



**CHARLESTON'S JEWISH  
COMMUNITY DAY SCHOOL**

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# PARENT

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## HANDBOOK



**1675 Raoul Wallenberg Boulevard, Charleston, SC 29407**

**843-571-1105 phone | 843-571-6116 fax**

**[www.addlestone.org](http://www.addlestone.org)**

### **OUR MISSION**

Addlestone Hebrew Academy is a community of leaders and thinkers.

Our day school provides an engaging and challenging education in General and Judaic Studies. Students achieve standards of excellence in a nurturing environment that embodies the richness of Jewish Life.

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## LEADERSHIP

Faculty and staff have an email address using the following structure: [firstname.lastname@addlestone.org](mailto:firstname.lastname@addlestone.org).

Refer to our website, [www.addlestone.org](http://www.addlestone.org), for additional information.

Rabbi Boruch Perton	Head of School	<a href="mailto:RabbiP@addlestone.org">RabbiP@addlestone.org</a>
Riki Netanel	Director of Judaics	<a href="mailto:Riki.netanel@addlestone.org">Riki.netanel@addlestone.org</a>
Nancy Peeples	General Studies Coordinator	<a href="mailto:Nancy.peeples@addlestone.org">Nancy.peeples@addlestone.org</a>
Jennifer Eisenhart	Direct of Early Childhood	<a href="mailto:Jennifer.eisenhart@addlestone.org">Jennifer.eisenhart@addlestone.org</a>
Krystie Stidham	Director of Camp Shalom Charleston and Lion's Den	<a href="mailto:Krystie.stidham@addlestone.org">Krystie.stidham@addlestone.org</a>
Jessica Bennett	Director of Operations	<a href="mailto:Jessica.Bennett@addlestone.org">Jessica.Bennett@addlestone.org</a>

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# MISSION STATEMENT & CORE VALUES

## MISSION STATEMENT

Addlestone Hebrew Academy is a community of leaders and thinkers. Our day school provides an engaging and challenging education in General and Judaic Studies. Students achieve standards of excellence in a nurturing environment that embodies the richness of Jewish life.

## CORE VALUES

### ACADEMIC EXCELLENCE

Through engagement and challenge, through collaboration and relationship-building with staff and peers, students are encouraged to develop their highest potentials and a life-long love of learning.

### DEVELOPMENT OF THE WHOLE CHILD

According to King Solomon, we must “teach every child according to their way”. Cognitive, emotional, social, spiritual, and physical development necessitate thoughtful framing of Addlestone’s methodology and pedagogy.

### IMMERSION INTO JUDAISM

More than just a religion, Judaism encompasses language, culture, way of life, and community. Addlestone students strive to achieve proficiency in Hebrew and a Jewish identity, connecting them to their history, the Jewish people, the land of Israel, and their future.

### LOVE OF TORAH AND PRAYER

Studying and understanding history through Jewish texts and the land of Israel has great relevance to modern life. Addlestone supports the building of personal and significant relationships to G-d and *b’nei adam* (fellow humans) through prayer and *middot* (character).

### DERECH ERETZ

Ethical behavior is the core of Jewish teachings. From the concrete *tzedakah* projects to service learning and the insertion of values into every aspect of school life, Addlestone students are taught to increase their thoughtfulness about their behavior and awareness of the feelings of others.

### RESPECT FOR DIVERSITY (*AM ECHAD*)

Addlestone Hebrew Academy respects the diversity of the Jewish community’s backgrounds, beliefs, and practices. The school takes great pride in offering a space where diverse Jewish families can collaborate, socialize, and learn together in an embracing environment that focuses on common ground.

# 2023-2024 ACADEMIC CALENDAR

August 2023							September 2023							October 2023							November 2023							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			

December 2023							January 2024							February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6					1	2	3						1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31																					31						

April 2024							May 2024							KEY													
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa														
	1	2	3	4	5	6				1	2	3	4	1st Day of School 1st - 8th (Noon Dismissal)													
7	8	9	10	11	12	13	5	6	7	8	9	10	11	First day of School for EC and K (Full Day)													
14	15	16	17	18	19	20	12	13	14	15	16	17	18	Noon Dismissal													
21	22	23	24	25	26	27	19	20	21	22	23	24	25	No School (All School)													
28	29	30					26	27	28	29	30	31		2 Hour Delay													
														Holidays Observed in School													
														No School for EC and K Only													
														Half Day EC and K Only													
														Teacher Workday													
														<b>BOLD</b> School Resumes after a break													

## School Holidays

Aug 16th First Day of School (1st - 8th) **Noon Dismissal**  
 Aug 17-18 **No School EC and K**  
 Aug 21st **1st Day for EC and K**  
 Sep 4th Labor Day **No School**  
 Sep 15th Rosh Hashana **No School**  
 Sep 25th Yom Kippur **No School**  
 Sep 26th **2 Hour Delay**

Sep 29th Sukkot **Noon Dismissal**  
 Oct 6th **Noon Dismissal**  
 Nov 21st **Noon Dismissal**  
 Nov 22 - 24 Thanksgiving **No School**  
 Dec 18th - Jan 2nd Winter Break **No School**  
 Jan 2nd Teacher Workday **No Students**  
 Jan 3rd **Students Return**

Jan 15th MLK, Jr. Day **No School**  
 Jan 25th Tu B'Shvat  
 Jan 31st Conference EC and K only **12:30 Dismissal**  
 Feb 1-2 EC and K only **No School**  
 Feb 15th **Noon Dismissal**  
 Feb 16th Mid-winter Break **No School**  
 Feb 19th Presidents Day **No School**

March 24th **2 Hour Delay**  
 April 22 - 30 Passover **No School**  
 May 13th Israel Remembrance Day  
 May 14th Yom HaAtzmaut  
 May 6th Holocaust Remembrance Day  
 May 24th Last Day of School **Noon Dismissal**

## LEADERSHIP & SCHOOL CULTURE

The meaningful contribution to the Addlestone Hebrew Academy's vision and mission by all those associated with the school creates our school culture. This includes our faculty, staff, our volunteers, and the Board of Trustees.

## BOARD OF TRUSTEES

At Addlestone, as at most independent schools, our volunteer Board of Trustees partners with our Head of School to support and develop school vision, strategic planning, and school culture. Board committees welcome parent and community volunteers whose energy and expertise help develop all aspects of our school program.

To represent the spectrum of the Charleston Jewish community, Addlestone's constitution seats two representatives from each local congregation and provides a non-voting role for their pulpit Rabbis, whose leadership adds so much to our community and school. Our trustees--parents and community members alike--govern our school with a diversity of personalities and ideas, which further enriches our students' educational experience. We encourage future leaders to volunteer to keep our school growing, to nurture and challenge the precious children of our school.

## ADMINISTRATION AND LEADERSHIP TEAMS

The administration, led by the Head of School, promotes program vision and goals. Administrators respond proactively to changing conditions to enhance our programs. Good listening and effective communication with all concerned creates a sense of trust that allows staff members to operate professionally, as they plan for, implement, and evaluate all aspects of school life.

Additionally, Addlestone's administrators value and schedule time to foster collaboration and include as many voices as possible in the discussion.

The administration encourages ongoing training for staff, with an emphasis on the necessary skills needed to build positive relationships, understand children's development, and establish good practices that involve our parents and the community in which we live.

Administrators help with programs and teacher support and are available to answer questions from parents, as needed.

### ADMINISTRATORS

Rabbi Boruch Perton, Head of School  
 Riki Netanel, Director of Judaic Studies  
 Nancy Peeples, General Studies Coordinator  
 Jennifer Eisenhart, Early Childhood Director

## ADVERTISING

Addlestone Hebrew Academy does not disseminate promotional material from any Jewish organization to our students unless an event is co-sponsored by Addlestone. The school does not co-sponsor events unless the opportunity for sponsorship is offered to all synagogues. There is a bulletin board in the lobby by the entrance of the school, where all Jewish organizations in Charleston are invited to post promotional flyers about programs that can benefit Addlestone families.

This policy only exists inside our building. Teachers and parents are free to approach one another about a non-AHA program while they are outside the building.

## ANIMALS/PETS

No animals are allowed in EC classrooms due to DSS regulations since food is prepared and served there. Animals can be brought into other areas of the school, subject to the following precautions:

Arrangements for class pets or animals visiting from home are to be made in advance of the animal's entry into the school building and/or grounds. Teachers will consider any allergies present in the group to ensure that any child allergic to an animal is not exposed to that type of animal. Animals must appear in good health and their owners must provide documentation from a veterinarian or animal shelter to show that the animal is fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.

Reptiles are not permitted as class pets due to the risk of salmonella infection.

The teaching staff is responsible for closely supervising all interactions between children and animals and for instructing the children in safe and appropriate behavior with animals.

Parents/owners are responsible for closely supervising all animals brought onto the school grounds.

## BIRTHDAY PARTY GUIDELINES

If you would like to provide a treat for the class in honor of your child's birthday, please speak with your child's teacher in advance. Please see the *Kashrut*/Kosher section of the handbook for suggestions of kosher treats. On days when meat is served for lunch, dairy treats will be served in the morning only. In addition to *Kashrut*, parents should be mindful of dietary restrictions of students in the classroom. Parents are asked to drop off the treats at the front desk, and these treats will be delivered to the classroom. The teacher will determine the most appropriate time for the celebration. If an EC parent wishes to join the class for the birthday celebration, the treats still need to be brought to the front desk first for Kashrut approval.

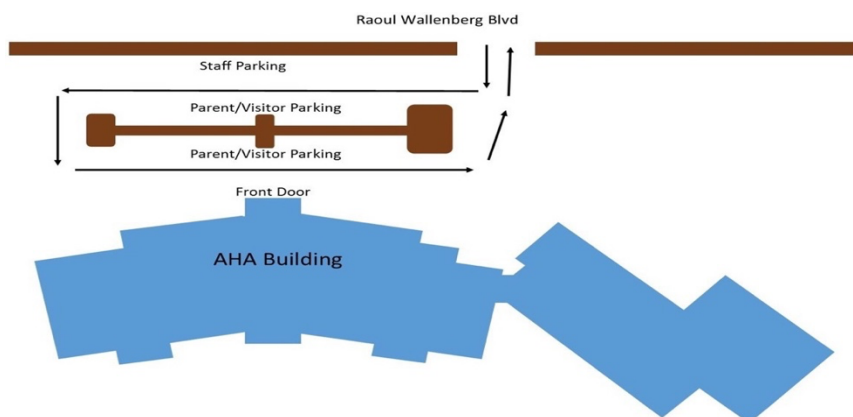
A Family Directory is available to enable communication with families. This is distributed at the beginning of the school year. Distributing birthday party invitations at school is only permitted when the entire class is invited.

