



GROSS SCHECHTER DAY SCHOOL

*Success illuminated by tradition,
ignited by innovation*

Parent Handbook

**2018-2019
Academic Year**

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216-763-1400

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August 2018 - Av 5778

Dear Students and Parents,

Welcome to another exciting year at Gross Schechter! I am thrilled you chose to be part of our *Schechter family*, and I am looking forward to a great year!

Our goal is for all of our students and parents to have an enriching educational experience. This Handbook will help everyone “know how things work” at Gross Schechter. If there is ever a need to contact a teacher, the office or myself, please do not hesitate to call or send an email. The entire staff at Schechter is here to help and make this school year the best experience possible.

Thank you for your continued support and cooperation.

B'Shalom,

A handwritten signature in black ink that reads "Randy".

Randy Boroff
Head of School

Mission Statement

Igniting a passion for learning, Gross Schechter Day School empowers students to grow into their best selves in a rigorous, yet nurturing academic environment, grounded in Jewish values and practices in an active community of families.

Our Core Values

- **Mitzvot:** Understanding and practicing kedusha, avodah, torah, g'millut chasadim and tikkun olam in an egalitarian environment
- **Kehillah:** Creating a community that provides a foundation for Jewish life through support, celebration and shared experiences
- **Btzelem Elokim:** Recognizing and nurturing the uniqueness of each individual student
- **K'lal Yisrael:** Unity of the Jewish people and celebration of diversity
- **Ahavat Yisrael:** Connection and love for the State of Israel
- **Hochma:** Providing students with a rich, educational experience of an outstanding integrated education that positions each student for success.

A. Daily Routine

Arrival

School begins at 8:30 AM and all students should be in their classroom by that time. A warning bell rings at 8:25 AM. Please plan your morning accordingly. Arrival begins at 7:30 for ECC students and 7:55 AM for K-8 students. If you need to drop off your child prior to this, please contact the main office. Students arriving after 8:30 AM will need to sign-in in the office and pick up a late slip.

Parents are asked to use extreme caution during drop off and pick up: go slow, don't *shmooze* with friends, pull all the way up to the drop-off/loading sign, and don't get out of the car. Staff will be there to assist your child. **Please do not use your cell phone in the carpool line or our parking lot.**

If you need to go into the building, or load a big project into the trunk, we ask that you park in the main parking lot and walk in through the main entrance.

Dismissal

The ECC program ends at 1:00 PM and students can be picked up either at the main carpool circle or from their classrooms. Our Enrichment Program (EP) runs from 1:00 until 3:20 PM. Children can be picked up from their classrooms

The school day for K-8 students ends at 3:30 PM and students can be picked up either at the main carpool circle or in the school lobby. Buses will be dismissed as they arrive.

“Early Fridays”: During the months of November-March, school ends at 2:30 PM on Fridays and the Preschool Enrichment Program ends at 2:20 PM in order to allow everyone time to prepare for Shabbat. Most school districts provide busing on these early Fridays, but **some do not**. Check with the office if you have questions about Early Friday transportation.

Early Dismissal

School usually ends at 3:30 PM or 1:00 PM. There are several half days during the year when school ends at 12:00 PM (noon). **On half days lunch is not served**; buses are usually running. Check the Tuesday Update for additional information.

Aftercare

We offer an aftercare service for our ECC students from 3:30 until 6:00 PM daily. This is a program designed to provide a service to parents who are unable to pick up their children at the 3:30 pickup time. A snack will be provided to students. There is a fee for this service. Information for signing up for this program is available in the school office.

Attendance

Regular attendance is essential for academic progress and success. In order for students to get the full benefit of the educational program offered and to maximize time in completing the dual curriculum, students are expected to be present in all of their assigned classes every day. This provides continuity in their educational program and conforms to the mandates of state law. Parents are urged not to schedule vacations during school days and not to schedule medical appointments during school hours.

1. Parents and guardians are responsible for getting students to school. Parents and guardians may keep students out of school for the following reasons: personal illness, necessary medical/dental treatment, family *simchas*, illness in the family or the death of a relative.
2. Absences from school for activities such as haircuts, shopping trips, sporting events, etc., are not considered valid excuses from school. Such absences are considered unexcused and students may not make up the work for credit.

3. The parent or guardian must call the school before 8:30 AM and report any absence.
4. Medical, dental and orthodontic appointments should be made during non-school hours. When medical appointments or other necessary absences are known in advance, a written excuse should be sent to the office.
5. Although teachers have procedures in place to provide for the work of absent students, it is the student's responsibility to ask teachers for missed assignments and to arrange to make up a test(s) or quiz(zes).
6. Students are permitted to make up work for a period of time equal to the number of days of absence. Teachers have the option to allow additional time for make up work.
7. Parents may call the teacher at the beginning of the day and request assignments for the end of the day in case of illness.
8. Excused absences shall receive full credit for make-up work.
9. If parents anticipate that a student will be absent for three or more days, they should request assignments in advance.
10. Many educational strategies cannot be made up outside of school, such as manipulative experiences, science labs, discussions, group work, etc. What this means is that a lot of learning takes place in class and cannot be made up.
11. A student's grades may be reflective of excessive absence.

Tardiness

Students are expected to report to school on time. On time means in the classroom at 8:25 AM and seated ready to go at 8:30 AM. Arrival of school buses is out of the control of the student and tardiness caused by the late arrival of the bus will not be counted.

1. Students who arrive late must receive a late slip from the office in order to be admitted to class.
2. If a child is tardy three times in a trimester, the parent/guardian(s) will be contacted.
3. When a student has been tardy six times, a parent/student conference will be required.
4. A seventh tardy will require parents and students to attend a session with the school counselor to address the problem. Topics might include time management, parenting skills, etc. The session will take place during non-classroom time.
5. Continued tardiness will necessitate additional disciplinary action.

