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# Hebrew Day Institute

## Parent Handbook

**2009 - 2010**  
**5769 - 5770**

**Madeline Rothbard**  
**Head of School**

August, 2009

Dear Parents:

Welcome back to what is sure to be a great year of learning and community spirit!

This handbook has been prepared in order to familiarize you with our school routines, procedures and rules. It contains answers to many of the most frequently asked questions. We hope you will read it carefully, print it, and keep it throughout the year to refer to for any questions you might have pertaining to school policies and regulations.

No handbook, however meticulously designed, can take the place of direct and personal contact between parents, faculty and administration. The administration and faculty are dedicated to the total development of every child, and are prepared to work with parents should assistance be required in any special area. We will be in continuous contact with you and be directly involved with every phase of your child's education.

We are confident that as a result of our mutual cooperation, we will have a successful year, and will watch our children grow academically, socially and spiritually.

Sincerely,

*Madeline*

Madeline Rothbard

Head of School

## **BOARD OF DIRECTORS**

**2009 - 2010**

President	Jeff Freedman
Treasurer	Bruce Friedland
PTO Representative	Sue Ellen Sitton
Directors-At-Large	Dr. Charles Chatlynne
	Shelley Kline
	Dr. Sherry Marlowe
	David Mayer
	Dr. Ruth Newhouse

## **ADMINISTRATION**

Head of School	Madeline Rothbard
Admissions & Advancement Director	Renee Salzberg
Office Manager	Insuk Esker
Business Manger	Sigrid Thurston
Security Specialist	Robert Stewart

The **Hebrew Day Institute** admits male and female students of any race, color, and national or ethnic origin to all the programs and activities made available to students at the school. It does not discriminate on the basis of sex, race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, other school-administered programs.

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## AN OVERVIEW

The **Hebrew Day Institute** was founded as a Jewish day school in 1973 by a group of parents committed to excellence in Judaic and secular education. Hebrew Day Institute is "home" to students from kindergarten through sixth grade that enjoy its exciting educational environment.

The philosophy of *Derech Eretz*, acceptance, tolerance, cooperation and *menschlik*, is important to our students, parents, faculty and staff, who come from many different Jewish backgrounds, with various synagogue affiliations and levels of observance. We believe that children vary widely in abilities, attitudes, interests and past experiences. Therefore, we strive to achieve an individualized program that recognizes each child's strengths and builds upon them.

At Hebrew Day Institute, we encourage a love of learning that will underlie a child's attitude toward education for the rest of his/her life.

Hebrew Day Institute is governed by a Board of Directors composed of parents and community members. A Parent Teacher Organization (PTO) serves as a volunteer support organization.

## STATEMENT OF PHILOSOPHY AND BELIEFS

### **A Community School**

Hebrew Day Institute is established as a community Jewish day school dedicated to and governed by *Halacha* (*Jewish law*). We recognize that there are many levels of Jewish observance and we encourage the enrollment of all Jewish families. We believe in an integrated bilingual curriculum, innovative and traditional methods of teaching, the highest quality of general and Judaic education, inspiring teachers, love of learning and discovery, individual potential, partnership with family and partnership with the community.

Hebrew Day Institute is committed to upholding the highest standards of Jewish conduct. The manner and times in which we conduct and schedule our activities establishes parameters which affect the ability of our members to participate comfortably in these activities. Accordingly, Hebrew Day Institute has adopted the following guidelines in scheduling school and school-affiliated activities:

School activities will not be scheduled on *Shabbat* or *Yom Tov* (Jewish Holidays). School business will not be conducted on a *Shabbat* or *Yom Tov*, including phone calls on school matters. Furthermore, the school will not distribute or allow the distribution of information about activities scheduled on *Shabbat* or *Yom Tov* except for announcements from local synagogues or other Jewish

organizations.

### **Tefilot and Blessings**

At Hebrew Day Institute, *Tefilah*, (prayer service), is held each day and is led by our faculty and students. The goal of *Tefilah* is to develop an understanding and appreciation of the morning prayer ritual. The structure of the service and the organization of the *siddur* are an integral part of the *Tefilah* experience. During *tefilah*, boys are required to wear a *tallit katan* (*tzitzit*). The *tallit katan* is provided by the school for your son to wear over his shirt. If your son wishes to wear his own *tallit katan* under his shirt, he is encouraged to do so. During meals and snacks, the students recite the appropriate blessings. Before lunch the students practice *n'tilat yadayim*, (ritual washing of hands), and recite the *motzi*; after lunch they chant *birkat haMazon*, the grace after meals.

During school hours, all boys must wear a *kippah*. At the start of the school year, each boy will receive an Hebrew Day Institute *kippah*. For health reasons, we can not lend *kippot*, but you may send extra *kippot* for your son in a clearly marked plastic bag. The classroom teacher will keep the extras in a secure place for use by your child only.

