activities). Any boy in need of a yarmulke may get one from the office.
6. Boys may wear shorts up to and through Grade 3.

Girls

1. Girls in Grade 1 and up should wear skirts and blouses, or dresses.
2. Skirts should be of a length to cover the knees when sitting.
3. Slits are halahically acceptable below the knee.
4. Blouses should have sleeves of a length to cover the elbows when the arm is raised.
5. If a girl requires guidance for an issue relating to modesty or appearance, the Principal will delegate a female staff member to discuss the issue with her parents, and the student if necessary.
6. Makeup (including lipstick) is not to be worn.
7. Socks must be worn. Socks must cover the ankles.
8. No double pierced earrings (either real pierced, clip on or magnetic)
9. “Rat tails” or beads are not to be worn in hair.
10. Nail polish is discouraged; dark or flashy colors are not acceptable.
11. Gym shoes must be available on gym days.

Field Trips

Permission Slips

1. We have implemented a ‘one-time’ permission slip, for all trips in the Cincinnati area. The school will still inform parents of trips in advance.
2. For other trips, field trip permission slips that come home must be signed and returned to the school at least one day before the trip.
3. If you do not want your student to participate in a particular field trip, you must notify the office in writing so that alternate activities can be arranged during the field trip.

Transportation

1. Appropriate student behavior is expected from all students on field trips. Students are representing the school, the community, and themselves to the community-at-large.

2. Cincinnati Hebrew Day School is constantly expanding its field trip programs. To keep costs at a minimum, we ask that parents volunteer to drive whenever possible.

Grading System

Report Cards are sent by mail four (4) times a year at Cincinnati Hebrew Day School. Teachers will send out a mid-term report card notifying parents if their student is not meeting expectations and is likely to earn an unsatisfactory grade of C+ or lower for the quarter. A plan for the student to improve his/her performance by the end of the quarter should be arranged.

Health

Cincinnati Hebrew Day School believes that a healthy child is an alert child. Steady progress is dependent upon a child's physical well being. Any student showing signs of general physical or psychological illness will result in staff contacting the student's parents to convey our concerns. If parents would like help obtaining a referral for treatment, the Principal will assist you.

Guidelines

1. **By law, any medications to be administered at school must be accompanied by written instructions from the doctor. If your doctor makes changes to your child's medication or dosage, such changes must also be accompanied by a doctor's note.**
2. In accordance with the General Code of the State of Ohio, health records must be filled out by your personal physician and submitted to the school office prior to the beginning of the school year.
3. All immunizations must be up-to-date in accordance with the State of Ohio guidelines.
4. Students whose records are not up-to-date, but are having appointments to receive the required immunizations, are allowed to attend school.
5. All necessary immunizations must be received and documented by October 1, of each year. Any student not meeting these requirements will not be allowed to attend school.
6. Parents are to notify the office immediately if a child contracts a contagious illness (strep throat, chicken pox, measles, mumps, pinworms, etc.). The office can then inform parents of other students in the class to be aware of the symptoms, or to take preventative measures. The student may only return to school when a doctor verifies that the student is no longer contagious.
7. **Children who are recovering from illness should not be sent back to school until such time that a medical doctor would endorse their return. For**

example, it is commonly advised by doctors that students should be free of fever (or other significant symptoms, like vomiting) for 24 hours before returning to school. When in doubt, we urge parents to consult with their doctor. Sending children to school with a fever being temporarily controlled by fever-reducing medications is unacceptable. In all such cases, sending children to school with a contagious type of condition is halachically and morally unacceptable.

8. If a student is to be excused from gym or recess, and is to remain indoors due to health issues, the parent should send a signed note to the school office.
9. Students should have a complete checkup before school starts.
10. Students must have a lice check before the start of the school year.
11. Children who fail to follow directions of medications may be removed from school at the discretion of the administration if it is deemed to affect the child's performance or the classroom as a whole.
12. Please pay close attention to visual (eyes) or auditory (ears) difficulties. Visual and auditory problems can be a contributing factor to a student's attentiveness. Cincinnati Hebrew Day School recommends that every student also get an occasional eye checkup by a certified optometrist.
13. Please see that your child(ren) gets a good and sufficient night's sleep.
14. Students who exhibit signs of neglect or abuse, G-d forbid, will be reported to the Principal. The Principal will consult with parents, community leaders, or local law enforcement and child protective services, as appropriate.