Transportation

Students travel to and from school by car pool or school district bus. A few walk or ride their bikes in good weather.

Car Pool: (1) Please make all arrangements in advance. We cannot alert students to changes after 1:30 PM each day. Last minute changes are also very difficult on our

younger students. (2) We will not take your child's word that a transportation change has been planned - we need a note or phone call!

Buses: Each school district is responsible for notifying parents about pick up and drop off spots, bus rules, transfers and procedures. There will be a few days each year when Schechter is open, but the public schools are closed (and the buses aren't running). Check with your local school district to determine their schedule and to ensure that your child's name is on their list. Here are their phone numbers:

Beachwood	(216) 464-6609
Cleveland Heights/University Heights	(216) 371-7195
Mayfield	(440) 995-7891
Orange	(216) 831-8600
Shaker Heights	(216) 295-4390
Solon	(440) 349-6250
South Euclid/Lyndhurst	(216) 691-2029

Children attending aftercare at the JCC will ride on the Orange bus.

Daily Schedule

Teachers will explain the daily schedule for their class at Open Houses and Orientations. Each grade level, including the preschool, has selected "specials" that take place throughout the week. In grades K-5 some days the students will begin with General Studies and other days with Judaic Studies. The Middle School is similar to a high school schedule, with 40-minute periods alternating between General and Judaic Studies throughout the day. Almost all classes begin the day with *T'filla* (prayer).

Lunch and recess is scheduled between 11:25-12:45, depending on the grade. Recess will be scheduled after lunch for grades K through 2 and 5; before lunch for grades 3 and 4. Recess is a free-play time, supervised by our staff. In the event of bad weather, children play indoor games in our wide hallways or the gym, if it is available.

Enrichment ECC

If your child is signed up for our Enrichment Program, they will have nap/rest time, as well as busy afternoon activities. Please send in a beach towel for your child to cover themselves on their cot when napping.

Snack Preschool

In addition to lunch, the children will have a snack(s). Please send in a pre-washed and cut fresh fruit or vegetable for your child daily for their morning snack. We will provide an afternoon snack for children staying for the afternoon Enrichment Program.

Snack K-8

In addition to lunch, the children will have time for a healthy snack. We encourage you to send in pre-washed fruits or vegetables for your child daily for their snack(s). Pre-packaged foods are also acceptable provided that they are in their original packaging, do not contain tree nuts or peanuts, and have an approved *kashrut* symbol (a plain K is not accepted by the school, please check our full list of approved *kashrut* certification at the end of the handbook). These snacks may not be brought into the Merkaz. If you have any questions about what is permissible, please contact our Associate Head of School, Rabbi Jonathan Berger jberger@grossschechter.org. Please note, should your child inadvertently bring in a snack that does not comply with these regulations, it will be returned to the student's backpack and the student will be provided with a permitted snack upon request. A small fee of .50 will be charged to each student that requires a new snack provided brberger@grossschechter.org the school.

Lunch

We serve a prepared lunch every day at school: dairy on Monday, Wednesday and Friday; meat on Tuesday and Thursday. There are always *pareve* (neither dairy nor meat) options, vegetarian options, salads and alternate side dishes (such as raw vegetables, fruit, yogurt, etc.). If a child has a medically documented need (diet, allergy, orthodontia, etc.), parents are asked to contact the administration and the school nurse. **Please note: Our school has a "peanut/tree nut sensitive" policy.**

Leaving School Early

Children leaving early because of an appointment or other family need will be dismissed as follows: Parents must send a note in the morning, indicating the early pick up time. At pick up time parents must first come to the office and sign out their child. The child will then be called to the office by the office staff.

School Cancellation

A combination of cold weather and heavy snowfall, burst pipes or power outages, can lead to school being cancelled for the day. Parents will be notified of a school-closing through the "One Call Now" system, as well as local television and radio channels. If you see that your local school district is closed, **please do not assume Schechter is closed.** If we choose to cancel school, our school will be listed separately and you will receive a phone call by 7:00 AM.

Calendar

The school calendar can be found on the school website. Please check the *Tuesday Update* and monthly newsletter for additional updates.

Communication

From the School: Each teacher sends out a weekly email, the school sends out a Tuesday Update with important dates, volunteer opportunities and other useful information and this year we will be sending a monthly school-wide newsletter. Additionally, we utilize the Gross Schechter Facebook page. If you use Facebook, please make sure you “like” our page to receive important information.

Contacting Your Child: If you need to contact your child at school, please call 763-1400. If no one answers the phone, leave a message on the voice mail system (ext. 6000).

Emergencies: If we need to contact a parent, we will use the information from the Emergency Forms parents are asked to complete each fall. Parents should make sure to update these forms as necessary (new phone number, new work number, new cell phone, etc.).

Contacting Your Child’s Teacher: We encourage parents to contact teachers about classroom concerns. Since teachers are most often “in class” or supervising children, we strongly discourage “hallway conversations” at any time of the day. The best way to reach them is to call the office at (216) 763-1400 and leave a message for the teacher.

Telephone

Students will be allowed to use the office phones only in cases of emergency, and only after requesting permission from the main office. Please arrange transportation changes and after-school plans the night before. Cell phones and other electronic devices are not to be used in school unless as instructed by a teacher or administrator.

B. Health and Safety

Illness

Parents are asked to contact the main office by 9:00 AM if their child will be out sick that day. If a child is out with an illness that is easily spread (Strep, Chicken Pox, etc.), it is vital to contact the school immediately so we can inform parents.

According to County Health Department regulations, a child who has a fever, has vomited, or is suffering from a contagious illness, must stay home for 24 hours from the onset of symptoms. If antibiotics are prescribed, a child may return 24 hours after the first dose has been given.