## CARPOOL

For safety reasons, the school must be notified in advance in writing by note or email ([info@addlestone.org](mailto:info@addlestone.org)) of any changes to carpool or other pick-up arrangements. No child will be allowed to go home with anyone other than his/her regular carpool if the school has not been duly notified of the change. This requires a note or email notification; verbal messages at the classroom door or to the staff member on carpool duty are not acceptable and will not be honored.

**Cars are NOT permitted to park against the curb in front of the school at any time.** No car is to be left running if unmanned at any time. Children of any age are never to be left in a standing car without an adult present. Staff members are not permitted to seatbelt children in their cars. This is a security and liability issue. A parent or adult passenger/driver should be prepared to buckle each child riding in the car.

All persons are required to present a picture ID prior to being issued a guest pass to enter the building. Drivers unfamiliar to staff should be prepared to show a picture ID. The following image shows the flow of traffic in and out of the parking lot:



Arrows indicate the direction of traffic. Please note that the speed limit in the parking lot is 10 MPH. For the safety of our students, parents, and staff, please be mindful of speed while driving through the parking lot.

## CONFIDENTIALITY

Confidentiality concerning children is of utmost importance. Please do NOT discuss your child with teachers at drop-off/pickup or in the halls at school where others are present.

Parents present in the building as volunteers or guests are also expected to respect the confidentiality of children and families by not relaying situations/problems they observe to others.

## CONFLICT RESOLUTION

Based on research, the professional staff has developed procedures for behavior modification that are developmentally appropriate, and which help children live up to Addlestone's high community standards.

When conflict does arise, the staff will address the situation, identify what has happened, and assist the children (age appropriately) in identifying feelings, describing the problem, and trying alternative solutions. Helping the children with appropriate words, role-playing, and problem-solving strategies can end a conflict and prepare them for future confrontations. Children feel more secure if they know what is expected of them.

**Adults (parents, teachers, caregivers, and support staff) can help children learn what behavior is acceptable by:**

- A. Modeling acceptable behavior.
- B. Reinforcing appropriate behavior through positive comments and nonverbal responses.
- C. Avoiding negative comments or actions which might label or shame a child.
- D. Offering limited choices or alternatives whenever possible and respecting children's decisions.
- E. Helping children understand natural consequences of their behavior.
- F. Designing an environment which inhibits undesirable behavior.
- G. Establishing home/class schedules and routines so the child knows what is expected.

**At those times when behavior is unacceptable, the adults may help by:**

- A. Ignoring the undesirable behavior (where the behavior is not harmful to the child or others).
- B. Reinforcing the proper behavior.
- C. Redirecting the behavior without calling attention to the negative behavior (i.e. touch shoulder, stand close, and model).
- D. Referring to Parent Concerns/grievance policy for information on conflict resolution.

**When a child's behavior is consistently unacceptable, the adult may help by:**

- A. Taking into consideration any illness or situation which might cause the behavior.
- B. Removing the child from the situation.
- C. Bringing the behavior to the attention of those concerned, discussing possible causes, and planning methods for helping the child.

## COMMUNICATION

Good communication allows our staff and parents to work together to make decisions about how to best support a child's development and learning and how to handle difficulties that arise. Parents' knowledge about their children is essential to our ongoing assessment and planning for each child. To be sensitive to our children and their family needs, our staff is interested in learning about and accommodating the various family dynamics, cultures, and languages represented in our school community. Families are

encouraged to share their needs with our staff and administration. As our school strives to be green, we send many communications and updates on your child's behavior via email, blogs, Facebook, and the web.

Emails, Facebook, Instagram, Tadpoles (EC) and our school website are important means of communication at Addlestone. Please refer regularly to our website at [www.addlestone.org](http://www.addlestone.org) and our Facebook page, and log onto your K-8 grade child's account at [www.renweb.com](http://www.renweb.com).

Weekly class news, school/home communication folders, school newsletter, e-mails, and special mailings or voicemail messages are all used to help keep parents informed about school activities. It is the parents' responsibility to be informed. Please check your emails and your child's backpack daily.

Addlestone prepares a schoolwide announcement that is sent via email weekly and includes information about schoolwide activities, student and faculty success, and important updates.

These forms of communication will help keep you apprised of the happenings at Addlestone, inform you about important dates to remember, and advertise volunteer opportunities. Please let us know if family members would like to receive our weekly emails. We are happy to include them in our email list.

### EMERGENCY CONTACTS

It is important that student information forms be completed carefully, with special care given to the listing of allergies, physicians' telephone numbers, and the numbers of those persons to be contacted in case of an emergency. Should a child become ill while at school, we will contact the parents immediately. If neither parent can be reached, we will call the alternate telephone number(s) provided by you.

### EMERGENCY DRILLS

Emergency drills--including fire, tornado, earthquake, and lockdown--are held at school periodically. Fire drills are scheduled monthly per DSS regulations.

### EMERGENCY TRANSPORT OF STUDENTS

**When a child's health requires immediate medical attention, the following steps will be followed:**

- Call 911 to request immediate assistance (if deemed necessary by administrator)
- Call the parents; if not available, then the emergency contact person
- Gather appropriate medical information/paperwork to carry
- An administrator or appointed staff person will accompany the child in the ambulance, if permitted, or will follow by car to the hospital. This school representative will remain with the child until the parents arrive and are briefed.

### IMMUNIZATION

To comply with State laws regarding immunizations, our school requires all children new to Addlestone or entering our regular program to submit the official State of South Carolina "Certificate of Immunization" signed by a doctor, the Health Department, or military clinic. Make sure you ask your doctor for a "Certificate of Immunization." Without this form properly completed, your child cannot attend our school. The following vaccinations are required of each student:

- Four (4) doses of any combination of DTP, DT, DTP-Hib, DTaP, or Td vaccine with at least one (1) dose received on or after the fourth birthday. Tdap booster required before seventh grade.

- Three (3) doses of any combination of oral or inactivated polio vaccine with at least one (1) dose received on or after the fourth birthday.
- Current, age-appropriate Hib vaccination according to the currently published immunization schedule. For children 15-59 months of age who have not yet completed age-appropriate Hib vaccination, one (1) dose of Hib vaccine at or after 15 months of age is required. Hib vaccine is not required for children 5 years of age and older.
- One (1) dose of MMR (measles, mumps, and rubella) vaccine received on or after the first birthday.
- Two (2) doses of Hepatitis A vaccine with both doses received on or after the first birthday and separated by at least 6 months for any child born on or after January 1, 2019. Vaccine series must be started by 18 months of age.
- Three (3) doses of Hepatitis B vaccine with the third dose received  $\geq 24$  weeks of age and at Least 16 weeks after the first dose.
- One (1) dose of varicella vaccine (chicken pox) on or after the first birthday or positive history of disease for all children admitted to kindergarten, first, second, third, and fourth grades.
- Current, age-appropriate pneumococcal vaccination according to the currently published immunization schedule. For children aged 24-59 months who have not yet completed any age-appropriate pneumococcal vaccination, one (1) dose of PCV13 on or after the 2nd birthday is required. Pneumococcal vaccine is not required for children 5 years of age and older. If your family has elected not to immunize your child, we must have a valid South Carolina Exemption Form on file. Exemption Forms are available from any SC County Health Department.

#### INCLEMENT WEATHER OR EMERGENCY CLOSING

Addlestone Hebrew Academy will generally follow the school closing announcements of the Charleston County public schools in the event of unusual or hazardous weather conditions. If circumstances and conditions exist that do not impact AHA, the school reserves the right to open even if county schools are closed.

Closing when school is in progress – Any decision to close the school will be made by the administration according to the circumstances. If an event occurs which requires the school to close during a day already in progress, parents will be contacted via phone and email or text message, if necessary. If a parent cannot be reached, the child will stay with the Head of School or designee until a decision as to where that child will go is made. In such a case, please contact the Head of School at 843-571-1105 for information concerning your child.

#### INSURANCE

The school pays the premium for in-school insurance for your child. However, 24-hour insurance is available to you for an additional fee. Information about insurance will be made available at the beginning of the school year.

#### MEDICATION POLICY

Addlestone Hebrew Academy follows the SC State and DHEC Laws. Over the counter (OTC) and prescription medications can be administered by the office staff if needed, but such medications must be provided by the parent or legal guardian. A parent's signed authorization is required for all OTC medicines; a doctor's signed authorization is required for all prescription medications.

A. Medication must be in its original prescription bottle or packaging with the correct, up-to-date dosage on the bottle. If the doctor changes the dosage, he/she must change the prescription or provide a note on the physician's letterhead with new directions and an original signature. The prescription must be written for the child to whom it is to be given.

B. WE CANNOT ADMINISTER MEDICATION AT SCHOOL UNDER THE FOLLOWING CIRCUMSTANCES:

If it is sent in a baggie or container other than the original packaging. (This includes any over the counter medications such as cough drops.)

If parent or legal guardian fails to send in a signed release form.

Office staff or the Head of School's designee will administer medications as needed. Any student taking medications will sign a medication log. If a child fails to come to the office to take medication, he/she will be called to the office. All medication will be locked up at all times according to the DHEC laws.

## HEALTH & WELLNESS GUIDELINES

### CARING FOR CHILDREN WHO ARE ILL

Our program cannot keep and care for actively sick children. No child with fever or signs of infectious disease will be admitted or retained. The office will call you if your child becomes ill during the day (fever, vomiting, etc.).

Children in the grades need to be in school on a regular basis. If your grade school child wakes up a little under the weather but with no fever, vomiting, diarrhea, or signs of contagious illness, send him/her to school and notify the office staff. Please do not tell your child to call home during the day; you will be contacted should your child become sick or injured during the school day.

Please alert your child's teacher if he/she is taking any medication that may affect school performance.

Certain illnesses may necessitate the temporary removal of your child from school. Children will be checked for health status, and if the staff determines the following conditions exist, the parent(s) will be contacted to pick up their child immediately:

### ELEVATED TEMPERATURE

A temperature of one hundred (100) degrees Fahrenheit necessitates exclusion from school. The student may return to school when their temperature remains normal for 24 hours without the aid of a fever reducing medicine such as Tylenol or Advil.

### RASH WITH A FEVER

Rashes with a fever require absence from school.

### CONGESTION AND DISCHARGE

Ear and nose discharge with a fever are considered grounds for school absence. Bleeding from the ear (even without a fever) will be reported to the parent(s) immediately.