Emergency & First Aid

1. In case of an emergency, parents will be notified immediately. **Please make sure that the school has all pertinent and updated cell phone numbers.**
2. It is the responsibility of the parents to complete the Emergency Medical Information Authorization Form so that the school will be able to comply with parental instructions.
3. Should the school be unable to contact you, it is our policy to take the student to the nearest hospital when so authorized. The school will contact your personal physician, whenever possible.
4. Only superficial wounds will be treated by school personnel.
5. When a parent is notified that a student is ill, arrangements must be made by the parents to transport the student home.
6. Please report to the office to sign out your student before picking them up and departing the building.
7. No prescription or over-the-counter oral medication will be given to a student without completion of authorization forms. Forms are available from the office.

Homework

Cincinnati Hebrew Day School maintains the position that homework is to be given when the teacher feels it will be beneficial for students to advance their knowledge of the subject matter.

Review, reinforcement, and practice are legitimate reasons for assigning homework. Parents may not expect students to have homework assignments in all classes each night. The adoption of good study habits is important to achieving life-long educational success.

| | | | |
|------------------------|------------|---|-------------|
| 1 st grade: | 20 minutes | 5 th grade: | 60 minutes |
| 2 nd grade: | 30 minutes | 6 th grade: | 90 minutes |
| 3 rd grade: | 40 minutes | 7 th -8 th grade: | 100 minutes |
| 4 th grade: | 50 minutes | | |

1. Parents should ask their student about his/her homework daily.
2. **If your child is spending what seems to be an inordinate amount of time on homework, it is critical for you to communicate this with your child's teacher, so that adjustments can potentially be made.**
3. Homework assignments should be completed on time and done neatly.
4. If homework has been assigned for review purposes, please report to the teacher any difficulty the student is having with the assignment rather than doing the homework for them.
5. Each teacher will determine his/her own consequences for incomplete, late, or unacceptable homework assignments.
6. If your student is ill but capable of keeping up with schoolwork, please notify the school in the morning and request homework assignments. Please indicate whether the work will be picked up or should be sent home with someone.
7. Teachers will cooperate in every way possible to assist the student in completing the work he/she missed.

Home ~ School Communication

Good communication is the basis of mutual understanding and cooperation that will best unite the school and the home on behalf of the student. Cincinnati Hebrew Day School believes that this type of open communication can help each student derive the most from his/her educational experience.

1. Parents will be informed of school activities and student progress through teacher communiqués, school newsletters, mid-term reports, report cards, and parent-teacher conferences. **All parents are encouraged to give their email to the school (send it to chds613@yahoo.com) for such purposes.** For grades 4 and up, all teachers of main subjects (both Judaic and secular) will send home weekly emails to keep parents apprised of class studies and homework/test matters.
2. There is pertinent information about the school, and often timely community news, in the newsletter, so it is important to look for it.
3. Regular communication is invited. Feel free to call the office to make appointments with teachers or Administration personnel.

4. Teachers should not be called at home unless requested by the teacher.
5. Parents should call the office and leave a message for the teacher to return the call.
6. Parents should allow 48 hours for a teacher to return their call unless otherwise specified.
7. Parents should expect teachers to call according to the flexibility of the teacher's schedule.
8. For special needs or problems that may arise, parents are encouraged to follow these procedures:
 - A problem concerning a student and teacher should be discussed with the teacher first.
 - If the problem persists after the teacher has been consulted, or if the issue relates to the school as a whole, the Principal should be notified.
 - If, after discussing their concerns with the Principal, and still wishing for additional assistance, the Educational Committee may be contacted.
 - The school will be happy to arrange an appointment for you with any member of the faculty or administration to arrive at an appropriate solution.
 - Neither the Vaad Hachinuch, a member of the School Board, nor the School Board President should be contacted directly by the parents with their concerns. The Principal and Educational Committee will contact them when deemed necessary.
 - Parents and other visitors may not enter the building without checking in at the office.
 - Messages or items to be given to a student must be left with the office for delivery.
9. There will be a meeting at the beginning of the term that outlines classes given by the teachers.
10. There will be one parent-teacher conference during the first semester.