### **Shabbat and Holiday Programs**

Fridays and *erev Yom Tov* at Hebrew Day Institute take on added significance as our students and teachers prepare for the arrival of *Shabbat* and *Yom Tov*. Every Friday, a special school wide *Kabbalat Shabbat* program is held with songs, stories, special guests and a discussion of the weekly Torah portion. *Yom Tov* programs are held school wide or in individual classes.

In order for students and staff to arrive home before *Shabbat*, school is dismissed on Fridays at 2:30 p.m.

**On Friday, students are required to wear their blue Hebrew Day Institute shirt with blue or khaki bottoms.**

### **Kashrut**

Hebrew Day Institute is committed to upholding strict standards of *Kashrut*.

- Individual lunches must be dairy or parve. Lunch foods are not to be shared or exchanged among students.
- All food items brought into the school for class use must be cleared in advance with the student's teacher. All packaged foods must be unopened and bear one of the



ig certifications



- No home-baked and/or home-prepared foods can be brought in for class use.

## **Kosher Products**

The following stores and restaurants are under the supervision of the Rabbinical Council of Greater Washington and may be used to purchase fresh, kosher baked goods for class or other celebrations:

Shalom Market  
2307 University Blvd., West  
Silver Spring, MD  
301-946-6500

Ben Yehudah Café & Pizzeria  
1370 Lambertson Drive  
Silver Spring, MD  
301-681-8900

Shaul Kosher Market  
1319 Lambertson Drive  
Silver Spring, MD  
301-593-1800

Nut House Pizza  
11419 Georgia Avenue  
Wheaton, MD  
301-942-6886

Kosher Pastry Oven  
1372 Lambertson Drive  
Silver Spring, MD  
301-592-8844

Max's Kosher Cafe  
2319 University Blvd., West  
Silver Spring, MD  
301-949-6297

Siena's Pizzeria  
11417 Woodglen Drive  
Rockville, MD  
301-770-7444

## **Tzedakah**

We teach the value of *tzedakah* as an integral part of Jewish community life and responsibility. Our "In the Tradition of Joey's Tzedekah Box" curriculum is designed to help children understand the true meaning of giving Tzedekah and that each and every one of them can make a difference in the lives of others. One form of *tzedakah* is to give money to be distributed to the needy. Students are encouraged to bring small amounts of their own money each Friday to participate in the tradition of giving *tzedakah*. Another form of *tzedakah* is to provide food for the needy. We collect food items twice a year, at Thanksgiving and Pesach time, for distribution to the needy. We are also involved in monthly Tzedekah projects where we partner with organizations in our community and around the world.

## **ADMISSIONS**

Hebrew Day Institute offers a challenging bilingual language program in Judaic and secular studies. Our Admissions Director is dedicated to providing a smooth admissions process and transition into Hebrew Day Institute.

### **Registration and Re-enrollment**

Re-enrollment begins in January for returning students and February for new students. Returning students and their siblings have priority placement until February 1. After that time, spaces will be filled on a first-come, first-serve basis until the class is full. A re-enrollment/registration form and a \$500 non-refundable deposit per child is necessary to secure a space. This deposit will be applied to your tuition.

### **Kindergarten**

For admission to Kindergarten the school requires that:

- the child be 5 years old as of September 1st of the school year as required by the state of Maryland;
- the child demonstrates evidence of readiness for a full-day kindergarten program;
- parents submit all required Admissions forms;
- the child is screened by Hebrew Day Institute's Learning Styles Specialist.

### **Grades One through Six**

All children seeking admission to grades 1 through 6 require an educational assessment based on cumulative records from the child's previous school, a written recommendation from the child's current teacher, an interview for placement and a screening by our Learning Styles Specialist.

### **Class Size**

Classes at Hebrew Day Institute have an average of 15 students per class. At Hebrew Day Institute, our educational philosophy is that each student learns according to his own style and abilities. Therefore, groupings in various subjects may be made across grades and within the class. We monitor student's progress and alter groupings according to the student's progress.

## **LEARNING STYLES PROGRAM**

Hebrew Day Institute makes available resource and supplemental services to all students. A Learning Styles Specialist works with each classroom teacher to develop individualized learning plans for each student. Students may work with the Learning Styles Specialist for enrichment and/or remediation.

In cases where the student is not performing at expected grade level, a parent conference will be held to include all grade level teachers, the Learning Styles Specialist and the Head of School. Outside testing may be requested in cases where more information is needed in order meet the needs of the student.

### **Referral Process**

1. When a teacher is concerned about a student's performance in any of the above areas, he/she will complete a referral form, asking the Learning Styles Specialist to formally observe the child in the classroom.
2. The classroom and the Learning Styles Specialist teachers will then determine whether resource services will benefit the child.
3. If resource service is recommended, the Learning Styles Specialist will discuss the education plan with the Head of School and the child's parents.
4. An IEP (Individual Educational Program) will be designed to meet the identified needs of the student.
5. Students may then be placed into the in-house resource program, and others may be referred for outside evaluations. For some students, the Learning Styles Specialist will serve as a consultant to the classroom teacher during the year.
6. At the end of each marking period, the Learning Styles Specialist will provide an interim report to the parents indicating progress to date.