### VOMITING AND/OR DIARRHEA

If a child has been vomiting or had diarrhea at home, he/she should not be sent to school. If vomiting or diarrhea occurs at school, the child will need to be taken home. The student may return to school after vomiting or diarrhea has ceased for 24 hours.

## SKIN INFECTIONS/LESIONS

Children with scabies, ringworm, impetigo, or pinworm will not be permitted to be in school until they have been treated for 24 hours. If a child has a skin lesion that is not considered contagious and is verified as non-contagious in writing by the student's physician, and if the lesion is adequately dressed to prevent drainage while the child is at school, the child's attendance will be permitted. Staff will **not** change dressings of this nature. Parent(s) will be notified if the dressing becomes saturated and drainage occurs.

## HEAD LICE

Head lice occur from time to time at school. This in no way reflects unclean habits but rather contact with another person or materials that have live lice or eggs. The American Academy of Pediatrics recommends children be excluded from school until after the first treatment. On readmission, a child must bring the label from the shampoo used. Children will not be readmitted to class until they are nit-free.

## RETURN TO SCHOOL AFTER ILLNESS, INJURY OR SURGERY

A written statement of good health from a doctor will be required to return to school when:

- A child has had a diagnosed communicable disease (strep throat, pink eye, pin worms, impetigo, etc.). We do not require a statement that the child has had chicken pox, but we will do a visual check to make sure that all pox are dried.
- A child has undergone surgery or been hospitalized.
- A child has an injury that limits his or her full participation in all school activities.

## NOTIFICATION OF COMMUNICABLE DISEASES (OTHER THAN THE ABOVE MENTIONED)

Any child who is suspected of having a communicable disease or who develops signs and symptoms which include, but are not limited to, any of the following will be removed from the classroom: fever, diarrhea, rash, pink eye, skin infections, hepatitis A, salmonella (food poisoning), shigella, measles, mumps, chicken pox, rubella, pertussis, polio, Hemophilus, influenza type B, and meningococcal meningitis. We will notify the parents of the child and ask that they pick him/her up as soon as possible. The child will not be allowed to return to the school until he/she is no longer contagious.

Parents are notified in writing whenever a communicable disease is reported at school. Notices are sent to parents of the affected classes.

## FACILITY MAINTENANCE & REPAIR

Maintenance staff is aware of DHEC and DSS regulations that pertain to the cleanliness of the building. Methods and materials used are appropriate in a school setting. Blood Borne Pathogen training is also provided annually.

Repairs and mowing/weed removal will not be done when children are present. All insect treatments are to be done when school is not in session.

## LOST AND FOUND

Please label your child's clothing, especially jackets and backpacks. Lost items are kept in the office. Please check for lost items frequently, as our storage space is limited. Unclaimed items will be donated to charity several times throughout the school year.

Lost items are rarely an issue when clothing is marked with children's names.

## LUNCH & SNACKS (NUTRITION)

Addlestone follows the national school lunch program with respect to nutritional guidelines and style of food service. Nutrition and wellness are among our highest priorities, and we plan menus accordingly. This includes serving fresh fruits or vegetables daily, as well as offering an inviting salad bar. In addition, a hot entrée is served daily with an option of a sandwich prepared on wheat or white bread. As each student's health is important, we strive to accommodate food allergies; please contact the Administration to discuss alternative preparations for your child's food allergy. A doctor's note about the food allergy must be handed in to the main office. The Addlestone lunch program and all K-8 classrooms are nut sensitive. All EC classrooms are nut free. Soy butter sandwiches will be available. Questions can be directed to the school's lunch program coordinator or to the Administration.

IN CAFETERIA: Students in grades 1st – 8th will eat lunch in the cafeteria. Lunch times are staggered, and classes are in cohorts. Kindergarten students will eat in their classroom for the first half of the school year. SNACKS: Students are encouraged to bring pre-packaged kosher snacks.

## PROHIBITED ITEMS

Smoking, including smoking with e-cigarettes, is prohibited in the school buildings and on school grounds.

The following items are prohibited to students in the school buildings and on the school grounds:

- Guns or other weapons, including toy weapons
- Knives, including but not limited to pocketknives
- Illegal or unauthorized drugs
- Alcohol
- Tobacco, any tobacco products, or any smoking paraphernalia, including E-cigarettes
- Laser lights
- Cell phones may not be used by students during the school day
- Electronic devices other than school iPads and Chromebooks

In addition, the following are prohibited in EC:

- sippy cups
- baby bottles (may not be used at school at any time)

If you have any questions, please contact an Administrator.

## STUDENT SUPPORT SERVICES & STUDENT SUPPORT TEAM (SST)

Differentiation for students' needs occurs in the classroom through monitoring and modifying groupings, materials, and pedagogy. Our Student Support Team (SST) helps students and staff in this process in both general and Judaic studies. The SST works closely with students, teachers, parents, and other support providers to ensure that students' needs are met. Families are encouraged to be actively involved in their child's support plan. In addition, the SST coordinates support from outside professionals with our faculty and parents. Information from the SST will be communicated to parents or guardians as needed.

## SUPPORT SERVICES FOR STUDENTS

- Screen and assess
- Gather information from families, staff, and relevant professionals
- Establish and foster communication among families, teaching staff, administration, and the SST
- Provide appropriate information to relevant professionals when needed
- Adapt curriculum, environment, strategies, schedules, and materials for the student in the classroom
- Follow developmental progress of children through classroom observation, dialogue with students, families, teachers, and other professionals as needed
- Administer screening and diagnostic tools when necessary
- Provide individual resources and support materials/programs
- Provide curricular support, skill remediation, organizational tools, and study skills

## SUPPORT SERVICES FOR TEACHING STAFF

- Meet with teachers to assist in monitoring children's development and progress
- Provide support and suggest strategies for student instruction and behavioral management
- Participate in generation and maintenance of education plans designed for designated students
- Provide resource materials and programs
- Provide up to date lists of child and family support services in the community

## TUITION PAYMENTS

Enrollment Fee: The Enrollment Fee is due at time of enrollment.

School Tuition and Fees: Tuition and Fees need to be paid according to one of the three (3) plans below. Parents are required to select a Tuition Payment Plan at the time of enrollment.

- Plan A: All tuition and appropriate fees are to be paid in full by May 1<sup>st</sup>.
- Plan B: All appropriate fees and 60% of full year's tuition are due by May 1st, with the remaining 40% due by October 1st.
- Plan C: All appropriate fees must be paid to Addlestone by May 1st, with monthly payments of tuition made over the school year through FACTS Tuition Management Company (see below).

FACTS Tuition Management Company (1-800-233-1096). Please note: FACTS charges a fee of \$20.00 for administering Plan B and \$50.00 for administering Plan C.

Payment by Credit Card: A 2.75% processing fee will be added to all payments of tuition by credit card. This includes all fees associated with tuition. For all other transactions, the 2.75% processing fee will not be applied.

Partial Years: If the child enters school during the year, the parents will be required to pay for at least half the year, and then by quarter, for each additional full or partial quarter the child is in school. (For students withdrawing during the school year, see Withdrawal/Termination below.)

Tuition Discounts: Families with more than one child are charged full tuition for the student in the highest grade. A 10% discount is applied to each additional child's tuition in grades K-8 only.

Tuition Assistance: Applications for tuition assistance are available online at [www.factstuitionaid.com](http://www.factstuitionaid.com) for students in kindergarten through 8th grade. Requests for financial assistance will be addressed based on need and as funds are available, as determined by FACTS Grant and Aid Assessment. The ultimate decision of the financial aid is determined by the Tuition Assistance Committee. Addlestone applies for and receives annual subvention from the Charleston Jewish Federation in support of financial aid funding. All information regarding tuition assistance is kept in strictest confidence.

Please contact the Administration (for questions concerning the Tuition Assistance Process) and Addlestone's Business Manager (for questions concerning payments and payment schedules).

Please Note:

FACTS assesses a nominal financial aid application fee.

Each student accepted for enrollment will be required to pay a minimum of 10% tuition.

Registration, lunch, and building/security fees are not eligible for reduction or financial aid.

To provide the kind of quality education we want for our children the cost of tuition cannot cover the quality of education provided. Additionally, we believe that every Jewish child who wants a Jewish education should be provided with that opportunity as long as we can meet their scholarship needs, therefore, we ask that in addition to tuition every family consider making an annual gift to the school of \$18 or more. Not only do these dollars help provide a quality Jewish education for all of our students, but they also model the values we teach our children – *tikkun olam*. With 100% participation by all our families in our campaign we signal our community and other generous donors that we are all in.

## VISITORS

We welcome all visitors to our school. For the safety of our students and the continuity of our academic program:

All visitors (including parents and volunteers) are required to obtain a visitor's pass from the front desk after providing a photo ID

All visitors must always display the visitor's pass while in the building

No parent or other visitor is allowed to enter a classroom without first obtaining permission from the office

To minimize disruptions, we request that all messages or items for students be brought to the office and not sent or delivered directly to the classroom.

Alumni and former students who wish to visit classrooms are asked to call the Head of School to ascertain if the class schedule will accommodate visitors. For legal and liability reasons, former students who are minors will need to bring to school a written letter from their parents or guardians giving express permission to visit the school.

## WITHDRAWAL/TERMINATION

If parents wish to withdraw their child from Addlestone, they should notify the Head of School immediately, in writing.

If a parent withdraws a child by choice, they must pay all remaining tuition according to the tuition contract.

If Addlestone recommends the withdrawal for educational reasons, the parents may be allowed to pay a prorated amount.

If Addlestone recommends or requests the withdrawal for disciplinary reasons, the parents will be required pay all tuition in full.

If the family is moving out of town, they must pay for half the year, and then by quarter.

If Addlestone counsels a student to withdraw from school, the parent(s) generally will be notified in writing at least two (2) weeks in advance of the last day services will be provided. Addlestone is responsible for giving the parents a full explanation of the reasons for termination. Nevertheless, immediate termination will occur if any unsafe or threatening actions occur, such as possession of weapons, drugs or alcohol, violence, etc.

### **LACK OF PARENT COOPERATION**

Services may be terminated by Addlestone when a pattern or a combination of the following becomes excessive: child absences, late arrivals or pick-ups, a request for special needs that the school cannot meet, failure to pay the required tuition, failure to comply with the policy concerning behavior expectations, or unreachable by telephone or email. In cases where Addlestone terminates services due to an educational reason, a pro-rated refund will be made, excluding the registration fee. If a child is dismissed for disciplinary reasons, however, tuition will still be due in full.