Lunch Program

There will be an optional lunch program for the upcoming school year. Those who wish may send their children with lunch from home. Such families are asked to send dairy (or pareve) lunches Monday, Wednesday and Friday, and to send meat (or pareve) lunches on Tuesday and Thursday. Other pertinent information regarding food at school follows:

1. Snacks from home are permitted at recess time, and may include fruits and vegetables, and **pareve** crackers, pretzels and the like. There should be acceptable kosher certification on these snacks, such as the OU, OK, Chof K, CRC, or the Star K. Snacks should **never be dairy**, and should never be shared. Snacks may be permitted in class, to the teachers discretion.
2. A parent who has a student with a food allergy should contact the office.

3. The school provides snacks for the early-childhood program in the morning and the afternoon. A snack includes a drink, and one of the following: crackers, cereal, pretzels, fruit, or vegetable.
4. Birthday treats brought to school must be:
 - Kosher Parve
 - In the original package with the certification clearly visible
 - OU, OK, Chof K, CRC, Star K, and the Cincinnati Vaad Hoier certified products are acceptable with the store label and seal visible.

Fast Days. All students are expected to eat lunch unless it is a fast day. The following is the school policy for fasting as formulated by the CHDS Vaad Hachinuch:

1. According to Halacha, children under nine (9) years old may not fast, even for part of the day. These children should be sure to eat their regular breakfast. Skipping breakfast should not be considered ‘more religious,’ but a violation of the law. No child under the age of nine (9) will be permitted to skip lunch in school.
2. Students who are 9-11 (girls) or 9-12 (boys) are allowed to fast only with a parent’s permission. If the office does not receive a note, these students will be expected to eat lunch. **The school does not at all encourage children of this age to fast.**

Religious Training

Cincinnati Hebrew Day School is a religious day school. We devote time to the teaching of prayers and the observance of Mitzvos. We impart knowledge and cultivate an appreciation of Jewish religious values and a desire to live according to those traditions.

The school’s religious training can be made effective only when there is positive reinforcement at home. Parents should encourage their students to recite their prayers upon rising in the morning, say the Birchas Hamazon – the grace after meals – and to recite the Shema before going to bed. Boys should be encouraged to wear a yarmulke and tzitzis at home. Families are encouraged to attend synagogue services on Shabbos and Yom Tov.

2009/2010 TUITION SCHEDULE

GRADE

TUITION

Nursery

| | |
|--|---|
| 3-Yr. Old (Half Day) 8:45 – 11:45 a.m. | \$2920.00 |
| Extended Option #1 11:45 a.m. – 12:45 p.m. | \$730.00 additional |
| Extended Option #2 Aftercare 12:45 p.m. – 4:00 p.m. | \$3185.00 additional (M-F) |
| (Option #2 availability will be determined based on demand) | Or \$635 additional (for one day every week) |

| | |
|--|-----------|
| <u>Pre-K</u> | |
| 4-Yr. Old (Full Day) | \$7735.00 |
| 2:30 dismissal option | |
| (availability will be determined based on demand) | \$6190.00 |
| <u>Kindergarten - 8th Grade</u> | \$7735.00 |

Note: There is a reduction of \$100 for each additional child when two or more children are enrolled.

***Tuition reductions per child are in Kindergarten through 8th grade only. No scholarships for Nursery and Pre-K are available.**

1. In addition to tuition fees required per student, there are two additional assessments calculated per family for students grade K-8. All families are expected to give a \$1,500 donation for the 2009-2010 school year. Payment can be made with four \$375 checks dated July 1st 2009, October 1st 2009, January 1st 2010, and April 1st 2010. There is also a per family “**give-or-get**” assessment of \$1200. This obligation can be met through any of the school’s annual fund-raisers and/or donations. This obligation must be met by the end of the school year.
2. There is a **building fee** pledge of \$500 per student/maximum \$1,000 per family with children in grades K-8.
3. There is a **snack fee** of \$60 for nursery students, and \$135 for pre-K and Kindergarten students.
4. There is a **Student Activity Fee** of \$30/child for nursery students and \$60/child for all other students.
5. **Lunch Fees-** Lunch fees remain to be determined. The lunch program will again be optional. Information will be forthcoming regarding lunch fees, which will be paid through head-checks to the lunch program, and will not be incorporated into the CHDS tuition invoice.
6. **CHDS Tuition Invoice** – an invoice will be sent by mid-July, incorporating tuition costs, plus the fees outlined above in points 2-4.
7. **Invoice Payment** – As was the case last year, tuition payments will be handled by the FACTS tuition management company. Please see the accompanying page entitled “FACTS TUITION MANAGEMENT” for details.

