

בס"ד

Lubavitch Hebrew School

On the Palisades

Parent Handbook



11 Harold St. Tenafly, NJ 07670

Phone: 201 871 1152

Fax: 201 871 4181

www.LubavitchHebrewSchool.com

Welcome to Lubavitch Hebrew School. This handbook is designed to encourage your input and participation in our program by sharing our goals with you, and the steps we plan to take to meet them.

Lubavitch Hebrew School is part of Lubavitch on the Palisades and thus utilizes some of the very positive points of the Chabad ideology in educating your child. A fresh, positive approach and lots of enthusiasm is the hallmark of Chabad and will be prevalent in our school.

The goal of Lubavitch Hebrew School is to provide the children with an education and memories that will inspire them for a lifetime. To give them pride, a feeling for caring and sharing with one another, a strong command of the Hebrew language, a love and attachment to the Land of Israel past and present, and a genuine understanding of Judaism.

Our Hebrew School is dedicated to providing a Jewish education, which will enable our children to secure the knowledge and understanding to permit them to be Jews who are proud of their Jewish identity.

So much of what we will do depends on you. Please view this booklet as an ongoing invitation to actively pursue the goals we share, at home and within your environment.

At Lubavitch Hebrew School we strive to create an atmosphere that reflects our Jewish values. We take pride in our student body that understands that respect for their teachers, respect for one another, and respect for themselves are essential for a successful learning environment.

Student Responsibilities: (Please review this with your child.)

1. Every student to treat fellow students and staff members with courtesy.
2. That classroom directions be followed promptly and quietly.
3. Books and materials handed out to be handled with care and kept neatly organized.
4. Proper decorum to be maintained in the classroom.
5. Each student to cooperate at all times.

6. During school functions all rules and regulations for student behavior to be complied with.
7. All students to come to school prepared with school assignments.

8. All students to act responsibly and with caution, e.g. no running or jumping in the hallways or classroom, courtesy and respect toward school property.

Parent Responsibilities:

1. Drop-off and pick up your children on time.
2. Contact their teacher regarding a classroom concern.
3. Be supportive and positive of Hebrew School programming.
4. Take an active part in the child's Jewish Education.
5. Attend parent meetings and conferences.
6. Have children come to school prepared.
7. Regularly check children's school bag for important notices and homework.

Hebrew School Responsibilities:

You should expect the school to fulfill the following:

1. Provide a positive and warm environment for your child.
2. Give your child a viable knowledge of Hebrew, Jewish Holidays, History, Customs and Traditions, Torah, Israel and Jewish Values.
3. Keep you informed of your child's progress and class activities.
4. Provide your child with an experienced, knowledgeable teacher who is dedicated and concerned about your child's well-being, personal interests and Jewish education.
5. Provide your family with opportunities to learn, experience, and enjoy our Jewish Heritage.

School Hours

Kindergarten – Grade 1: Sundays from 10:00 – 12:15

Grades 2 – 6: Sundays 10:00 – 12:15

Wednesdays from 4:00 – 5:15

Curriculum

Lubavitch Hebrew School's mission is to instill a sense of Jewish pride and identity in each of our students and to provide our students with an understanding of the richness of their Jewish heritage so that they can become more connected to G-d and spirituality. We accomplish this with a curriculum that is progress-based. Students are taught for mastery and are assessed regularly by their teachers to ensure that they are grasping the material. Students at all grade levels spend their time learning the following subjects: a) Prayer – the words, tunes, and meanings of basic Hebrew prayers b) Judaics – holidays, Mitzvot, Jewish philosophy, ethics, traditions and customs c) History – the story of our people from creation to the present time, and d) Hebrew language – reading, writing and comprehension.

Attendance

Student absences are taken seriously. When a student is absent, work performance suffers and grades are affected. With school out on all legal holidays as well as Jewish holidays, there are plenty of vacation opportunities for families. Students are expected to attend all classes throughout the year.

Regular attendance is crucial in accomplishing the goals of our educational program. There is direct correlation between attendance and achievement, interest and attitude. Furthermore, coming late and leaving early disrupts the entire class and disrupts your child's classroom routine. Your support of our attendance policy will be greatly appreciated. Every time your child is absent, there is a loss of continuity to the program. Please keep your child in school regularly.

Homework

Practice is an essential part of any successful reading program. Students in grades 2 - 6 are assigned weekly reading homework to reinforce their reading skills. Reading practice at home is crucial to your child's progress in his/her reading skills. We urge you as a parent to make reading homework a priority and read consistently with your child; **practice makes the world of a difference!**

Student Assessment

Teachers will be marking all assignments, both class work and homework and keeping track of students marks in their grade books. At the end of each semester, in January and in June, teachers will be sending home report cards and scheduling phone conferences with parents to discuss grades and student progress. Parents will be notified in advance via email, of specific time slots designated for each class.