If a child is not feeling well, s/he should stay home. Our experience is that a “not-yet well” child will only last an hour or two before we have to call the parents to pick him/her up. When in doubt - keep them home! In the event of an absence due to illness, teachers will grant students extra time to complete homework.

The school shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

A child with any of the following signs or symptoms of illness shall be sent to the Health Clinic to be monitored until pickup by his/her parent or guardian:

1. Diarrhea (more than one abnormally loose stool within a 24-hour period).
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
3. Difficult or rapid breathing;
4. Yellowish skin or eyes;
5. Conjunctivitis;
6. Temperature of 100 degrees Fahrenheit;
7. Untreated infected skin patch(es);
8. Unusually dark urine and/or grey or white stool;
9. Stiff neck; or
10. Evidence of live lice, scabies, or other parasitic infestation.

A child with any of the following signs or symptoms of illness shall be sent to the Health Clinic for observation. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the school and the parent/guardian. The child, while in the clinic, shall be carefully watched for symptoms listed:

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature; or
4. Vomiting.

In the event of an absence due to illness, teachers will grant students extra time to complete homework. Parents may call the office to make arrangements for a sibling or friend to pick up homework assignments for a sick child who is well enough to do school work.

Medicine

Students are not permitted to bring any prescription medicine or over-the-counter remedies to school for self-administration. If there is an anticipated need for over-the-counter pain relief or allergy medications, parents must provide the following:

- a written prescription from their child's physician
- a parental release form for each medication
- the medication in its original sealed packaging

Trained school personnel will administer medication for those students who have an ongoing (chronic) condition. An original written prescription from a physician, and a parental release form must be on file for each medication. Students who are on a course of antibiotics should be given their dosage at home if at all possible.

All medications are kept in a locked cabinet, out of reach of children.

Peanut/Tree Nut Food Policy

Due to the increasing number of food products now carrying allergen warning labels, and because we are committed to the health and safety of our students, **Schechter has a "nut sensitive" policy.**

A "nut sensitive" policy means that the school:

1. Will not serve any food items that contain "peanuts" or "tree nuts" as a listed ingredient.
2. Will not serve (or use in food preparation) at school any food product whose ingredient label states "may contain traces of peanuts and/or tree nuts".
3. May, at times, permit the use of foods whose ingredient label states "processed in a facility that also processes peanuts and/or tree nuts" or "manufactured in a facility that also processes peanuts and/or tree nuts". This will primarily be the case for special treats at holiday celebrations or other school events.

This policy extends to all food served on school grounds during school hours.

Lice

We understand that dealing with a case of head lice is time-consuming, frustrating, and stressful both for the parent and the child. Remember, head lice are an

extremely common occurrence in the childhood years. We are here to answer any additional questions you might have and to support you in any way we can.

The school's nit and lice policy follows the guidelines of the Centers for Disease Control and Prevention (CDC). If a student is found to have live lice in their hair, our policy is to send that student home with treatment instructions. Any siblings and classmates of the involved student will also be screened by the clinic. Parents with a child in the same class as the affected student will be notified that a case of head lice has been found in their classroom. Our expectation is that parents will then screen their children and inform the school if lice are detected. Guidelines and additional information on lice treatment are available in the school clinic. Students may return to class the following day provided that they have a signed note that treatment has begun. Nits may persist after treatment, but successful therapy should kill crawling lice.

Both the American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to school should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as casings.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by non-medical personnel.

Injuries

Parents are asked to sign consent forms allowing the school to seek emergency medical treatment. These forms are kept at school and accompany children on field trips. If your child requires special care for injuries, please notify the office.

In the event of serious injury, parents will be notified immediately. Our office staff will treat regular bruises, cuts and scrapes and give out ice packs.

Security

In order to ensure the safety of our students and staff there are several procedures we insist be followed.

Outside doors will be locked from 8:30 AM until dismissal. After that, everyone must enter through the main door of the building. Press the button and wait to be "buzzed" in. **All visitors to our school must come to the front office, sign in and**

receive a “visitor’s badge” which must be worn visibly. Anyone wandering the halls without a visitor’s pass will be stopped and questioned.

Fire, Tornado, and Lockdown Drills

We are required by law to conduct monthly fire drills. Fire drills are conducted with firefighters present to ensure that proper procedures are followed, and our monitoring company also checks to see that the system has functioned properly. Teachers will provide instructions and will give younger children a warning prior to the first fire drill.

Evacuation directions are posted in each classroom. During a fire drill, no talking is permitted.

During tornado drills, students are instructed to gather in the area assigned to their class. Again, talking is not allowed.

Lockdown drills will be conducted throughout the year. Teachers have been trained by the Pepper Pike Police Department in how to supervise their students during this drill. Depending upon their location in the building, the response by teachers and directions to students will vary in order to ensure everyone’s safety.

An “all clear” announcement will be sounded at the end of each drill.

Lost & Found

All “found” items are placed in specially marked “Lost and Found” boxes in the Promenade. At least twice each year, parents are notified to come search these boxes by a certain date, after which we donate the clothing to the needy.

Money and Valuables

There are very few occasions, other than giving *Tzedaka*, when money is needed at school. Electronic equipment, hand-held computer games and radios are not allowed in school. These games distract students from learning, can lead to jealousy and disagreements, and are easily broken. Staff members reserve the right to confiscate such items, to be returned at the end of a day to a student or, in some cases, directly to a parent.

Sending Money to School

Parents who are sending in money or checks to pay for a trip, *challah*, etc. are asked to send it in a sealed envelope to the main office. Please include a note indicating what the payment is for (e.g. field trip, *challah*, Parent’s Association donations, etc.). At the end of the day, parents should ask their children if they gave the envelope to the office.

Regarding students and spending money: see “Money and Valuables” and “Field Trips.”