\*Please refer to your tuition contract, which is on file in the business office, for any questions regarding the refund policy. You may contact our Business Manager at 843-571-1105.

Transcripts will be released only upon complete payment of tuition and fees.

## **HOW PARENTS CAN HELP**

Addlestone is a place where the whole of each child is nourished. As a community day school, we foster a sense of community among our families by sponsoring family events. Family friendships form and flourish in our school community. We depend on the partnership between our school and our families. There are many ways to show your support and commitment to your child's education and our school community.

Parents can support the school by:

**GIVING** a high priority to our school in daily life

**NURTURING** a student's strengths and unique qualities

**SHOWING** pride and enthusiasm in a student's achievements

**ENCOURAGING** students to view school as a valuable place for learning in all facets of life

**DEMONSTRATING** support for teachers and the administration by trusting and respecting them and adhering to school policies

**PROVIDING** support for classroom activities, such as volunteering for field trips, sharing your talent or expertise, etc.

**ASSISTING** students to make decisions that reflect a balance between personal needs and the good of all

**HELPING** students recognize a balance between their personal needs and those of other children

**APPRECIATING** the need for both cooperative and individual efforts at school

**PARTICIPATING** in and attending school events, school plays, holiday celebrations, and conferences

**COMMUNICATING** with the appropriate person when questions or problems arise

**WELCOMING** new families, staff, ideas, and methodologies into the Addlestone community

**JOINING** a committee or the Board of Trustees and volunteering a few hours of your time and expertise

**SUPPORTING** school policies outlined in this manual, such as the uniform and tardy policies

#### PARENT VOLUNTEER OPPORTUNITIES

The staff and volunteer leadership at Addlestone understand the many challenges you face in balancing your time. It is important to us that you have access to various opportunities that appeal to a wide range of schedules.

To share your time and talents at Addlestone, communicate with the Parent Association, the office at 843-571- 1105, or your child(ren)'s teachers. The staff will be happy to help you make the most of your volunteer time whether you have 15 minutes, 30 minutes, or an hour or more. There are many ways to get involved at Addlestone, both in school or at home, during school hours or outside regular hours. Here are a few suggestions:

- Helping with cooking in school, gardening, or holiday celebrations
- Assisting with special classroom projects. Serving as a "guest reader"
- Providing materials for special projects
- Sharing a talent, hobby, occupation, or area of expertise
- Making phone calls
- Driving and chaperoning on field trips
- Serving on a committee or task force
- Helping with Development activities and fundraising

#### PARENT TEACHER VOLUNTEERS (PTV)

The Parent Teacher Volunteers Association (PTV) is intended to create a connection between our school and your home and aims to build a warm and supportive community for students and their families. The PTV focuses its efforts on community building, school, and classroom support. Collectively, PTV members and school volunteers serve as goodwill ambassadors for the school, planning events throughout the year for students, parents, and families. In addition, they help to coordinate volunteer resources for the classroom and school.

The PTV follows all school policies. This includes, but is not limited to, making sure that events and communications are never scheduled on Shabbat or Jewish holidays. In addition, all events must follow the school's kosher policy (see Kosher Guidelines).

There are many ways parents can support our school. From volunteering in the classroom to assisting with setting-up at an event, there is always something for everyone. Our school volunteer efforts and leadership strengthen and enrich our school program and allow you to experience the spirit of Addlestone. Your participation in the PTV will make you an essential part of our school community and sends a valuable message to our children.

## PARENT ACCESSIBILITY

All parents are expected to keep the school apprised of their current address, class schedule, employment, home, work and cell phone numbers, and email addresses.

All parents are expected to be reachable at any time their child is present at school. They are also expected to make arrangements for another person whom the school may contact to pick up their child in the event of an emergency when a parent is unavailable.

## PARENT CONCERNS/ GRIEVANCE POLICY

When parents have a concern about educational, social, or safety issues, interactions with staff, or other issues concerning Addlestone and their child, they should bring the issue to the attention of the school. Addlestone will make every effort to address parent concerns in a timely manner. Issues can be handled in the most effective manner if parents present their concern in the following order:

1. Make an appointment to discuss issues with the child's teacher.
2. Make an appointment to discuss issues with the appropriate Administrator after speaking with the teacher.
3. Make an appointment with Addlestone Head of School, Rabbi Boruch Pertion.

If your concern is not resolved, you may write a letter to the Executive Committee of the Board of Trustees expressing your concerns and requesting a meeting with them.

It is important that all parents feel comfortable discussing matters with the staff at Addlestone. A school is only as strong as all the people involved – children, staff, parents, and board members. We all have a responsibility to work together to solve problems.

# EC PHILOSOPHY & PROGRAM INFORMATION

## OUR EARLY CHILDHOOD PROGRAM

The Addlestone Early Childhood Program provides a comprehensive, DSS licensed program for young children, from 12 months to five years. The program is under the direct supervision of the Early Childhood Director. Addlestone employs degreed teachers, assistant teachers, and support personnel.

The school is registered with the South Carolina Department of Social Services and meets all State health department regulations and fire codes. We maintain excellent child-teacher ratios, lower than those recommended by the SC Department of Child Care Licensing standards.

Early Childhood teachers communicate with EC parents on a regular basis using the Tadpoles application. After downloading the Tadpoles app, parents will receive important update about their child's day – including meals, naps, and diapers/toilet use – as well as photos and videos that give families a glimpse into their child's routines and activities. All communication with teachers – including changes in pickup/drop-off and any questions – should be conducted through the secure Tadpoles app.

Our AM program is available from 7:30 am until 12:00 pm Monday through Friday. Our full day program is available Monday through Thursday 7:30 am to 3:30 pm and Friday 7:30 am to 2:40 pm. Full and part-week care is available for children under three. The four-year-old program is five days a week.

Addlestone is a Community Jewish Day School that educates children of diverse backgrounds. Jewish law requires respect for all individuals and for their cultural backgrounds, values, languages, beliefs, and

abilities. Families choosing Addlestone understand and are comfortable with the values, customs, holidays, and overall Jewish lens by which our curriculum is developed.

#### EARLY CHILDHOOD EDUCATIONAL PHILOSOPHY

Addlestone provides a warm, caring environment in which young children can safely grow and learn. We recognize and respect that children grow and develop skills and abilities on individual timetables. We believe it is the role of the educator to protect and nurture each child's individuality and diversity.

The school builds a curriculum that balances the important skills taught in both General Studies and Judaic Studies, framing our pedagogy with the Creative Curriculum. Our educational environment offers a developmentally appropriate curriculum that utilizes experiential education, a rich and differentiated learning environment, and a depth of understanding supporting children's individualized learning pace.

Addlestone provides a curriculum that reflects the culture and beliefs within the Jewish community and at the same time recognizes the importance of secular education. Our school environment enriches and educates through meaningful learning experiences that foster the emergence of caring, autonomous individuals.

It is the educator's role to be knowledgeable about each student and to design a program that recognizes and evaluates each child's learning styles and abilities. We are committed to the development of the whole child. A variety of learning choices are offered by using a center-based approach, teacher guided activities, and a developmentally appropriate curriculum. The curriculum consists of many hands-on activities, a rich learning environment, and flexibility that allows each child to develop at his/her own pace.

The program recognizes the importance of parents being the first teachers of their children. Cooperation and communication are vital for a child's overall success and well-being. Through ongoing communication, the implementation of parent education, and involvement opportunities, the program seeks to strengthen and enrich the families and the community of the children that we serve.

#### ABSENCES/ATTENDANCE

Regular and timely school attendance is necessary for success in school. Being regularly present helps children establish routines, and provides a sense of security for young children.

An advance written request from the child's parent is required for any dismissal during the school day. **Early dismissal notifications should be noted in Tadpoles or through email.** This applies even when the parent personally comes for the child.

Medical and dental appointments should be made, whenever possible, after school hours.

#### FULL-DAY PROGRAMS

The full-day (AM and PM programs) provide enriching extended day services for Addlestone families. A school lunch is served to all children staying for the afternoon. Lunch is served in classrooms.

**The afternoon programs are NOT DROP-INS;** parents register children for regular attendance. Attendance options are Monday through Friday, Tuesday and Thursday, or Monday, Wednesday, and Friday.

### **SLEEPERS (AGES 12 MONTHS TO 2 YEARS)**

The sleeper groups participate in a “quiet” time after lunch, in which bedding is put out, toileting handled, and children are settled in for a nap to calming music. Napping lasts approximately two hours. Preparation for departure includes toileting/diapering, putting away bedding and a story when time permits.

Each sleeper is provided a tri-fold, plastic mat. and a small blanket (crib size). Children’s bedding will be sent home weekly to be washed.

### **EC PM (AGES 3 TO 4 YEARS)**

EC PM participates in a variety of enrichment activities. The afternoon includes a quiet rest time, themed activities, center time, and outdoor play. Each child is provided a tri- fold plastic rest mat.

### **REGULAR DISMISSAL**

At dismissal time (3:15 - 3:30 pm on Monday – Thursday; 2:40 - 3:00 pm on Friday), all students will be dismissed to parents/designated carpools waiting in the pick-up line. Teachers will walk the children to the cars. For legal/liability reasons, the parent/driver is responsible for buckling the child’s seatbelt.

## **ARRIVALS, EARLY DROP, LATE ARRIVALS & DISMISSALS**

### **7:30-8:00 AM**

The parent/guardian will:

- Help their children place their backpacks on their back
- Complete their good-bye rituals with their children

All EC children will be dropped off at the side door to the staff on duty who will then supervise their entrance into the building. No child should exit a car before a teacher arrives at the car door. Safety requires that children be escorted from cars and toward the entrance. Participating in carpool drop-off fosters independence and a sense of “I can do this!” in our children.

**It is the responsibility of parents to communicate arrival/departure procedures with babysitters, grandparents, or any other adults who accompany their children.**

### **WE EXPECT ALL CHILDREN TO ARRIVE BY 8:00 AM**

This makes a smooth start for the day. Classroom opening activities begin at 8:00 am. Children arriving late cause a break in this routine, may disrupt opening activities, and put the late child at a disadvantage (missing opportunities and other information about the day). We understand that late arrivals will occur from time to time because of doctor’s appointments, etc., but late arrivals should be a rare occurrence.

### **12:00 NOON DISMISSAL**

Tiny Tot and EC2 children will be escorted by a staff member to their parents’ car outside beginning at 11:45 am. Assigned staff will tend to children remaining for the afternoon.