Tuition Assistance.

After a student is accepted into CHDS and their parent or guardian has submitted the requisite registration materials to our administrative staff, CHDS will invoice that student for their full tuition liability for the upcoming academic year. If the parents of a matriculated student feel they cannot pay full tuition, prior to submitting a financial aid application, the CHDS board

requires them to seek all private and government scholarships that may be available. Thereafter, the tuition committee of the board considers financial assistance for a student based on the recommendation of the FACTS Grant and Aid Assessment organization as well as any exceptional circumstances that can be documented.

For information on volunteer opportunities to reduce the remaining tuition obligation for an EdChoice voucher student when their parent is earning above 200% of the poverty guidelines please contact Rabbi Travis in the CHDS office.

Please contact Rabbi Travis at school for information about applying for financial assistance, using the FACTS independent assessments.

Tuition/Fee Payment Schedule. Financial arrangements with the FACTS payment service must be completed before the school year begins, unless tuition is paid in full. Please contact Rabbi Travis for more details.

Safety Policy

- Cincinnati Hebrew Day School maintains a strict security policy for the safety of our students and staff. All outside doors remain locked throughout the day and evening. Anyone wishing to enter the building must be “buzzed” in. All visitors including parents must go to the front office upon entering the building. A visitor pass must be obtained from the front office before continuing to go throughout the building. Visitors must also sign in and sign out upon entering and exiting the school building.
- The school is equipped with security cameras that monitor throughout the building.
- The driveway must remain clear at all times to allow for emergency vehicles. Drivers must adhere to the one- way route during drop off and pick up times. Drivers may never leave their vehicles unattended while in the drop off/ pick up lane.
- Fire drills and tornado drills are practiced regularly with the assistance of Golf Manor Police and Fire Department.

Parent Duties

Building Fund- There will be a building fee pledge of \$500 per student/maximum \$1000 per family payable with your tuition invoice, through the FACTS process.

Give or Get. There is a Give or Get assessment of \$1200 for every family. This is not applicable for families with children in the nursery or pre-K program. This assessment is in addition tuition, building fund, snack and activity fees.

The Give or Get assessment can be met through any of the school’s annual fundraising events – the school calendar, annual raffle, ads in the dinner journal or other donations to the school (such

as an arch dedication, parnais of the month, president's circle donation, or a donation that someone makes in your honor. In the latter case, please make sure that the school is informed who the donation should be credited to). Give or Get assessment cannot be met by board dues, volunteer work, donations of items or participation of work for school fundraisers, unless specific permission is given by the school board president or vice president.

Calendar. Monies are generated through the sale of advertisements that appear in the annual school calendar. Parents receive 100% credit for the purchase of calendar ads they either purchase, or solicit. In the event that one school parent solicits a calendar ad from another, only one parent may use the Give or Get credit.

Raffle. Monies are generated through the sale of raffle tickets. Parents receive 100% credit for the purchase of their own raffle ticket(s), or tickets that they solicit. In the event that one school parent sells tickets to another, only one parent may use the Give or Get credit.

School Donations. Cincinnati Hebrew Day School has several school funds (please contact Rabbi Travis or Rabbi Kernerman for further details). Donations to any of the funds can be used for Give and Get, and used to recognize significant occasions. For a minimum donation of \$10, a card will be sent from the school to the designated recipient with a personalized message. The donation can be credited to the Give or Get obligation of the donor's choice.

Cincinnati Hebrew Day School also has a beautiful Tree of Life in the front lobby to permanently note significant events. The cost to add a leaf is \$125. The cost of adding a stone is \$250. All donations to a fund or to the Tree of Life are credited 100% towards your Give and Get.

If parents would like to volunteer services in other ways, please feel free to contact the school office. Volunteers are often needed and greatly appreciated.