C. General Policies and Information

Administration

Our administrators are here to ensure a productive learning environment for everyone. Parents should feel free to contact administrators about concerns they have, to ask questions about our program or curriculum, or to give constructive feedback and suggestions. Many questions are best addressed by a child's teacher. Parents are encouraged to make that the first call when appropriate.

Please use the following list to help determine the best person to contact. Dial 763-1400 and ask for...

Admissions	Janna Dorfman
Advancement	Jenny Kaplan
Classroom Teacher	Front office can transfer you to teacher's extension
Early Childhood	Tracey Bortz
Head of School	Randy Boroff
Assistant Head of School	Rabbi Jonathan Berger
Schechter Parents Association	Janna Dorfman
Media Center	Donell Newman
Middle School	Jesse Ebner
Student Services/Testing	Laurie Gross-Kammer
Tuition Billing	Jennifer Kercher

Bar/Bat Mitzvah

When a Schechter student becomes a *Bar* or *Bat Mitzvah*, our school community celebrates! In order to avoid conflicts we ask Schechter families to do the following:

1. Let us know the date of your child's *Bar/Bat Mitzvah* as soon as you can. Our office maintains a *Master Calendar* and we will let you know if someone else has already secured a particular date.
2. Don't leave anyone out! Plan on inviting the entire class, or just the girls, or just the boys.
3. Be mindful of *Shabbat*. If you have a Saturday night party, make sure it doesn't start before *Shabbat* ends (in the Spring and Summer, Sunday parties are better).
4. Make sure your party is Kosher. It is easier and less awkward to serve *only* Kosher rather than offering both Kosher and non-Kosher foods.

Birthdays and other celebrations

Building a sense of community requires us to be sensitive to the needs of others. Being able to anticipate what will make a person feel good or bad takes some extra thought and planning, but the payoffs are great. *Kehillat Schechter* (The Schechter

Community) proudly welcomes families with a variety of Jewish practices. In many parts of the Jewish world such diversity often leads to division - not at Schechter! At Schechter, Jewish unity is encouraged and preserved through mutual respect, as well as through our commitment to being inclusive. Our goal is to find ways to make people feel comfortable under one roof. To this end, we have established school policies which reflect the practices of Conservative Judaism while at the same time contributing to *Shalom Bayit* - Goodwill and peace in our community.

1. Birthday and other celebratory treats at school:
In keeping with our focus on themes of respect, inclusion and the fostering of *kehillah* (community), Gross Schechter is pleased to announce the arrival of the GSDS Simcha Treat Store.

Families who wish to celebrate a student's birthday or other *simcha* in class will be asked to purchase their treats directly from our school store. The store will offer a variety of selections (at cost) that are compliant with both the school's *kashrut* and peanut/tree nut sensitive policies, while eliminating the burden of extra shopping and checking of ingredient labels for our families. Celebrating has never been easier - or more inclusive!

The *simcha* treat store will be up on our website when school begins. All requests must be made at least two weeks in advance. Parents will be able to choose from a variety of treats including: cookies, fruit, brownies, pretzels, popsicles, popcorn and more! Treats will be delivered to your student's classroom on the date requested. Thank you in advance for helping to ensure all our students are able to share their *smachot* together!

2. Birthday Parties Away From School: There are several things to keep in mind when planning a birthday party for Schechter students:
 - a. Be mindful of *Shabbat* and Holidays: Do not plan a party on *Shabbat* or a Jewish holiday. Also, please make sure your party doesn't start too close to the beginning of *Shabbat* or a Jewish Holiday, or begin before *Shabbat* or a Holiday ends (in the Spring and Summer, Sunday parties are better).
 - b. Don't leave anyone out! Plan on inviting the entire class, or just the girls, or just the boys. If you are only inviting a few children, send invitations in the mail.
 - c. Make sure your party is Kosher. See the section on *Kashrut*, as well as the list of acceptable Kosher symbols in the Appendix.

Books

Books that are supplied by the School for student use are to be returned in good, usable condition. The School will send a bill for library materials and textbooks that are lost or damaged beyond repair.

Books are storehouses of information, wisdom and guidance. They should not be defaced, treated roughly or left lying around. Textbooks must be covered neatly from the day they are issued to students. Judaica texts deserve special care as they most often contain God's name.

Custody

In cases where custody is shared or not clear, the school will be guided by legal documents when it comes to release of student information, report cards, tuition and release of students at dismissal time.

Dress Code

Policies regarding clothing are designed to create a safe, comfortable environment which is conducive to learning, decorum and reflects the value of *tzniyut* (modesty). The dress code is applicable to all school activities, including field trips. When an event or trip requires special clothing, families will be notified in advance. If a student comes to school with inappropriate clothing, parents will be asked to bring alternate clothes to school or take the child home.

General rules:

- Logos, writing and pictures are acceptable provided that they do not promote inappropriate behavior.
- All colors and patterns are permissible.
- No torn clothing or inappropriate exposure is allowed.
- No exposed undergarments.
- Spirit/dress-down days must follow the "modesty component" of dress code.
- *If there is a question about whether a particular clothing item is distracting or inappropriate, it probably is.*

Head-coverings:

- Hats are not permitted.
- *Kippot* are required for boys beginning in PreK through eighth grade.*
*If a student forgets a *kippah* at home, the office may provide one for a small charge.

Shirts

- Shirts must have sleeves covering shoulders (no tank tops or spaghetti straps).
- Shirts must cover midriff and lower back.
- No plunging necklines, revealing cleavage, are allowed.

Shorts, Skorts and Skirts

- Short, skort, and skirt length must extend to at least the midpoint between hip and knee. The upper half of the thigh must be covered. Ideally the length should extend beyond fingertips when hands are resting at the side while standing.

Dresses

- Dresses must reach at least the midpoint between hip and knee (see above).
- No plunging necklines, revealing cleavage, are allowed.
- The top of the dress must completely cover shoulders.