EC3 and EC4 will be dismissed to lunch duty staff or parents/carpools at 11:45 am-12:00 pm. At 12:00 noon, our teaching staff must be available to move on to lunch or lunch duties. Your promptness is appreciated.

### 3:15 – 3:30 PM AFTERNOON DISMISSAL

EC afternoon groups will be dismissed at 3:15 pm to cars waiting in the pickup line or staff as designated on Monday – Thursday. Dismissal on Friday is at 2:45 pm.

### IRREGULAR DEPARTURE TIMES

Teachers should be notified in advance, when a child will be picked up at a time other than regular dismissal time. Children of any age are never to be left in a standing or parked car without an adult present. Drivers unfamiliar to staff should be prepared to show an official picture ID, such as a driver's license.

### SEATBELTS

For safety and liability reasons, EC staff are not permitted to seatbelt children into cars. A parent or adult passenger should be prepared (inside the car or outside by the door) to buckle each child riding in the car.

## ASSESSMENT/EVALUATIONS

Assessments are an integral part of our program. Assessments of children, staff, administration, and the program are conducted in the following manners:

The primary purpose of assessment is to support children's learning.

- Track the growth of children across developmental areas: social/emotional, physical, language, and cognitive

- Assist the teachers in adapting curriculum, lesson plans, activities, and environment to meet children's specific needs and interests

- Help identify children who might benefit from early intervention services

- Assist the teachers in communicating children's progress with their families

- Provide feedback on the overall EC program evaluation

Teachers use multiple assessment tools to document child growth and development.

- The individual portfolio includes work samples, photos, teachers' observations, anecdotal notes, audio recordings, other checklists, rating scales, etc.

- Monthly assessment meetings take place between the EC Director and the teachers, during which each child's progress is discussed and recommendations are made, if necessary.

Written conference report forms and summarized assessment findings are given to parents who attend conferences and mailed to those who are unable to attend.

The assessment process for children involves a team approach. Teachers begin the process with the assistance of the parents who share information through a written development survey and intake conferences. Parents are encouraged to be active participants throughout the school year by continuing this information sharing both at regular conferences and between conferences, as they deem necessary. Parents are asked to describe how their children best share their knowledge and to share information about the developmental milestones they observe outside the school setting.

Teachers team with Student Support Services and administration to monitor and discuss children's progress on an as needed basis. Addlestone has also partnered with Help Me Grow to facilitate universal screenings.

At the end of each year, much of the portfolio contents are sent home. Children's Conference Report Forms are added to each child's permanent record. Assessment tools are also used as indicators of overall EC program successes and weaknesses. The gathered information informs the program plan for the following year.

The EC program staff is committed to confidentiality surrounding children and their assessments. Documents are housed in a secure manner and shared only with those directly involved in supporting the child. Staff will not discuss individual children, their progress, or classroom situations at drop-off, pick-up, or in the hallways/surrounding areas. Parents may call to schedule a meeting/phone call with the appropriate staff when concerns arise outside regularly scheduled meeting times.

### OVERALL EC PROGRAM

Each school year ends with a staff discussion of the year considering all input and planning for the following year. Periodic evaluations are also conducted by outside professionals/organizations including DSS, DHEC, and Cognia.

Assessment of the overall EC Program is based on our annual family and staff surveys, as well as regular feedback we receive during the course of the school year.

### AVAILABILITY OF EC ADMINISTRATOR

Parents with a concern should reach out to the EC Director, and if unable, should contact the Head of School.

### BACKPACKS

Each child will need a backpack to facilitate ongoing communication and to transport items between home and school. Select a standard sized backpack that is large enough to hold the 9x12 communication folders but small enough to fit in our cubbies. Wheeled backpacks DO NOT fit in cubbies; they take up usable floor space and are not needed for the lightweight materials sent home. Children should be told that rolling bags are for the Grades only, not EC.

### BEHAVIOR EXPECTATIONS

Children explore a variety of behaviors as a form of communication and play interactions. This is developmentally normal. Our faculty guides children in selecting appropriate choices. Habitual behaviors such as biting, hitting, slapping, and kicking are a safety concern and will not be tolerated. While these behaviors are part of normal development for young children, when they are habitual, they become a concern for the welfare of other children in the classroom. When a child displays inappropriate behavior that affects another child (such as biting), each parent will be contacted. If a child habitually displays this type of unacceptable behavior, the parent will be sent a letter and invited to a conference with the administration. If this behavior continues, the administration will decide in regard to the child's continued enrollment at Addlestone.

### CLOTHING

Children's clothing must be appropriate for the weather and season. We will be going out daily, except on rainy days, so please dress your child accordingly.

Every child must wear shoes that are rubber soled, that lace, buckle, or have Velcro closures, and that are closed-toed and heeled. **DO NOT SEND CHILDREN IN FLIP-FLOPS, CLEATS, SANDALS, or CLOGS.** These types of shoes are not safe for climbing on the playground equipment. Sneakers are recommended.

Play clothes are appropriate for school.

No costumes/dress-ups should be worn to school unless requested by the teacher for a unit activity.

By the first day of attendance, each child must bring a full set of **labeled clothing**, including socks and underwear, in a labeled Ziploc bag. These are to be left at Addlestone in the child's cubby and replaced as used. As winter approaches, a set of clothes for cold weather should be sent to school, to be replaced by warm weather items again in the spring.

Children are active and some activities may be messy, causing children to get dirty. Please send your child to school in play clothes and avoid telling him not to get dirty. **Please label all your child's belongings.**

## COMMUNICATION

Open communication between parents and staff is very important. Daily communication is facilitated through the Tadpoles app and a plastic communication folder. Teachers will maintain ongoing communication with families through pictures, texts, and weekly newsletters. The plastic, two-pocket folder should be carried back and forth each day. It is to be checked daily by both staff and parents; checking this folder with your child sets up a natural time to discuss the day's events. Additionally, please check your email on a regular basis for general updates.

## COMMUNITY RESOURCES

We encourage contact between our administration and staff and other schools in the area. Our parents and other members of the community are invited to share their skills and special talents with us, and we would like to continue building the community awareness of our children by participating in events such as Earth Day, National Dental Week, and the Week of the Young Child.

The EC Director maintains connections with professional services available for children in our community and can be contacted for further assistance in this regard.

## CONFERENCES

Three parent conferences are scheduled each year (August, November, and May). Written assessments are sent home in February. Additional conferences may be scheduled at any time by the teacher, parent, or EC Director. Conferences can also be arranged upon parent request between the formal conferences or at any time deemed necessary.

**Parents are asked not to call staff at home outside school hours or send text messages unless requested by the teacher. Leave a message at the school office for the teacher to call you.**

To support our children's learning and development, it is the policy of Addlestone Hebrew Academy that parents of students who are separated, divorced, or no longer living under the same roof and who want to participate in conferences attend these conferences at the same time.

Stepparents with a direct responsibility for the welfare of a child(ren) are welcome to attend the conferences, as they may be required to follow through on the recommendations of the teacher.

The involvement of stepparents must be made with the agreement of both parents.

At the parents' request, a recording and transcript of the conference can be made available. Parents will be responsible for signing a waiver and for the cost of this service.

An EC Director or administrator will be present at Parent/Teacher conferences involving parents who do not live together as needed.

These steps are made to ensure that both parents understand and jointly receive the recommendations of the teachers and administrator regarding their child.

### INTAKE CONFERENCES

Parent-Teacher conferences before the opening of school are scheduled through the EC office. Every family is strongly encouraged to use this opportunity to share information about their children with teachers and join in the planning of their education. Children should only accompany their parents to the initial intake Parent/Teacher conference.

## CURRICULUM

The EC program and curriculum has been carefully planned to provide the best developmentally appropriate experience possible for your child. Our curriculum incorporates the following resources:

The CREATIVE CURRICULUM by Jones and Dodge provides a framework for planning and creating the environment

To ensure all activities are developmentally appropriate: NAEYC GUIDELINES by Sue Bredekamp and Carol Copple, Ed

For our Literacy Program, ZooPhonics

To incorporate Hebrew and Judaic Studies daily in our curriculum, teachers develop their own materials and programs

For our Hebrew Language Program, *Chalav U'Dvash*

The curriculum covers the areas of Art, Health, Hebrew Language, Judaic Studies, Language Arts, Math, Music, Physical Education (EC Movement), Safety, Science, and Social Studies.

The Addlestone staff selects themes of study for each year, taking into consideration the interests of the children. Each area of the curriculum adds to the total and balanced development of the child. Experiences and activities are carefully planned to enhance the physical, social/emotional, language, and cognitive development of the child.

Activities and experiences are planned for a variety of groupings: the total group, small groups, and individual children. The Addlestone staff selects themes for exploration and investigation by the children in the classroom. These themes guide the teachers' planning for classroom activities.

The South Carolina Early Childhood Standards and Objectives are reflected in our curriculum.

## DIAPERING

The parent must provide diapers, baby wipes, and special creams. Please be sure that the school always has an adequate supply of these very important items for your child as well as a set of labeled extra clothing.

Diapering in our classrooms follows the posted procedures.

## DIFFERENTIATION AND STUDENT SUPPORT

Differentiation involves looking across all developmental areas: social/emotional, physical, language, and cognitive. Different learning styles also affect the way a child approaches learning skills and social interactions. Families are encouraged to be actively involved in the support process.

Differentiation and support are accomplished by:

- Screening and ongoing assessment
- Gathering information from families, staff, and relevant professionals
- Establishing and fostering communication between families, teaching staff, administration, and Student Support Services
- Adapting curriculum, environment, strategies, schedules, and materials
- Facilitating the provision of inclusion aides, as needed

## ENROLLMENT

1. In the EC Program, all children must be the appropriate age for their class by September 1<sup>st</sup>. Tiny Tots may enter our program when they reach 12 months before September 1<sup>st</sup>. New children are not accepted in Tiny Tots after January 31<sup>st</sup>.
2. All children enrolled in Tiny Tots must be walking independently, able to sit in a chair unassisted, and able to feed themselves without assistance.
3. Every child enrolled in EC-3 and older groups must be fully potty trained (i.e. able to independently recognize the need to use the potty and work on independence in related self-help skills).
4. Certificate of Immunization, DSS form and a copy of the child's health form/physical signed by a doctor must be provided prior to admission. These records must remain current.
5. An Addlestone registration packet must be completed prior to the start of school. Children may not attend school until all paperwork is complete and turned in to the school office.
6. Parents are strongly encouraged to schedule an intake interview on the August Conference Day.

EC Director schedules these appointments.