If the educational staff agrees that support is necessary, the decision is made with the child's success at Hebrew Day Institute in mind. During this evaluation process, parental input will be requested. If it is determined that additional tutoring or resources are required that can not be provided by the school, the additional expenses will be covered by the parents.

## **POLICIES AND PROCEDURES**

### **Attendance**

Our school is approved by the Maryland State Board of Education, and our attendance policy must comply with state laws. In addition, school attendance and success in school go hand in hand. Students are expected to attend all classes unless they have an excused absence. Please keep in mind that frequent and lengthy absences will seriously impair your child's progress. Hebrew Day Institute issues a calendar at the beginning of each school year so families will be able to plan "family events" i.e. vacations, trips and other elective activities, accordingly. Students must attend school regularly, except when ill or during school-scheduled vacations.

Parents are urged to avoid making medical, dental, or other appointments during the school day. If you must take your child out of school for an appointment, please notify both the office and the classroom teachers in advance

Classroom teachers need to know at the beginning of the day when a child will be out of school. Parents are asked to call the office by 10:00 a.m. to report an absence. Since some of our teachers are at school for a half-day, a call made later may make it impossible to gather the assignments for that day. It is recommended that work not be requested on the first day of an illness. If your child is absent because of illness, you or your child must arrange with teachers to make up assignments. When your child returns to school after an absence, please send a note explaining the reason for the absence. In the event of a student's extended absence, the parent is urged to call to get assignments, etc.

### **Transportation**

Transportation arrangements are the responsibility of the parents. Hebrew Day Institute provides zip coded listings of the student body to assist parents in carpool formations.

### **Arrival**

**It is of utmost importance that your children arrive at school on time.** School begins at 8:30 a.m. Drop off is between 8:15 am and 8:25 am when morning exercises begin. A staff person is on duty beginning at 8:15 am each day. Children who arrive after 8:30 am miss out on valuable learning time and disrupt classes in progress.

Students arriving at school after 8:30 am must be signed in at the security desk in the front lobby by the parent. The student will be escorted to his/her class by the security personnel. Your student is considered late if arriving after 8:30 am.

The Hebrew Day Institute school building is at the far right end of the Tikvat Israel parking lot property. Morning drop-off takes place at the steps of the school entrance. Students must be dropped off, and then the carpool must immediately depart. If you have some business with the school, please park in the parking lot. Please do not park in the carpool line, or double park there while dropping off your children.

### **Dismissal**

Carpool begins at 3:30 pm. Parents may begin lining up at 3:20 pm. No one will be allowed in the carpool line before 3:20 pm. A staff member will be at the corner of our entrance at Baltimore Road, with a walkie-talkie and will call in your name to the staff standing with the students at the pick up point. Parents must pull into the parking lot and begin to form a carpool line. At 3:30 pm, a staff person will direct you to move slowly through the lot. Students will be escorted to their cars by staff. Parents **MUST REMAIN IN THEIR CARS THROUGHOUT DISMISSAL.** Once the staff member closes the car door, please immediately exit the area. No parent should pull around a waiting car, unless directed to by a staff person. The safety of our children is our top priority.

Hebrew Day Institute provides an after school program, Club Ed, which runs from 3:30 pm through 6:00 pm at an additional fee. On Fridays, the after school program will close at 5:00pm, except during the winter months, when it will close at 4:00pm. To participate in this program registration is required. All students participating in Club Ed are dismissed to the Club Ed room at 3:30 pm. The Club Ed cell phone number will be provided upon Club Ed registration.

If you are coming to school to conduct business in the afternoon, please schedule your appointment either prior to 3:00 pm or after 3:45 pm. Between these times our staff is involved in dismissal. You are respectfully requested to leave as soon as your business is completed. Cars must be parked in the parking lot.

### **In Summary....**

Hebrew Day Institute's drop off and pick up procedures are developed with the safety of our students as our number one priority. These procedures must be followed:

- Do not leave cars unattended in carpool lane
- Do not park in the carpool lane between 8:15 am and 8:30 am or 3:00 p.m. and 3:45 p.m.
- Our teachers have been instructed to be courteous at all times. However, the teacher's responsibility during arrival and dismissal is to ensure the safety of the students. Please avoid private conversations at this time.

If you are away, your designated driver (friends, grandparents, the "other" parent, babysitters, etc.) must be informed of the system before they arrive at school for pick-up. If a driver who does not usually pick up your child(ren) is picking them up at dismissal, you must call the office, giving their name as a means of identification. For safety reasons, we recommend a code word be established between you and your children to be used in case of emergency. This code word should be used by the designated driver as a means of further identification for your children. Your designated driver will be asked for photo identification before your child is placed in the car.

The teachers on duty will strictly enforce the above rules. The safety of the students is their first priority and responsibility. Remember that sufficient space must be open in front of the entranceways at all times so that emergency vehicles may park if called.