Shoes

- Safe, comfortable and appropriate shoes are advised.
- During winter months, please wear snow boots and bring a pair of indoor shoes.

Special Days

Fridays: In honor of *Shabbat*, students are required to wear nicer clothing in the spirit of honoring Shabbat.

Wednesdays: We have set aside Wednesdays as “spirit days” at Schechter. Students are asked to wear any Schechter shirt, or blue and white.

Cold Weather: Students must have appropriate clothing for outdoor play. Snow boots, gloves and a hat are a must! Please label all items.

Fundraising

Since tuition only covers 1/2 of the cost to educate each student, fundraising is a critical part of our advancement. There are many ways to contribute to the school from donating books and other items to the school to selling raffle tickets, to engaging sponsors and buying tickets to our major events. Our fundraising activities include an Annual Campaign, tributes to mark life cycle events, as well as two major fundraising events, the Purim Gala and the Totally Kosher Rib Burn Off.

Gum, Candy, and Food

Gum chewing is not allowed at Schechter. Candy should also not be brought to school.

All food brought into the building must be checked by the Director of Wellness (see section on *Kashrut*).

Harassment

Physical, sexual or psychological harassment will not be tolerated at Schechter. Parents and students are encouraged to report any uncomfortable situations to a teacher or administrator immediately.

Licensing

Our Early Childhood Center is licensed by the appropriate County and State agencies.

Our building is regularly inspected by the City of Pepper Pike's Health and Fire Departments.

Our school is a member of the Schechter Day School Network and chartered by the State of Ohio.

Parent Engagement

As a reminder, families are required to provide 15 hours of service to the school before the end of June, or 7.5 hours for single parents. There are many opportunities to get involved and fulfill these engagement hours. Opportunities will be included in the weekly Tuesday Update, on our website, and through room parents, on occasion. All families must register on our Parent Engagement site, which can be accessed through our website at www.grossschechter.org/volunteer. All hours should be entered on that site as well. Unfulfilled hours will be billed in July at \$18/hour.

Teacher Gifts

Parents and students are not required to give gifts to teachers. It is common, however, around holidays or at the end of the year, for the *Kehillat* Schechter Committee to undertake a project to pool resources and buy something nice for the teachers. Again, there is no requirement to do so.

Timely Payments

In order to ensure our cash flow and the smooth operation of our business, parents are reminded to utilize FACTS, unless payment is being made in full in one payment. If you foresee a problem making a payment, please contact the Jennifer Kercher at 763-1400, ext 409.

Tuition Assistance

At Schechter we understand that day school tuition may place a large financial burden on families. Schechter sets aside a significant amount of money for Tuition Assistance. The process for applying and receiving assistance is thorough and confidential. Please contact Jennifer Kercher at 763-1400 x 409 for more information.

Visitors

Parents and special friends are encouraged to visit the school. We ask, however, that teachers be notified well in advance, so that the best times for visiting can be determined. All visitors must register in the office and receive a visitor's pass. If a visit becomes too long or disruptive in any way, the school reserves the right to cut the visit short.

While we encourage *hachnasat orchim*, welcoming of guests, the school does not permit children that are not enrolled to attend class unless they have a scheduled classroom visit (shadow day) through the Admissions office. They may attend, under parent supervision, programs that are open to the school community. Additional students temporarily joining a class, unless organized by the administration, is disruptive to our students' learning.

D. Educational Policies

Admissions

Students are admitted to Gross Schechter Day School after a thorough process that seeks to ensure our school is the best fit for a child and their family.

Children applying for Kindergarten must turn five years old by September 30 of the year for which they are applying for Kindergarten.

Final decisions regarding admissions will be made by an admissions committee led by the Head of School.

Computer Use

Vision Statement for Gross Schechter Day School's Technology Plan: As a school committed to engaging, empowering and inspiring students, we will seamlessly integrate technology to maximize teacher instruction and individual student achievement, promote efficiency and open communication across all areas of the organization, foster and support Jewish identity, and prepare our students for school and life beyond Schechter.

We are pleased to be able to offer students at Gross Schechter Day School access to the Internet using the school's computers and laptops. Even though our computers have limited and controlled access, there are times when we need to depend on the responsibility of students.

Use of Gross Schechter Day School's computer systems and equipment will be allowed only for students who act in a considerate, ethical, legal and responsible manner. As the owner of the computer systems, Gross Schechter Day School reserves the right to monitor the use of its computers and systems by students, faculty, staff and others, and the students and their parent(s)/guardian(s) expressly agree and acknowledge that they do not have an expectation of personal privacy.

Access to computers and the Internet is a privilege - not a right.

General Use - Students agree not to:

- View, use, or copy passwords, data or networks to which the student does not have authorization.
- Attempt to remotely control or change settings on any other server, laptop or computer.
- Attempt to change the local administrator password on any laptop or computer.
- Distribute private information about others or themselves.
- Intentionally access, transmit, copy or create material that violates the School's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- Intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Load any software onto the computer or laptop without specific authorization of the school.
- Load any unlicensed software, materials, or data.
- Load any software, materials, or data in violation of any laws, including laws protecting copyrights and patents.
- Send instant message during school hours.
- Use the computer or laptop for purposed unrelated to school work.
- Place personal information, unrelated to the School, on the computer or laptop.
- Use the computer or laptop for any commercial purpose.
- Damage computers, computer systems or computer networks
- Violate copyright laws
- Trespass in another's folders, work or files

Internet Use - Students agree not to:

- Send or display offensive messages
- Send spam, chain letters, or other mass unsolicited mailings.
- Show disrespect to others
- Violate copyright laws
- Harass, intimidate or bully others through electronically transmitted acts i.e., Internet, cell phones, personal digital assistants (PDA) or wireless devices.