## HAND WASHING

Hand washing is our #1 defense against the spread of illness in the early childhood setting. We teach the hand washing steps as directed by the Department of Health and follow the NAEYC guidelines for the times that this washing is to be done. We encourage parents to teach/use the same procedure at home to aid the children in internalizing this process.

Children and adults must wash their hands:

- On arrival for the day
- After diapering or using the toilet
- After handling bodily fluids (blowing nose, coughing, etc.)
- Before meals and snacks
- After water play involving two or more persons
- While moving from one group to another

Adults must also wash their hands:

- Before and after administering medications
- After assisting children with toileting/diapers
- After handling garbage or cleaning

Method of handwashing:

- Use soap and running water
- Rub hands vigorously
- Wash all surfaces, including back of hands, wrists, between fingers, and under fingernails
- Rinse well
- Dry hands with paper towel
- Turn off water using a paper towel, not bare hands

## HEALTH AND SAFETY

Addlestone strives to maintain a healthy and safe learning environment for its children, staff, and families.

Written lunch and snack menus are posted.

EC children's health and immunization records are maintained in accordance with SC DSS licensing requirements.

All immunizations are to be current. If a child's immunization records have expired, the child will not be permitted to attend school.

All EC and office staff are trained in and maintain certification in Pediatric CPR and First Aid.

Each classroom is equipped with a first aid kit which is routinely checked and restocked.

Our Sick Policy and Medication Policy detail expectations/procedures related to actively sick children, contagious illnesses and their reporting, and the use of medications.

Diagnosed allergies are monitored and adapted on an individual basis.

Our campus is designated a NO SMOKING ZONE.

Our students have daily outdoor activities, weather permitting (see Outdoor Activities).

We follow the diapering procedures as outlined in the NAEYC publication entitled "Keeping Healthy" adapted from Healthy Young Children: A Manual for Programs. Staff use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use. The child's health care provider must document the medical reason and this documentation must be provided to the school for our records.

We teach, use, and recommend for home use the hand washing method recommended by the U.S. Department of Health and Human Services, and follow for the occasions that require hand washing of children/adults.

Our entire staff receives annual Blood Borne Pathogen training and is familiar with procedures for standard precautions.

Precautions are taken to ensure that communal water play does not spread infection.

Routine maintenance - cleaning and sanitizing - follows the NAEYC Cleaning and Sanitation Frequency Tables and is monitored daily by checklist.

Air filters, fire alarms, fire extinguishers, and carbon monoxide detectors are routinely checked.

Equipment and materials are managed with health in mind; for example, toys mouthed by children are set out of reach until sanitized.

Animals/Pets are not allowed in the EC classrooms.

## JUDAIC STUDIES & HEBREW LANGUAGE CURRICULUM

Our EC students engage in Judaic Studies and Hebrew language activities on a daily basis. Children are immersed in the traditions, symbols and holiday celebrations of the Jewish people. Daily prayers, blessings, and conversational Hebrew are taught through songs, games, and storytelling. Judaic and General Studies staff work together to integrate teaching themes. Hebrew in EC4 is presented through the *Chalav u'Dvash* program, a Hebrew Language program engaging child-appropriate developmental methods and activities. Every Friday, our EC students participate in *Oneg Shabbat*/Joyful Noise, a warm and participatory *Kabbalat Shabbat* (Welcoming the Sabbath) program which parents are often invited to attend.

## OPEN DOOR POLICY

Parents/guardians of enrolled children are welcome to make an appointment with the teacher unless a court order stipulates differently, but the visit must not disrupt instructional activities or classroom routines.

Parents must review the Visitor Policy on page 15 of this handbook before entering the building.

## OUTDOOR ACTIVITIES

It is Addlestone's philosophy that children need outside activities on a regular basis. We go outside each and every day unless the weather is inclement. **The weather should guide the selection of outerwear-coats, gloves and hats when very cold, layers when the weather is more changeable.** On days when it is exceptionally cold, or exceptionally hot, we will moderate the time spent outside. **Parents should put bug spray and sunscreen on their children before school if sunny or hot weather is forecast and you are concerned about insect bites.**

All children will be expected to go outside with their class. WE ARE NOT ABLE TO KEEP YOUR CHILD INSIDE FOR ANY REASON. A child who is not well enough to participate in the total program should not come to school.

## PHYSICAL FITNESS (EC MOVEMENT)

Addlestone Hebrew Academy understands the importance of physical health and how it relates to healthy emotional and academic growth. Our Physical Education Program begins in EC and is taught by a highly qualified teacher, who continues the program from kindergarten to 8<sup>th</sup> grade.

## PORTFOLIOS

Portfolios are used for assessment in EC. Teachers keep a portfolio on each child containing a variety of items like work samples, checklists, photos, observations, and anecdotal data/ information.

These portfolios may be used during Parent-Teacher conferences to demonstrate in a more concrete way the growth of the child.

## PRIMARY RESPONSIBILITY

Each classroom lead teacher has primary responsibility for the children assigned to his or her class. The teachers are supported in their efforts by Teaching Assistants, as well as the Administration, Student Support Team, and specialty teachers.

EC staff also work across age levels to support one another through teams and mentoring.

## REST TIME

All children who stay until 3:30 pm will either nap or rest after lunch. Each child (TT-EC4) is provided a small, tri-fold plastic rest mat. Sleepers are provided a small blanket. Blankets are washed weekly.

## SCHOOL HOURS FOR EC

Drop Off	7:30 am-8:00 am
Tiny Tots, EC2, EC3, EC4	8:00 am-12:00 pm
Lunch, TT-EC4	12:00 pm -12:30 pm
Sleepers and ECPM	12:30 pm-3:30 pm on Monday – Thursday 12:30 pm -2:40 pm on Friday

## TOYS

Children should leave toys at home. Items may be brought for a teacher-planned Show & Tell. Neither the teacher nor the school can be responsible for items brought from home. It is the responsibility of the parent to enforce/support this policy by not allowing children to leave cars with toys in their possession.

## TRACKING

The Early Childhood teachers and assistants use a hard copy form to track children hourly during the day. These sheets are kept on file for the duration of the school year. Children are tracked as they move around the facility and as they enter and exit the building.

## GRADES K-8

### ACADEMIC SUMMER WORK

Research shows that summer work aids in student success during the school year. Therefore, all students entering grades 1-8 will be supplied summer reading and/or math work. Students must complete their summer assignments by the first day of the next school year.

Any student experiencing academic difficulty at the end of the school year may be required to do summer work or receive tutoring. The summer work and documentation of tutoring would be due one week prior to the beginning of school. If a student does not comply, the administration will require a parent meeting prior to the student's return to school to determine the best placement for the student.

### ARRIVAL & DISMISSAL

#### ARRIVAL

Morning drop off begins at 7:30; all classes begin promptly at 8:00 am.

Drop off - Students in grades K-8 will be dropped off in front of the school. Cars dropping off students are not permitted to park in this area. If you need to park your car, please use an available parking space. Students arriving to school after 8:00 am must sign in at the front desk to receive a tardy slip.

#### DISMISSAL

Dismissal on Monday through Thursday begins at 3:25 and ends at 3:45; dismissal on Friday begins at 2:45 pm and ends at 3:00 pm. Drivers should follow the carpool line, and students will walk to their cars.

A note is required for any early dismissal request. Parents picking up students early need to sign their child out from the school office prior to their leaving. If you call the office five minutes prior to picking your child up early, the office staff will make every attempt to have your child ready to leave.

Parents are required to inform the school, in writing via note or email ([info@addlestone.org](mailto:info@addlestone.org)), of any changes in the child's transportation plan. Students may not leave the building with anyone not pre-authorized in writing by their parents. Written permission needs to be given for students to walk or bike home. For further information, see the section on Carpool.

### ATTENDANCE (ABSENCES AND TARDIES)

Regular attendance is an important factor in student success. Absences from school should be avoided. However, any child who has a fever should be kept at home. Children should not return to school until they have been free from fever for at least 24 hours. Any K-8<sup>th</sup> student returning to school after an absence must have a note with an explanation signed by the parent. Any student returning after a communicable disease should present a physician's note to the office indicating the student's ability to return to school.

Parents who know their student will be out of school on a test day need to make arrangements with the teacher(s) prior to their absence for a make-up test.

## ABSENCE POLICY

Absences in excess of fifteen (15) days without a doctor's excuse will require a conference with the parents and administration. Such absences may require a student to receive tutoring or possibly repeat the grade and may prevent an eighth-grade student from earning high school credit in applicable classes.

**Excused Absence:** Excused absences are absences due to illness, a death in the family, immediate family events such as weddings, graduations, bar/bat mitzvahs, family emergency, medical appointments, high school visits, or *shabbatonim*. Students with an excused absence need to make sure that all work is made up by the second day following their return to school unless previous arrangements are made with the teachers.

**Planned Absence:** In order for an anticipated absence to be considered an excused absence, parents should make arrangements at least two days in advance of the absence in writing that includes parent and teacher signatures.

**Unexcused Absence:** Unexcused absences include absences for any other reason, i.e. family vacations, leaving early for a weekend trip, etc. Unexcused absences in excess of two in number will require a conference with the administration and parents. Daily grades could be adversely affected due to unexcused absences. Students absent from school due to an unexcused absence are not permitted to participate in any after-school activities on the day of absence, including performances as well as athletic practices and games. Homework that needs to be made up is expected to be handed in prior to the absence or on the day of the student's return. Tests and quizzes need to be made up upon the student's return to school.

## TARDY POLICY

Arrival time is a transition for children, parents/caregivers, and teachers. In order to promote a relaxed transition that helps your child prepare for the day, plan to bring your child(ren) to school 10-15 minutes before school begins. It is an important lesson in responsibility for students to arrive on time; these extra minutes help them organize themselves and greet their friends and teachers. We ask all parents to bring students on time each morning.

If the tardiness is excessive, parent conferences will be scheduled to discuss a plan that will prevent tardiness.

Tardies and absences are counted consecutively from the first day to the last day of each semester and are recorded on the Report Card and in the student's permanent record.

Students are responsible for making up any work they may have missed due to tardiness.

Because excessive tardies affect a student's academic performance, there will be no differentiation between excused or unexcused tardies. When traffic situations arise that impact large numbers of our families, the school may decide not to count students as tardy up to a time to be set at the school's discretion. Once a student has accumulated five (5) tardies, parents will be contacted about the concern. Continued tardies will warrant consideration of more serious consequences. Tardies may be considered excused if they were due to an unavoidable medical appointment and the student provides documentation from the doctor's office.