### **Early Departure**

Students who need to leave school early must adhere to the following dismissal procedures: Parents must come to the security desk in the front lobby prior to 3:00 p.m., to sign the child out. A dismissal slip will be issued, and brought to the classroom teacher by **security personnel**. The student will be accompanied by the security personnel to the parent waiting in the lobby.

### **Visitors**

Hebrew Day Institute requires that all visitors, including parents and volunteers, check in at our security desk. Visitors will be asked to sign in when they arrive and sign out when they leave. Visitors will be given name tags to wear while in the building.

### **Supervision**

The students have adult supervision at all times during school hours. Children who arrive on the school grounds prior to 8:15 am must be supervised by a parent. Children who remain after school must be supervised by a parent or must be registered and participate in our Club Ed program.

### **Dress and Personal Appearance**

Hebrew Day Institute, as a Jewish school, requests that students be groomed and dressed in a way that shows respect for the academic and religious environment of the school. Boys are required to wear a kippah at all times during school hours. Caps may be worn during recess and physical education class. Clothes should be clean, neat and in keeping with current standards of good taste. Practical clothing will serve your child well. **Open-toe shoes, halter tops, tank tops, sleeveless shirts and "short shorts" are NOT PERMITTED**. Sneakers or other sturdy shoes must be worn for daily activities as they are most appropriate and the safest. Girls with pierced ears should not wear hoop earrings at any time, as they present a serious hazard. Girls should wear appropriate clothing for athletic activity.

Recess is held both indoors and outdoors. Children are encouraged to dress appropriately.

Please mark all clothing, especially coats, sweaters, hats, boots, and mittens or gloves with the child's full name.

All students will be required to purchase a blue Hebrew Day Institute shirt for Shabbat and field trips. These can be purchased from Lands' End.

### **Peanut and Nut Policy**

According to the provisions of our lease we are required to be peanut and nut free. Although many people enjoy foods made with nuts & peanuts, some people have mild to severe allergic reactions. For people with nut & peanut allergies, exposure can cause fatal anaphylactic shock. For those individuals, eating a single peanut or just breathing the dust

from peanuts can cause a fatal reaction. An allergic reaction also can be triggered by eating foods that have been processed with machines that have previously processed peanuts, making the avoidance of such foods difficult. Peanuts do not have to be ingested to cause a reaction. Swift and severe anaphylactic shock can occur if a child with a peanut allergy touches another child's fingers or a table with traces of peanut oil.

Please check **all** ingredients of foods when preparing your child's lunch. **This means that peanuts, peanut butter, foods cooked in peanut oil, or any processed foods that contain even a trace amount of peanut product must not be brought into the school.**

Nuts & peanuts can be found in many foods and candies, especially granola bars, trail mix cereals, and chocolate candy. Cakes, cup cakes and doughnuts are often cooked in peanut oil or on machinery that might have previously processed peanuts or peanut products. Check all labels carefully. Contact the manufacturer if you have questions.

### **Lunch, Snack and Recess**

A lunch and recess period is scheduled each day. All students will say *HaMotzi* blessing before and *Birkat HaMazon* after meals. All lunches must be dairy or *parve*. Hebrew Day Institute provides milk for lunch, but students are welcome to bring a different drink if preferred. In addition, we sponsor a hot lunch program in which students can participate. Unless prepared or purchased under the supervision of the school, meat is not permitted in the school. Children do not share food because of differing home standards of *kashrut*.

Kindergarten students must bring a dairy or *parve* snack to school for both the morning and afternoon. Most students this age need an energy boost, and apples, raisins, granola bars or similar snacks are helpful. Pack the snacks along with the lunch and the teachers will provide time for the children to eat them. Remember to send a healthy, high energy snack.

Please remember that lunches are not refrigerated. They are kept in the student's cubby until lunchtime. Pack lunches and snacks that do not require refrigeration or include an ice pack to keep the food chilled. We do not have the ability to warm up student lunches brought from home.

### **Lost and Found**

Found items are kept in a box located at the security desk. Clothing that has not been claimed by the end of the year will be donated to a charitable organization.

### **Money and Valuables**

We ask that children do not bring the following items to school: large amounts of money, fine jewelry, family heirlooms, cell phones, and expensive games or equipment. If it is necessary to do so for an assignment or an after-school function, the item(s) should be left at the office for safekeeping. The school will not accept responsibility for valuables and money.

### **Classroom Supplies**

Students are expected to be adequately supplied each day with pencils, erasers, ruler, paper and other items as requested in writing by the teachers. Parents are urged to help enforce good habits of preparation and organization by seeing to it that the child has his/her supplies in order before leaving for school. Suggestions for helping students to plan their needs in advance can be requested from the administration or teachers. Being prepared and organized is especially important to your child's development. A list of school supplies can be found on our school website.

### **Books and Materials**

The school lends students their non-consumable textbooks, which should be covered promptly and properly for their protection. We ask that parents reinforce our message of respect for school property and proper care of books. Non-consumable books must be returned at the end of the school year. Parents will be required to pay for lost or unusable books before a final report card or transcript can be issued. Parents may be asked during the year to purchase some additional trade books.