Internet access entails responsibility. All children are expected to abide by generally accepted rules of network etiquette. Students expressly agree that they are responsible for rejecting the receipt of any links, web sites, addresses or other electronic material that violate the policies or school rules of Gross Schechter Day School. Students expressly agree that if a particular behavior or activity generally is prohibited by law, Gross Schechter policy or other school rules, use of the computer systems for the purposes of carrying out such behavior or activity is also prohibited.

Violations of this policy may lead to withdrawal of the access privilege and/or disciplinary measures up to and including expulsion from Gross Schechter Day School.

Students in grades 4 through 8 will be issued a Schechter domain Google account which includes Google Email, Google Drive, and Google Calendar. Using Google Apps for Education allows parents/guardians, as well as Schechter, to monitor and control activity within these accounts. At this time:

- Grades 4 and 5 will be able to communicate with their teachers and classmates via their account.
- Grades 6 and 7 will be able to communicate with any person within the Gross Schechter domain, in other words, someone with a grossschechter.org email extension.

- Grade 8 will be able to communicate with people outside the Gross Schechter domain to allow for e-pals in Israel and other similar assignments.

Students will be introduced to the different features of Google Apps by his/her technology and classroom teachers. Once a student is using his/her Schechter Google account, the school will require any work submitted electronically to his/her teachers be sent through their school email account. This allows the school to address any problems that may occur with a student's account.

We encourage parents/guardians to monitor their child's account to ensure his/her safety and proper use. Parents/guardians can access his/her account by going to <https://www.google.com/> , click on sign-in in the upper right hand corner, and using your child's email account and password sign in. Please note that the sign-in is case sensitive.

Student's google accounts remain active while they are enrolled at Gross Schechter Day School. Their accounts are closed upon graduation or non-enrollment. If you have any problems or concerns, do not hesitate to contact the technology department or your child's teacher.

Participation and Eligibility

In order to participate in after school sports, field trips, student government, music and drama programs, students must demonstrate acceptable levels of behavior and academic performance. The faculty reserves the right to temporarily deny participation in the above activities based on a student's academic performance and behavior.

Academics

1. At Gross Schechter Day School, we believe that it is important for all students to take part in extra-curricular activities such as athletics. Athletics teaches teamwork, good sportsmanship and fosters physical well-being. Our students are challenged by a demanding dual curriculum. The general and Judaic curriculum plus the extra-curricular activities provide a well-rounded educational experience for our students. We recognize that balancing school work and extra-curricular activities is a challenging task for our students. As much as we value our students participating in extra-curricular activities, we see the need to maintain an academic standard that is achievable by all students. If a student's grades, in any class (all subjects/areas will be counted) at the end of a marking period fall below a "C", then the student's eligibility to participate in an extra-curricular activity would be based on an educational plan developed between the Head of School and/or the Grade Level Advisor, the student and the student's parents.
2. The Head of School has the authority to override this policy when a student who is on a service plan is involved.

Conduct

1. A student who is participating in athletics or other extra-curricular activity and receives a detention will be ineligible to participate in their athletic and/or extra-curricular activity on the day the detention was received.
2. A student who is participating in athletics or other extra-curricular activity and receives a second detention will be removed from their athletic and/or extra-curricular activity for one week.
3. A student who is participating in athletics and/or extra-curricular activity and receives a third detention will be removed from that athletic and/or extra-curricular activity for the duration of the reporting period.
4. A student who is participating in athletics and/or extra-curricular activity and receives a fourth detention will be removed from that athletic and/or extra-curricular activity for the duration of that activity/season.

Promotion & Retention

Per OAC 3301-35-04(F)(3) <http://codes.ohio.gov/oac/3301-35-04> : Criteria for decisions on student promotion and retention shall be in accordance with sections 3301.0711, 3313.60, 3313.608, 3313.609 and 3319.01 of the Revised Code.

Restricted Activity

It is assumed that if a child is well enough to come to school s/he can participate in all activities, including gym and recess. A doctor's note is required to exempt a child from regular activities, including P.E.

Standardized Testing

We administer the ERB/CTP (Comprehensive Testing Program) in grades 4, 5, and 6. Parents will receive notice of these tests, as well as suggestions on how to help your child during the week of testing. Students will also be prepared for Ohio Department of Education end-of-course exams at the Middle School level.

Student Evaluation

In addition to standardized testing, we will share information with parents about their child's strengths, areas for growth, progress and effort, in the cognitive, physical and emotional domains on a regular basis, thus providing a complete understanding of the whole child. As a responsible educational institution, we must be certain that our students are progressing in all areas, and that they will integrate smoothly into local public and private schools.

E. *Derech Eretz* - Behavior

Conduct and Behavior

As a Jewish school, our school environment is shaped by adherence to the behavioral values of our Tradition, known as *Derech Eretz*.

There are **four basic rules** at Schechter:

1. Respect yourself and others
2. Be a *mensch* (good, ethical person)
3. Work hard
4. Help others learn and grow

We expect students to:

- follow all directions from authorized adults
- be courteous and use good manners
- treat people as you want to be treated
- be where you are supposed to be
- do what you are supposed to do
- do your very best
- respect property
- walk in the building
- stay with your class
- leave gum and candy at home
- keep our classrooms and building clean
- remain on school grounds
- avoid disrupting classes
- use words to solve problems
- greet others with a smile

Expectations on the Playground/Recess Time

- follow all directions from authorized adults
- take care of playground equipment
- include others in your games
- play safely on the playground

Expectations at Lunch

- recite *Netilat Yadaim* before meals
- recite *Brakhot* before and after meals
- act respectfully to staff and others
- clean up under and around your seats
- follow all directions from authorized adults

Discipline & Suspension

Depending on a child's behavior and the number of infractions, teachers will involve administrators and/or parents in a process to improve or respond to inappropriate behavior. Discipline will be enforced under due process as outlined in the Ohio Revised Code Section 3313.661. In the following cases, suspension from school may result:

- Vandalism
- Disrespect, rudeness, vulgarity
- Physical or verbal aggression
- Cheating
- Stealing
- Fighting
- Immoral or immodest behavior
- Behavior which disrupts the learning environment
- Playing or tampering with fire alarms, extinguishers or other safety equipment
- Bringing fireworks or other dangerous materials or objects to school
- Any violation of the law

Expulsion

Based on a child's behavior and academic performance, and following consultations with administrators, parents and specialists (as needed), the school reserves the right to expel a student. Appeals may be directed to the President of the Board of Directors.