## CONFERENCES & COMMUNICATION

Parents are encouraged to call the teachers at school if they have any questions or concerns. If there is a matter you would like to discuss with your child's teacher, please call the school and leave a message for the teacher and she/he will return your call when available. Email is the best form of communication. Please do not text your child(ren)'s teachers.

Dismissal or arrival time is not a good time for conversations. Parents are asked to remain in their cars for safety concerns and to keep the line moving.

We encourage ongoing Parent-Teacher communication throughout the year. Parent-Teacher conferences occur annually and provide an excellent opportunity for families to engage with their child's teacher and be informed about their child's performance. Parents should call the front office or email the child's teacher to set up a conference.

To support our children's learning and development, it is Addlestone's policy to require that students whose parents are separated, divorced, or no longer living under the same roof attend our Parent-Teacher conferences together. We do follow the directions of any legal custodial agreement.

Stepparents with a direct responsibility for the welfare of a child are welcome to attend the conferences, as they may be required to follow through on the recommendations of the teacher. The involvement of step-parents must be made with the agreement of both parents.

At the parent's request, a recording and transcript of the conference can be made available. Parents will be asked to sign a waiver and pay for any fees for this service.

An Administrator may be present at Parent-Teacher conferences involving parents who do not live together.

These steps are made to ensure that both parents understand and jointly receive any recommendations regarding a particular child.

## EVALUATION OF STUDENTS' PROGRESS

### REPORT CARDS

Report cards will be issued four times a year, at the end of each marking period. Parent-teacher conferences will be scheduled after the first marking period.

### RENWEB

Student grades and report cards can be found on our student progress monitoring program called Renweb. Login information does not change from year to year for returning families and will be provided by the front office for new families.

### SEMESTER EXAMINATIONS (GRADES 6TH - 8TH)

Semester examinations covering the entire semester's work will be given at the end of the first and second semesters. Students are encouraged to take these examinations seriously as they will account for 15% of their semester grades. First semester exams for the 6<sup>th</sup> grade will count only in the second quarter average.

## FIELD TRIPS

Parents are needed on field trips, not only as drivers, but also as aides to teachers and/or chaperones. Chaperones must give their complete attention to the students assigned to them. Careful adherence to all rules is of paramount importance when traveling away from school, as students' safety is our prime concern.

Students may not ride in the front seat unless it is the driver's own child and thereby the driver's choice and responsibility.

Everyone must have an individual seat belt and car seat or booster, when applicable.

Drivers must go directly to, and return directly, from the field trip site.

No refreshments or treats may be given in the car, nor stops made to purchase food or drinks.

Each driver will have a folder with the list of names of the children assigned to his or her car, emergency medical forms, and directions to the site. The folder should be returned to the teacher at the end of the field trip.

Groups stay together unless specifically divided for activities at the site.

Upon returning to Addlestone, chaperones should remain with students until they are turned over to the teachers' supervision.

## HOMEWORK - GRADES 1st-8th

Meaningful homework is essential to reinforce ideas learned in class and for the development of strong study skills. Faculty members of both General and Judaic Studies jointly plan a developmentally appropriate amount of homework for each grade.

Please make it a practice to examine your child's homework daily. The parent's role in homework is to arrange a well-lit, quiet place in which their child can do work independently. Parents should assist children in organizing their time so that the homework will not keep him/her up late in the evening.

If a child misses some or all of a school day, homework assignments can be obtained by calling the school before 11:00 am and letting the office know how the books and assignments are to get home. Calling by 11:00 am allows for ample time for teachers to be notified and for homework to be gathered for afternoon pickup. As children are often too sick to do homework, assignments are not automatically sent home if a child is absent. It is to the student's advantage to get his/her assignments and keep up with his/her work if possible.

If you find that your children are spending far more than the suggested time for homework, please speak to your children's teachers to work together to diagnose any problems.

## UNIFORM POLICY

Uniforms are mandatory for students in kindergarten through 8th grade. Students who come to school in non-uniform clothing will be in violation of the uniform policy unless it is a designated "dress down day." Failure to wear an appropriate uniform will result in the following:

A phone call will be made to the student's parents requesting them to bring appropriate clothing. The student will be issued alternate clothing until the parent is able to bring appropriate clothing to school.

Upon a second offense, the student will not be admitted to class until appropriate clothing is brought to school.

### APPROPRIATE UNIFORMS

Addlestone has approved, branded uniform pieces available for purchase at Lands End. Alternatively, parents may purchase navy uniform tops and khaki bottoms from other sources but must purchase an Addlestone approved logo patch from the school to be adhered to each uniform top or ask about private embroidery, including all sweaters, sweatshirts, cardigans, and hoodies.

For uniform items purchased at alternate sources, the following guidelines must be adhered to:

- A. Plain, flat front / pleated khaki pants or shorts (no cargo pockets). (Please note that shorts must be knee-length--at or below the top of the knee cap.)
- B. Plain, straight, or pleated khaki skirts or jumpers. (The skirt may be knee length, mid-calf or ankle length.)
- C. Tops will consist of long or short sleeve, plain, solid navy polo shirts. No sleeveless tops allowed. All tops must have an approved Addlestone logo on them.
- D. All athletic sneakers are acceptable. Students must wear shoes with closed-toe and closed-heel. NO CROCS or CLOGS will be allowed. Socks and/or tights are required. Leggings are permitted under skirts but are not permitted as pants.
- E. As weather permits, students will wear plain, navy crewneck sweaters or sweatshirts. Plain, navy cardigan sweaters are acceptable. Plain, navy, hooded sweatshirt jackets with zippers are also permitted. (Students may not wear hoods within the school building.) All sweatshirts, sweaters, and cardigans must have an approved Addlestone logo on them.
- F. Please note that students may wear any type of winter coat / jacket outside on the playground, but not inside the school building.
- G. All hair should be of a natural hair color (no primary or neon hair dye)

ALL PE uniforms (shirts, shorts, and sweatpants) must be gray T-shirts and navy bottoms with the Addlestone logo. These may be purchased from Lands End.

### DRESS DOWN DAYS

On dress down days, including, but not limited to, Spirit Week or Purim, students must follow the same guidelines of modesty included in the uniform policy. Additionally, the following must be considered on dress down days:

- I. Leggings may be worn under a knee-length skirt, but not in place of a skirt or pants.
- J. Clothing must be appropriately fitting, not distracting, with no large holes, and must follow the spirit of our uniform policy.
- K. All shirts must have sleeves and modest necklines.

Upon the first violation of dress code policy during a dress down day, a student will be asked to change into a school uniform. Frequent violations will lead to a student not being permitted to participate in future dress down days.

### TELEPHONE & CELL PHONES

In accordance with our core values, we encourage our students to be independent and responsible by being prepared for school. This includes having all their school materials and being aware of their daily

dismissal plans. Students are only permitted to use the office phone in an emergency. Parents are requested to make all necessary arrangements before students leave for school.

Students may not use cell phones during school hours. Cell phones, if needed, should be kept in a locker or backpack, and must not be brought to class. Cell phones must be turned off while in school until after dismissal.

## OUR JEWISH WAY OF LIFE

Addlestone Hebrew Academy is a Community Day School founded in 1956 making Addlestone one of the oldest Jewish day schools in the country. Our goals are to educate Jewish students about traditions and holidays and to strengthen Jewish identity by enriching their connection with Israel, Judaism, and the Hebrew language. As a community school, we are not affiliated with any synagogue, and we accept students and their families regardless of affiliation or level of observance. Our school's focus is education, and as such, we encourage students to seek advice from their parents and community rabbis on matters or issues of different methods of observance and practice.

Addlestone reaches out to all the congregations in the community, as well as local and national Jewish organizations, for support and resources and as a means of providing a rich and dynamic Jewish atmosphere from which students and their parents can learn and interact.

### HOLIDAYS

Addlestone students celebrate their Jewishness in a variety of ways, including holiday celebrations. For example, students bake challah for Shabbat, participate in a model Seder, dress up in costume for Purim and plant a tree for Tu'Bshvat. Students' Jewish experience is further enriched through multi-sensory activities such as making their own Kiddush cups, performing in a play for Yom Ha'Atzmaut, listening to a Holocaust survivor on Yom HaShoah, singing, and participating in daily prayers.

Addlestone will close at noon on certain days to allow time to prepare for, or to celebrate, the holidays.

Our curriculum includes as themes all Jewish holidays and Thanksgiving. Martin Luther King, Jr. Day and Presidents' Day are discussed in an age-appropriate manner. Our curriculum does not include the following holidays: Halloween, Christmas, Valentine's Day, St. Patrick's Day, or Easter.

### KIPPOT

Kippot are worn as an expression of respect for G-d.

- EC: Boys in EC3 and EC4 are encouraged to wear kippot daily. All kippot should be labeled. Kippot are stored individually when not being worn.
- K-8<sup>th</sup> Grade: All boys in grades K through 8 wear kippot or caps during school hours. The school does not provide kippot; however, a limited number are available in the school office. On field trips, we ask that either kippot or hats be worn.

### KOSHER GUIDELINES

#### CAMPUS KASHRUT POLICY

Addlestone Hebrew Academy is a kosher campus under the supervision of the Rabbi of Brith Sholom Beth Israel Synagogue (BSBI). Our kosher guidelines seek to create an environment where all our families are

comfortable eating together. To include all children and families in school-wide programs such as birthdays, holiday celebrations, or class events, all food brought into the classrooms must be prepared in the school's kitchen or have a school approved kosher certification on the label. Dairy treats are not served after meat lunches in compliance with kashrut laws. Please check the menu or ask that your snack be served in the morning on a meat day. The monthly menu can be found on our website at [www.addlestone.org](http://www.addlestone.org).

To ensure the highest level of supervision, the BSBI Rabbi appoints a kosher supervisor (*mashgiach*) to oversee and inspect the kitchens and facilities. In addition, he sets and revises the Kashrut policies and standards as needed. It is requested that advance notice be given prior to bringing food items into the facility.

The following are a list of commonly found and accepted kosher symbols. In addition, you can check the CRC app for other accepted kosher symbols.



\*\*\*Please note that we do not recognize “K” and “triangle K” as acceptable kosher symbols.

If you have questions regarding accepted kosher symbols, please contact the campus Kashrut supervisor or *mashgiach* or Head of School.

Some suggestions for approved kosher treats include:

- Krispy Kreme Doughnuts (from Savannah Highway location only)
- Entenmanns Products
- Hershey's or Nestles Products

All food or drinks being served to our students or staff must be brought to the office prior to being delivered to a classroom, kitchen, or Staff Lounge. Please notify the school at least 24 hours in advance when dropping off treats.