Please help your child by making sure that he or she brings all necessary books and supplies to school each day. All library books and materials must be returned before the last week of school. Parents (or students) will be billed for the cost of replacing all unreturned items. Report cards, transcripts, and other school records will not be issued until all materials have been returned or paid for.

### **Backpack and Personal Items**

Each child should have a sturdy backpack for papers and books. Clearly mark your child's name on it in several places since many youngsters have similar items. Write your child's name clearly on all coats, jackets, hats, boots, and any other personal possessions brought to school. Please check your child's backpack and your e-mail daily for notes of importance.

### **Birthday Parties at School:**

If your child will celebrate a birthday in school, permission from the classroom teacher must be obtained at least one week in advance. The baked goods or ice cream may be purchased from one of the approved bakeries. **Be certain that the name of the bakery is clearly stamped on the unopened and sealed boxes.** Unopened packaged products, such as cookies, donuts, cake or ice cream, with the appropriate kosher certification on the package also are acceptable at school for birthday celebrations.

### **Birthday Parties at Home:**

We ask that sensitivity to the *Shabbat* and *kashrut* observance of Hebrew Day Institute families be maintained and that you plan parties so that all invitees can comfortably attend. Please refrain from scheduling such parties on *Shabbat* or *Yom Tov*, or immediately before or after so that guests will not have to travel on *Shabbat* or *Yom Tov*.

When hosting a home party, please make your menu arrangements with *kashrut* in mind. People with specific concerns about the menu at parties to which their children are invited should speak with the host or hostess about their concerns prior to the party.

Please do not exclude **one or two children from the class**. We recommend that either you invite all of the boys or all the girls or the entire class. Students may **NOT** distribute invitations to home parties at school.

### **Gifts to the School to Honor the Birthday Child**

In keeping with the tradition of giving in thankfulness for any *simcha*, parents may wish to give a gift to the school in honor of the birthday child. You may check with your child's teachers or the Advancement Director for details. We also have a Birthday Buddies Book Program (see Media Center below).

### **School Events**

We encourage parents and students to attend all school wide functions. These events are integral part of building a caring school community. It is the responsibility of all parents to supervise their children at all times at these events.

### **Inclement Weather and School Closing**

Hebrew Day Institute follows the Montgomery County policy for closings and late openings. If Montgomery County Public Schools are closed due to the weather, Hebrew Day Institute will be closed.

If Montgomery County Public Schools have delayed openings, our classes will be delayed by the same amount of time. For example, if Montgomery County schools open two hours late, we will open at 10:30 a.m.

In the event that Montgomery County schools dismiss early due to inclement weather, our classes will be dismissed early. If the County gives notice by 11:00 a.m., we will close at noon to avoid the afternoon staff having to come into school during the bad weather; otherwise, we will close at the time announced by the County. Special announcements pertaining to our school will be broadcast on **NBC, ABC and WTOP (103.5 FM) Radio and posted the school website**. Parents are asked to refrain from calling teachers and staff at home, but to keep this paragraph handy and radios tuned if they suspect a weather delay or early dismissal. **Please use your TV, radio and the school website, not the school phone lines, to check on decisions whenever possible. This allows the school's phone lines to be kept open for emergencies.**

A parent phone chain will be utilized for non-weather related school closures, i.e.: power failures, water problems, etc.

## **DISCIPLINE AT HEBREW DAY INSTITUTE**

It is the responsibility of the entire school community to share in encouraging and maintaining a standard of proper behavior within the school. We expect the children to grow in their understanding of the need for mutual respect and cooperation in the school community, and the balance between rights and responsibilities of the individual.

At Hebrew Day Institute students are held accountable for their actions within the school community. Each class has established a classroom management program based on personal teaching styles and student dynamics. General Studies and Judaics teachers work together to develop a complementary program for each class. Each management program is based upon the following goals:

- To develop safety practices within the classroom and the school environment.
- To develop and demonstrate self respect and respect for others.
- To develop responsibility for one's personal property.
- To develop and maintain self control in a variety of different learning experiences at Hebrew Day Institute.
- To develop age appropriate study skills.

All efforts will be made to handle a situation in the classroom. When further intervention is necessary, students will be required to confer with either the teachers or the Head of School.

Students using unacceptable (foul) language in school shall be treated as disruptive students. Students hitting, biting, punching or involved in any other forms physical abuse will be automatically sent home at the time of the incident.

### **Destruction of Property**

In the case of deliberate destruction of school property, or of that belonging to another person, the child clearly identified as responsible will be called to a conference with the teacher and an administrator and the child's parents will be informed. Conferences with the parents or other appropriate personnel will be scheduled if needed. Any destroyed or damaged property must be adequately repaired or replaced by the child responsible and/or his or her parents.

### **Missing Items**

If your child reports missing items of personal or school property, please notify the teachers and office in writing immediately. Please do not consider missing items to be necessarily stolen, as students sometimes misplace their things. Furthermore, many students have the same or similar things that could be taken inadvertently. Your cooperation in explaining mistaken identity, misplacement, or borrowing without permission could be most helpful. (Clearly marking your children's belongings helps immensely when items are misplaced.)