F. Program

Affiliations

Our school is chartered by the Ohio State Department of Education.

We are a member of the Schechter Network Association.

We are affiliated with the Jewish Education Center of Cleveland.

We are a beneficiary agency of the Jewish Federation of Cleveland.

After-School Activities

Each semester there are opportunities for students to participate in after-school activities. Previous offerings have included: yoga, snapology, cartooning, science club, chess, and Taekwondo. In addition, our athletic teams meet after school. Schedules fees and forms will be sent home during the first semester.

Field Trips

Off-site learning is an important part of our educational program. Parents are asked to sign a Master Field Trip Permission form to cover all regularly scheduled trips (e.g. Museum, Orchestra, etc.) For out-of-town trips, such as trips to Columbus, CVEEC, Washington, Teva or Israel, the school sends out special forms. There is usually no extra charge for local field trips. Parents will be notified if and when there is a charge, or a need to bring spending money. There are always enough staff and/or adults on these trips.

Teachers will notify parents when drivers and/or chaperones are needed. Parents who drive on field trips are asked to submit a copy of their driver's license and auto insurance to the office.

Homework

Homework is an important part of the learning process. It is often used to reinforce concepts taught in the classroom or to teach students how to do long-term, multi-faceted projects.

Teachers will assign an age-appropriate amount of homework. In the event of an excused absence, teachers will grant students extra time to complete homework. Parents may call the office to make arrangements for a sibling or friend to pick up homework assignments for a sick child. Homework due dates will be scheduled in a way that the student will not be required to work on assignments on *Shabbat* or Jewish holidays.

Here are some helpful guidelines for students:

- Write down all assignments.
- Turn in work on time.
- Make sure you know what your assignments are before you leave school for the day.

- Take home all books and materials you'll need to do your homework.
- Try your best. Your best effort counts - even if you don't finish the work.
- Budget your time - don't let work pile up.
- Call a friend or the teacher if you need help.

Homework during family vacations: while some family trips can be very educational, we cannot help students “make up” for the learning experiences they missed at school while on their trip. Similarly, teachers cannot be expected to prepare comprehensive packets of activities and assignments for students to take on the trip. In some cases, parents may have to invest in a short-term tutor to help their children catch up.

Room Parents

Each year the Schechter Parent Association (SPA) asks several parents per grade to take on the responsibility of “room parent”. Room parents help in areas such as making phone calls before important events and coordinating occasional class get-togethers.

Student Council

The mission of Student Council is to generate “*ruach*” (spirit) in the school, conduct *Tzedaka* projects and plan various activities for students. There is a faculty advisor for the group. Elections for officers (grades 6-8) and classroom representatives (other grades) take place in the fall.

Student's Rights

Children have the right to...

- A warm, safe, loving and respectful environment
- Develop positive self-esteem
- Make choices
- Learn in their own style and at their own pace
- Develop independence
- Be listened to and to be heard
- Succeed
- Fail
- Get messy and dirty - no matter where their clothes are from
- Be children

Student Services

Gross Schechter Day School seeks to provide an outstanding education for the students we admit to our school. Our hope is that all students will be successful within the framework of our regular classroom program. However, for some students, success can only take place if the classroom experience is supplemented with additional “tutoring” in General and/or Judaic Studies subject areas, as well as more specialized help in areas such as speech/language.

Policies Regarding Charging for Services:

- Schechter faculty will determine eligibility for services at school.
- Students who receive tutoring or specialized services outside of regular classroom instruction (or regular classroom small groups) will be assessed a fee, based on the number of tutoring sessions.
- This fee shall be charged to parents based on a “sliding-scale” (ability to pay) basis, with the “full price” set at \$45/hour and the “minimum” set at \$10/hour.
- Schechter faculty will keep track of usage and the Business Office will send out monthly bills for services rendered during the previous month.

Service Options:

- Parents have the right to seek tutoring or specialized services outside of the school.
- In such cases, the school wants to be an active partner and will gladly coordinate with outside providers at no charge.

Included in Tuition:

- Guidance (individual and/or group sessions)
- Classroom study skills
- Social worker (individual, group, parent or family sessions)
- Child Study Team meetings
- Coordination with outside service providers
- Vision Screening
- Hearing Screening
- Speech Screening (Kindergarten, Grade 1 and lateral transfer students, classroom instruction)
- Services for students as outlined in an IEP (Individual Education Plan) from their school district which we have available
- Advanced Math and Hebrew Language instruction in the Lower and Middle School

Billable Services:

- Tutoring (in cases where staff work with one or two children on a regular basis) in Judaic and General Studies. These services may be delivered in or out of the classroom.
- Academic Assessments (testing) - Judaic and/or General Studies
- Speech
- Other services to be determined at the discretion of the school

As stated above, we are committed to serving and meeting the educational needs of our students. If you have any questions about this program, please feel free to contact the Director of Student Services or the Head of School at 216-763-1400.

Tzedakah

Teachers will inform students and parents which days they will be collecting *tzedakah* (charity). The money collected is turned over to a variety of organizations: Jewish National Fund, Jewish Federation of Cleveland, disaster relief, as it is needed. Parents are discouraged from sending large amounts of money for *tzedakah* with their children. Parents wishing to make a contribution to the school are encouraged to contact the Business Office.