Students in 1<sup>st</sup>-8<sup>th</sup> grades are permitted to bring a packaged certified kosher snack to enjoy during recess. Whole or cut fruit and vegetables can be brought in. In the interest of safety and wellness, due to allergies and dietary restrictions, students should not share their snack with other students. Non-perishable snacks that do not require cold storage or heating are recommended.

## PRAYER/TEFILAH

We start our day with prayers as a way to reflect and connect. Prayers are said aloud in class and include singing and sometimes even dancing. The goal is to make prayers a joyful and meaningful experience.

## SHABBAT CELEBRATION

Each Friday, our students enjoy a Shabbat celebration. EC students celebrate by giving tzedakah (charity), lighting candles, having Kiddush (grape juice), and eating challah, and singing songs as part of their *Oneg Shabbat*. Parents and other family members, as well as other special friends, are invited to join us for our family Shabbat sing-along, Joyful Noise.

If you would like to be a special Shabbat guest, contact your child's teacher. Tiny Tot and EC2 groups are generally not ready for visitors in the first few months of school. Teachers can let you know when the students are secure in their routines.

Students in grades 1-4 celebrate Shabbat at our weekly Oneg Shabbat program, which includes singing and a discussion of the weekly *Parsha* (Torah portion). Parents can foster a meaningful conversation with their children by encouraging them to talk about what they have learned in class. To allow ample time for Shabbat preparations, the school will close at 3:00 pm on Fridays, except for Lions Den students.

#### TRADITIONS & VALUES

All behavior, speech, clothing, and visible adornments should be compatible with Jewish traditions and values.

#### TZEDAKAH (CHARITY)

An important aspect of Judaism is giving *tzedakah*, charity. We have a number of projects during the year, school wide or specific to a class, that teach the importance of this Jewish value.

As part of the Shabbat celebration every Friday, the children have an opportunity to make a contribution to their class *tzedekah box*. Please encourage your child to develop this aspect of character-building by reminding them to bring *tzedakah* money on Friday morning.

A tip for ECE parents - Many of our younger students prefer bringing pennies rather than nickels or dimes because they can drop more coins into the *tzedakah box*.

## Code of Conduct

#### BEHAVIOR EXPECTATIONS

Addlestone Hebrew Academy seeks to maintain an EFFECTIVE and APPROPRIATE policy of discipline in all aspects of school life.

Classroom management procedures will be followed before students are referred to the office unless a major infraction occurs. Once a major infraction has occurred, the classroom management plan is bypassed. In such a case, the student will be directly referred to the office with a referral slip. Major infractions can be classified into the following two categories of severity:

##### Level I - Immediate Expulsion

Addlestone has a zero-tolerance policy with respect to weapons or drugs.

Any student found with weapons or drugs will be subject to Immediate Expulsion.

##### Level II - Faculty and Administrator Intervention

The following infractions warrant Faculty and/or Administrator Intervention. Depending on the severity of the incident, the student may be referred to the Head of School.

Fighting	Cheating
Disrespect	Lying
Foul Language	Stealing
Classroom Disruption	Bullying (including cyber bullying)

Administrators may use their discretion to skip steps when necessary.

## ADMINISTRATIVE STEPS AFTER FACULTY AND ADMINISTRATOR INTERVENTION

Reinforcement of positive behavior is part of the culture of Addlestone. Consequences occur for inappropriate behavior, especially that which harms another student. Violence is not acceptable anywhere on our campus.

Consequences are consistent with the severity of the student behavior. Teachers and administrators may use their discretion to skip steps when necessary. The first step is a warning from a teacher or an administrator. After this, second step consequences may be detention, parent conference with an Administrator, being sent home, suspension, or expulsion (if the incident is extremely serious). As an educational institution, we integrate behavior expectations into every class and activity. Through modeling, discussions, curriculum, and our parent partners, we help children develop middot (good character traits). To that end, “Second Step” is part of our relationship-building curriculum from Kindergarten through 5<sup>th</sup> grade. We understand that all of us make mistakes. However, we take habitual inappropriate behavior that is harmful to other children seriously and will impose consequences fitting the behavior.

## HARASSMENT/ABUSE

\*All suspected issues of child abuse/neglect by families, staff, volunteers, or others will be reported to the appropriate local agencies. Confidentiality surrounds these issues.

Harassment: Addlestone Hebrew Academy is committed to providing an environment free of harassment of any kind. Sexual harassment and harassment based on gender, age, race, color, religion, national origin, or disability are prohibited by law and are contradictory to the school’s acceptable behavior policies.

Inherent in Addlestone’s belief in the worth of the individual, as stated in the school’s philosophy, is the principle that every individual is due appropriate respect and freedom from harassment. Harassment may be considered sexual or nonsexual in nature as set forth below.

Sexual Harassment: Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Undesired physical contact, repeated unwelcome requests for social engagements, and questions or comments about sexual behavior or preference are included in this definition. Sexual harassment is prohibited by school policy and may be the subject of an action under state and/or federal law when the behavior is directed to an individual because of his or her gender and (1) submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or otherwise full participation in school life; (2) submission to or rejection of such conduct is considered in evaluating a person’s academic work or job performance; or (3) such conduct has the purpose or effect of unreasonably interfering with a person’s academic or job performance or creating a sexually intimidating, hostile, or offensive educational or working environment.

The above definitions will be interpreted and applied by the school administration, consistent with accepted standards of mature behavior. It is important to recognize, however, that society’s mores are rapidly changing with respect to what is considered verbal sexual harassment. Women and men are becoming sensitive to comments that can be interpreted sexually. Such harassment is especially inappropriate coming from a perceived superior (e.g., employer or manager to employee, teacher to student, older student to significantly younger student).

Nonsexual Harassment: Protected Status and Other Harassment: Nonsexual harassment includes conduct that has the purpose or effect of unreasonably interfering with a person’s academic or job performance

or creating an intimidating, hostile, or offensive educational or working environment on the basis of a person's protected status other than sex, i.e., race, age, color, religion, national origin, and/or disability. Such harassment may also be based upon gender, despite lack of sexual advances. For Addlestone's purposes, nonsexual harassment may also be defined as any behavior that threatens a person's safety and any behavior, either verbal or nonverbal, which, on a RECURRING basis, traumatizes the individual to a point that the individual's performance is significantly affected.

Abuse: Addlestone is committed to the prevention of any form of abuse, including physical, sexual, or psychological abuse. For Addlestone's purposes, the term "abuse" can refer to any incident where any individual, adult or child, engages in conduct that harms or substantially threatens the physical, sexual, or psychological well-being of any student. Such abuse can be subdivided into three areas:

Physical abuse: non-accidental physical injury and/or extreme and/or repeated failure on the part of the caretaker to meet the child's physical needs;

Psychological abuse: extreme and/or repeated conduct, which is inhumane or otherwise unconscionable;

Sexual abuse: sexual involvement between a child and faculty or staff member who has greater knowledge, authority, power, or resources.

Reporting Duties for Harassment/Abuse or Neglect: Any student or employee who believes that the actions or words of a faculty member, administrator, supervisor, (another) employee, (another) student, or a non-employee constitute discrimination, harassment, or abuse toward himself or anyone else has a responsibility to report the situation immediately and thereafter submit a written description to the Head of School or appropriate administrator.

Discipline for Harassment and/or Abuse:

*Complaints Involving Students:* The school, in its discretion, may suspend any student it suspects of harassment or abuse as defined herein. The school and/or appropriate law enforcement agencies will promptly investigate the circumstances. Following investigation of any complaint of harassment or abuse by a student, a written report will be placed in a confidential file for review by the Head of School or her designee. Any student determined by investigation and in the sole discretion of Addlestone Hebrew Academy to be guilty of any form of abuse will be subject to discipline, up to and including immediate expulsion.

*Complaints Involving School Employees:* The school, in its sole discretion, may suspend (with or without pay) any school employee accused or suspected of abuse or harassment as defined herein. Any school employee who engages in abuse or harassment will be subject to discipline, up to and including immediate termination. The circumstances will be promptly investigated by the Head of School and/or appropriate law enforcement agencies.

*Investigation of Sexual Harassment, Harassment Based Upon Protected Status, and/or School Related Abuse Complaints Involving Students, Faculty, Staff, and Administrators:* A written complaint of alleged sexual/protected status harassment or school related abuse, with all appropriate times, places, and dates, must be submitted to the appropriate administrator, or rabbi, who will forward the information to the Head of School. The school will promptly conduct an appropriate investigation of any allegations of abuse, sexual harassment, or harassment of a similarly offensive nature based on protected status, including gender, age, race, color, religion, national origin, and disability. Upon receipt of the report, the Head of School will notify the individual charged and/or the parents, if a student is involved, that a complaint has been lodged. The Head of School will appoint a member of the faculty or staff to investigate and

document the events specific to the charges. Upon receipt of the documentation from the appointee, the case will be submitted to an *ad hoc* committee of the Head of School, comprised of designated staff, the Chair of the School's Board of Trustees, and a member of the Board appointed by the Chair. The findings of the committee and recommendations for appropriate action will be presented to the Head of School, who will make the final decision.

Retaliation against any student or employee for filing a complaint or participating in an investigation is strictly prohibited. However, if, after investigating any complaint of harassment or unlawful discrimination, Addlestone Hebrew Academy determines that a student or employee has intentionally provided false information regarding the complaint, disciplinary action may be taken against the individual who gave false information.

Communication With Parties Involved: Employees and/or students are expected to cooperate in any investigation. Information provided will be kept as confidential as possible in keeping with a thorough investigation. The resolution of each complaint will be communicated to the parties involved. Once a complaint of abuse or harassment has been filed, the Head of School or their designee will keep the accuser, the accused, the reporting party, and Board Chair informed as the investigation and decision processes unfold. When the situation is resolved, the Head of School or their designee will inform the accuser, accused, reporting party, and Board Chair of the resolution and the basis for the resolution. The Head of School or their designee may also keep other concerned parties informed.

Investigation of other harassment complaints involving Students, Faculty, Staff, and Administrators is as follows: A written complaint of any other alleged harassment with all appropriate times, places, and dates must be submitted in writing to the appropriate administrator or counselor, who will notify the Head of School. The Head of School will notify the individual or the parents if a student is involved, that a complaint has been lodged. The Head of School will convene a Discipline Committee with the addition of a community rabbi. The expanded Committee will be responsible for hearing all relevant information about the charges and will document the testimony given by all involved parties. The Committee, after the hearing, will submit the findings and any recommendation for appropriate action to the Head of School, who will make the final decision.