If a class has repeated incidents of lost or missing items, the students may be asked to empty their cubbies or book bags before leaving school to search for the missing things. No one child will be embarrassed or singled out in search of missing property. However, if a child is repeatedly suspected of taking other students' property, or such property is repeatedly found in possession of the same child, the parents may be called to a conference with the teacher, and/or administrator.

## PROGRAM ENRICHMENT

### Specials

Students attend forty-five (45) minute classes in physical education twice a week, and music, art, technology and media center classes once a week.

### Media Center

Students will have opportunities to visit and use our media center under the supervision of our school Media Specialist. We encourage all of our students to check out books of interest from Hebrew Day Institute's media center. Books are loaned from the media center for two weeks. A student may not take out any other books until all overdue books are returned. All library books and materials must be returned before the last week of school. Students are responsible for returning books in good condition. The media center staff will determine charges for damaged books. Parents (or students) will be billed for the cost of replacing all unreturned or damaged items. Student records and transcripts may be withheld until outstanding media center charges are paid.

Hebrew Day Institute always welcomes contributions to the media center in recognition of a *simcha*, to honor a faculty member, or to observe a *yartzeit* (memorial). Parents wishing to donate specific titles should consult with the school media specialist.

Our Birthday Buddies Book Program is one of the major fundraisers for the media center and main source of funding to purchase new books. Please participate in this program to honor your child(ren's) birthday by purchasing a book. Students will be invited to a special birthday party during school to pick a book, a book plate will be placed in it, and the student will be the first to check it out.

### Field Trips

One of the benefits of our educational program at Hebrew Day Institute is the variety of field trip experiences we offer our students throughout the year. The program of studies is enriched by day trips which include museums, cultural events, historical sites, and nature centers. A general permission slip serves as authority for students to participate in class trips within the school area. Parents will be notified of field trips on a timely basis, and may be asked to drive and chaperone. Nominal charges for admission and/or transportation may be assessed for class trips.

## RECORDS

### Medical Form

A completed School Entrance Physical Examination and Immunization Certification Form must be on file for each student. The County Health Department requires that this form be on file **before** a child begins classes. Parents should notify the office of new immunizations so that the form can be kept current.

A Health Department representative inspects our files each fall. If a child does not have a form on file, or if the child's immunizations are not adequate, the child may not attend classes and may be sent home.

If you need a blank Health Form or a list of immunizations required by the Health Department, please call the office to have it forwarded to you.

### **Medical Problems Affecting Performance**

Please inform the school if your child has any medical problems or takes any medication, long or short-term, that might affect his/her performance at school. The school must be informed of all medications a student is taking in writing.

### **Medicine at School**

If a child requires any medication, including but not limited to Tylenol, aspirin, Sudafed, prescriptions, etc., while at school, the parent should send the medicine in the original bottle, clearly labeled with the student's name and specific dosage. A Parental Consent and Physician Statement form must accompany the medication. It is preferable that you hand deliver the form to ensure its arrival in the office. A new form will be required for each medicine.

If your child needs regular medication throughout the day such as an antibiotic, we urge you to discuss with your doctor a dosage schedule that would eliminate school involvement. We will cooperate with you as fully as possible regarding in-school administration of needed medications provided that you follow the above guidelines.

### **Emergencies**

An emergency form **MUST** be on file by the first day of each school year. Be sure that the information on the form is always current. **If your work or home phone numbers change, or if there is a change in the name or phone number of the person to contact in your absence in the event of an emergency, please notify the school, in writing, immediately, so as not to delay any emergency care that might be needed for your child(ren).**

### **Health Problems Arising at School**

The school office will notify the first available contact person on your emergency form of a sick or injured child. If your child becomes too ill to stay in class, you will be asked to promptly pick up the child. Hebrew Day Institute does not have the facilities to care for sick children; therefore your cooperation in coming quickly is essential. In case of a severe emergency 911 will be called immediately and the parents will be notified.

### **Sick Children**

Children who come to school ill may spread infection and cannot perform at their usual standards. A child who is too ill to go outdoors for daily recess is too ill to be in school. Please keep sick children at home, notifying the school of the child's absence by 10:00 a.m.

If your child has had a fever, he or she must be fever-free for **24 hours** before returning to school.

### **Infectious Diseases**

Unless your pediatrician informs you otherwise, please assume that a child is infectious and should stay home with the following conditions: a) a fever; b) strep throat or conjunctivitis before 48 hours on antibiotics; c) an unexplained rash or skin eruption; d) chicken pox until last pox scab over; e) vomiting and/or diarrhea; f) a bad cold.