Incentive System

Students will earn points for: attendance, promptness, following class rules, participation, and completing assignments. Students will be able to redeem their points for prizes at our Incentive Store, held once a month.

School wide Discipline Plan

An effective discipline plan includes both rewards and consequences. As explained above, our incentive system allows students to earn points for following school rules. Points earned by students can be redeemed for prizes at the Incentive Store, to be held once a month. Consequences will be issued for students breaking school rules. Each teacher will have posted in her classroom a basic list of rules of conduct for her class. A systematic plan will be discussed in each classroom at the beginning of the year and reviewed regularly as to the steps that teachers will take if rules are broken.

General School Rules

Students may never be alone, unattended in or out of the building, without a classroom pass from the teacher. Students may not bring food or drink to school because of allergy and Kashrut concerns. (Snacks and drinks are provided). Vending machines may not be used by students during or outside of school hours. If a student wants an item from a vending machine, a parent must come in to the building to buy it for him/her. Electronic devices are not permitted to be used on school grounds. This includes cell phones, ipods, video games, etc. Our school strongly discourages students from bringing cell phones to school. If parents nevertheless deem it necessary, cell phones must be turned off during school hours. If an electronic device is seen or heard during school hours, the teacher may confiscate the device. Confiscated items will be reclaimed from the principal's office in person by the parent only. Habitual confiscation of electronic devices may result in withholding the item(s) for the remainder of the school year. Students are expected to treat school property with care and respect. Deliberate damage to school property will create a financial obligation for parents to replace damaged items or repair damages. Our school has a zero-tolerance bullying policy. Teachers will never allow teasing, intimidation, or threats among students at any time on school grounds whether or not class is in session. Any act of bullying will have immediate and serious consequences. Teachers and students are expected to be spoken to with respect. Students or parents who use foul or disrespectful language towards another student or a staff member will face serious consequences, and may be cause for suspension or removal from our school.

Pickup / Dropoff

Safety is our *number one* priority. For your children's safety, your cooperation with all pickup and drop-off procedures is crucial. When dropping off children, parents must enter the building's parking lot from Piermont Rd. No student drop offs on Harold St. will be permitted. Students will only be allowed to go home with parents and those listed on the "Alternate Pickup Arrangements" form. This would include grandparents, babysitters, or friends carpooling with you. Parents who wish to have an adult pick up their child who is not listed on this form must give written notice to the school about this arrangement first.

Parents who wish to have their child walk home from school on their own must fill out the consent form on the Alternate Pickup Arrangement form.

Student Illness / Medication Authorization

If a student complains of minor aches and pains, such as a headache they will be sent to the office where they may take a Tylenol or aspirin, provided that parents have filled out the medication authorization form (included in this packet) and we have it on file. If the pain is more of a serious nature or if the student has a fever or other signs of illness, parents will be contacted immediately and expected to pick up their child promptly from school. First-aid kits are kept in each classroom as well as in the office to treat minor injuries such as scrapes or bruises. If a child has recently had a contagious illness, parents should not send the child to school until the child is symptom-free and the doctor has approved resuming school attendance. If a child has allergies or any health issues and/or is taking medication, it is critical that the school be informed about this and be provided with any necessary medications with instructions for administration of medication so that we may be prepared to prevent dangerous situations and to take proper action in the event of an emergency. Please be sure to fill out the medication authorization form and to list all allergies your child has. School policy strictly prohibits bringing in food or drink of any kind (unless special arrangements have been made first with the principal) because of serious allergy concerns. In consideration of the health of our severely allergic students, parents are asked to have their children wash their hands if they have eaten any highly allergic foods such as peanuts before coming to school, as the residue and even the smell of peanuts can trigger an allergic reaction.

School Closing / Inclement Weather

In the event of severe weather conditions when safety is a concern, Hebrew School will be closed. An email message will be sent out to all parents informing them of the school closing. Please be sure we have your email address.

Special Events

Our Hebrew School strives to make Judaism come alive with festive holiday celebrations and special events throughout the year. Family members are welcome and encouraged to join us for holiday celebrations. Holiday parties are typically held on Sundays from 11:30 to 12:15 in the social hall. Notice of parties will be given in newsletters, on our website, in flyers given out at dismissal and by email. Please be sure to RSVP when requested so that we can properly prepare for these events. Other special events held during the year include a family Shabbat dinner, the Annual Torah Fair, and student trips.

Parent Involvement

Our school welcomes and encourages input from parents. A parent committee meets periodically to discuss ideas for school enhancement and development. To join the committee, please contact the school administration either by phone or email and a calendar of committee meetings and events will be sent to you.