### **Head Lice**

Head lice are non-discriminatory and occur commonly in Montgomery County school children. They are not selective, but are more often seen in lighter and straighter hair. To prevent the spread of head lice, any child found to have head lice needs to leave school for immediate treatment. The student will be allowed to return to class when found to be completely lice-and nit-free, as determined by Hebrew Day Institute personnel. Hebrew Day Institute will notify parents promptly in the event of head lice being found in the school population, and will make more detailed information on diagnosis and treatment available when necessary. Staff members will conduct lice screenings periodically during the school year, especially on the first day back from a vacation.

### **Recommended Screening**

We recommend that kindergarten and first grade students have a full vision and hearing examination by their own physician before entry. Any time there is a major growth spurt (2 or more inches), a vision check is recommended. Parents have the option to have students in other grades screened.

## **COMMUNICATIONS**

Hebrew Day Institute relies heavily on email as the main method of communication between school and home. It is imperative that all parents have their current email on file with the school office. Our school website, [www.hebrewdayinstitute.org](http://www.hebrewdayinstitute.org) is constantly updated with information about our school and programs. Please check it often.

### **Weekly e-mails from Teachers**

Each teacher will send a brief weekly e-mail to parents informing them of class assignments, tests, projects and an overview of subjects covered to help you supervise student work at home and keep parents posted on the curriculum.

### **"L'chvod Shabbat"**

Our bi-weekly electronic newsletter for Hebrew Day Institute parents, "L'chvod Shabbat," is one of our means of informing you about items of ongoing interest at school, community announcements, and other important information. Teachers periodically communicate with parents via this newsletter about class assignments, "happenings" and other details. A discussion of special events and needs for the coming week are always highlighted. Be sure to check the school website, under "What's New", each Friday to ensure that you remain

informed.

### **Back-to-School Night**

Back-to-School Night is held early in the school year to acquaint parents with the educational program. Parents meet with their child's teachers to hear a general overview of both the General Studies and Judaic/Hebrew programs. This evening is a time for a group meeting rather than for individual conferences.

### **Head of School**

The Head of School's door is always open for discussions of ideas, concerns, and recommendations regarding individual student needs. You are invited to email, phone, or call for an appointment at any time. Please do not hesitate to accept this invitation. A weekly letter from the Head of School is emailed home each Friday.

### **Phones**

Unless an emergency exists, please refrain from calling the school from 8:00-9:00 a.m. and from 3:00-4:00 p.m. This will enable our staff to dedicate their time to the arrival and dismissal of the students.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are held for all families in early December during the day. Parents meet with their child's teachers on an individual basis to hear about the child's progress. This is a time when teachers and parents can address any concerns they might have. If a teacher is concerned about a student's performance parents will be notified earlier and a conference will be scheduled.

In the spring, Parent-Teacher conferences may be scheduled for an evening meeting. These conferences, scheduled by appointment, are set up for those parents and/or teachers who wish to follow up with an earlier appointment or who have any new concerns.

### **Questions and Concerns**

When you have a concern about your child or feel there may be a problem, you should not hesitate to contact your child's teacher. Either send an email to the teacher or leave a message with the office personnel and it will be returned in a timely manner. There are a variety of questions and concerns that parents have, and the most effective way to deal with them is to communicate with the individuals most directly involved. If you wish to observe in the classroom please contact the Head of School to schedule a time. Please remember teachers are not available to discuss individual concerns during instructional time or during carpool. Teachers will gladly schedule a conference at a mutually convenient time.

It is expected that parents, faculty, students and staff conduct themselves at all times in accordance with the concept of *Derech Eretz* (the way of the land). *Derech Eretz* denotes appropriate behavior, courtesy, politeness and etiquette.

## **ACADEMIC GUIDELINES**

### **Report Cards and Student Evaluation**

The school issues report cards three times a year, in November, March and June. In November, parent/teacher conferences will be held. The final report card in June will be mailed when all financial obligations have been met. When necessary, an interim report will be sent to parents indicating unsatisfactory academic or social progress.

Students who do not complete assignments or who do not achieve at an acceptable level may receive deficiency notices. Conferences may be requested if inadequate work persists. Students whose behavior is continually unacceptable also may receive disciplinary notices and the parents may be called for a conference if the behavior does not improve. Parents will receive copies of all such notices.

### **Permanent Records**

The school keeps records on academic achievement, social adjustment, and physical and emotional growth for each student. Student files contain the following: copies of all grades on a master card (for the years of attendance at Hebrew Day Institute), grade records, transcripts from former schools, narrative reports, notes on parent conferences and substantive phone calls, behavior referral notices, subject deficiency notices, notes on special achievements, standardized test scores, health and immunization records, important family information, emergency forms and permission to seek emergency help in the absence of the parents, and attendance and lateness records. These records are confidential. Only the professional staff of Hebrew Day Institute, the student's parent(s) or legal guardian(s) and State Education officials, is permitted to view these records. These records will not be released or viewed by anyone else without the written consent of the parents. On the first page of the student record, a log sheet will contain the names, dates, times in and out and the purpose of access of those persons who have been given authority to access the file by the student's parent(s) or legal guardian(s) other than those so designated in this policy.

### **Transferring Records**

Transcripts, report cards, and other student records will be sent to a new school when a child transfers from Hebrew Day Institute. Written permission by the parent must be given to the Hebrew Day Institute office and all financial obligations must be met before any records can be released.

### **Parent Request for Teacher Recommendation**

All requests for student recommendations for camps, academic programs, applications to other schools, checklists or questionnaires for psychological and academic testing must be given to the school office. The office will then give the forms to the appropriate classroom teacher. After completion, the office will send the forms to the appropriate party. In order to respect the confidentiality of the professional, it is school policy that all forms must be

sent directly to the requesting party and not go back through the parents.

### **Testing**

Hebrew Day Institute administers a Standardized Test in the fall to all students in grades 3 and 5. This is to assist in the evaluation of the school's educational program, and to assess individual and grade level academic progress.

## **CHILD ABUSE LAWS**

Parents should be aware that Maryland State law mandates the reporting of suspected physical and/or sexual child abuse. The State law also mandates the reporting of neglect due to the absence or negligence of the child's parents, legal guardian or custodian.

Maryland law requires that every employee and volunteer of Hebrew Day Institute who has reason to believe that a child has been subjected to physical abuse or sexual abuse shall immediately report to the local Department of Social Services or appropriate law enforcement agency in accordance with the provisions of the law. All employees and volunteers at Hebrew Day Institute will be informed of Family Law Article, Title 5, Subtitle 7 (Child Abuse/Neglect), annotated Code of Maryland.

Copies of the Maryland Child Abuse Law are available in the school office.

## **FINANCIAL OBLIGATIONS**

Each family is required to have a signed tuition contract with Hebrew Day Institute. The contract includes tuition due and a payment schedule for these obligations. Families with special payment arrangements and/or tuition assistance must have a separate signed agreement attached to the contract. Fees for activities, books, etc. are due before school begins. Supportive services and any other fees are billed as they are incurred and are due during the month following receipt of the bill. In addition, all accounts must be current in order for the families' to receive report cards and transcripts. A fee may be assessed when a payment is late unless written notification of the date the payment will be made is sent in advance to the Business Office. A collection fee may be added to an account that is in arrears.

To inquire about financial obligations or records or to discuss a financial situation, parents must contact the Business Manager.

At Hebrew Day Institute, maintaining the highest standards of academic excellence in a

caring Jewish school is our top priority. Your gifts help us continue our commitment to the students of today and for generations to come. As with all independent schools, The Hebrew Day Institute relies on charitable support from parents, grandparents, alumni, faculty, staff and community friends in order to meet our mission. Every gift is appreciated and makes a difference! Tuition income alone does not cover the cost of providing a high quality education. Fundraising at Hebrew Day Institute is a **crucial ingredient** in the continued success of our school.

### **Annual Fund**

The Annual Fund plays a critical role in helping Hebrew Day Institute maintain its high level of academic excellence. Gifts to the Annual Fund from parents, grandparents, friends, faculty, staff and alumni are used to supplement tuition that does not cover the entire cost of a Hebrew Day Institute education. Your donation to the Annual Fund each year provides many direct benefits for our students and faculty.

Parental support is a primary indicator of any school's health and the Annual Fund is an important way families show renewed support each year. Additionally, foundations, corporations and some major donors ask the percentage of parents giving to our Annual Fund before considering our request for funds. The closer we are to 100% parent participation, the more likely we will receive outside funding.

It is expected that all families make a contribution to the Annual Fund to the best of their financial ability. The recommended minimum contribution for each family is \$500. Giving levels range from \$500 to \$10,000 and over. Hebrew Day Institute is **your** school! Your children directly benefit from the Annual Fund campaign. Contributions to the Annual Fund are 100% tax deductible.

### **The Jewish Federation of Greater Washington**

Hebrew Day Institute is a partner agency of The Jewish Federation of Greater Washington. We urge your generous support of Federation. Our commitment as individuals to the Federation campaign will reflect well on us as a group highly dedicated to preserving and strengthening the Jewish community.

## **PARENT INVOLVEMENT**

### **PTO**

PTO (Parent Teacher Organization) is a vital part of our school community. No school can run without the support of its parents. Parents can be involved in a variety of cultural, academic, and social activities. It is a great way to support your school, while making life long friends and creating a vibrant community for you and your family. PTO has many committees for you to choose from. Please contact the PTO president for more information.

The PTO, along with the school administration, is asking for your involvement and participation in all school activities.

### PTO Fundraisers

Weekly challah, student artwork, class pictures, book fairs, and gift wrap sales provide both services to our community and income to our school.

### Volunteers needed

One of the many benefits of being a Hebrew Day Institute family member is that YOU can make a difference!! You can be personally involved with your child's educational growth by volunteering to assist with a variety of school activities. Most importantly, **WE NEED YOU!!!!**

- **WE NEED YOUR TIME**
- **WE NEED YOUR SUPPORT**
- **WE NEED YOUR THOUGHTS**
- **WE NEED YOUR INPUT**

### Parking Lot Map

Traffic Pattern for Arrival and Dismissal