Schechter Parents Association

All parents and staff are encouraged to be members of this important organization. All meetings are open and parents are encouraged to attend.

G. Religious Life at Schechter

Kashrut

The Jewish Dietary Laws represent an important means for sanctifying the act of eating - raising it from a biological to a religious function. Gross Schechter Day School has chosen to uphold a very high standard of *Kashrut*, so that all members of the Jewish community will feel comfortable eating in our school. Our policies are:

All food brought into the school must be kosher and approved by the Director of Wellness.

Food from outside the school must be purchased from a Kosher-supervised bakery, butcher or store.

All store-bought foods must have a reliable *heksher* (Kosher Certification). The school follows the guidelines of the CRC in accepting common kosher certifications (http://www.crcweb.org/agency_list.php). Foods that have a plain "K" on the label are not acceptable.

Home-made food is not allowed at school even if you keep Kosher at home.

All food cooked in the school must be approved before cooking begins.

Kashrut will be observed on all school field trips.

Kashrut will be observed at birthday parties (see "Birthday Parties").

The Kosher status of restaurants and packaged foods can change from time to time. The school will let you know of any important changes. When in doubt - ask the Head of School or Director of Wellness.

Religious Policies

Our school is affiliated with the Conservative Movement and is committed, as an institution, to the interpretation of Judaism taught by that movement.

While home observances vary, we expect members of *Kehillat Schechter* - our community - to observe and support the practices outlined below.

***T'filla* (Prayer):** Students pray every day at Schechter. Boys and girls participate equally and are expected to contribute to an atmosphere of *Kedusha* (holiness).

***Brakhot* (Blessings):** Various *brakhot* are recited throughout the day, especially before and after meals.

Kippot (head covering): We cover our heads as a sign of humility before God, and as way to identify ourselves as Jews. Boys must wear a *kippah* throughout the day; baseball hats are not allowed.

While some believe that *married* women must cover their heads, it remains optional for school-aged girls. In recent years, however, in an attempt to add a level of *kedusha* (holiness) at the time of prayer, some girls and women have begun covering their heads, either with regular *kippot* or specially made head-coverings. While the school will not require such a practice, teachers will consistently offer girls the opportunity to wear a *kippah* and will make sure everyone understands the reasons for wearing one. If parents do not want their daughter(s) to wear a *kippah*, they should let the child's teachers know.

Tallit (prayer shawl): The *Torah* requires all four-cornered garments to have *tzitzit* (fringes) tied to each corner. Since few modern articles of clothing are made with four corners, Jewish boys and men have taken the extra step of wearing a *tallit katan* (also called *tallit katan* or *tzitzit*) in order to fulfill the commandment of *tzitzit*.

Our practice at Schechter is that boys of *bar mitzvah* age or above must wear an external *tallit* during *T'filla* unless they are wearing a *tallit katan*.

Halakha (Jewish Law) requires *tzitzit* for boys and men; it is optional for girls and women. In recent years, however, in an attempt to add a level of *kedusha* (holiness) at the time of prayer, some girls and women have begun wearing a *tallit*. While the school will not require such a practice, teachers will consistently offer girls the opportunity to wear a *tallit* and will make sure everyone understands the reasons for wearing one. If parents do not want their daughter(s) to wear a *tallit*, they should let the child's teachers know.

T'fillin (phylacteries): Our practice at Schechter is that boys who have reached *Bar Mitzvah* must wear *T'fillin* during *T'filla*.

Halakha (Jewish Law) requires *T'fillin* for boys who have reached *Bar Mitzvah*; it is optional for girls and women. In recent years, however, in an attempt to add a level of *kedusha* (holiness) at the time of prayer, some girls and women have begun wearing *T'fillin*. While the school will not require such a practice, teachers will consistently remind girls that opportunity to wear *T'fillin* exists and will make sure everyone understands the reasons for wearing them. If parents do not want their daughter(s) to wear *T'fillin*, they should let the child's teachers know.

Shabbat and Hagim (Sabbath and Holidays): No school activity will be scheduled to conflict in any way with the traditional observance of *Shabbat* and *Haggim*. Likewise, the school will not recommend, publicize or require any participation in any program which would involve violation of *Shabbat* or holiday observance. Please see "Birthday Parties" for further information.

F. Glossary

Aliyah

Being called up to the *Torah*; one “goes up” (*oleh*) for this honor. Plural = *Aliyot*. On weekdays (Monday and Thursday) there are 3 *aliyot*, on *Rosh Hodesh* (new Hebrew month) there are 4 *aliyot*, on *Shabbat* there are 7 *aliyot* plus a *maftir* (additional) *aliyah*, followed by a *haftorah* (reading from *Nevi'im* - the Prophets).

Ba'al Keriah or Ba'al Koreh

The person chanting the *Torah*. Plural = *Ba'alei Keriah*. The *ba'al koreh* uses a special set of musical notes called *ta'amei mikra*, called “trope” in English. Students at GSDS receive special instruction in this skill beginning in fourth grade.

Berakha

Blessing. Begins with “*Barukch ata...*” Plural = *Brakhot*.

Bet Din

A court of three Jewish adults, typically Rabbis, who can render legal decisions or testify to certain legal acts, such as when a convert immerses in a *mikveh*.

Bimah

The pulpit or stage on which services are lead and sermons delivered.

Birkat HaMazon

Blessing after meals. Some call this *birkat* for short.

Brakha Akhrona

The blessings one recites after eating non-bread foods.

Brit Milah

Literally, “the covenant of circumcision”.

Derekh Eretz

Polite, courteous, respectful behavior. This is one of the primary attributes of a Jewish person.

Fleishig

Yiddish for foods that are meat. In Hebrew we use the word *basaree*.

Hadlakat Neyrot

Candle lighting, which takes place 18 minutes before sunset on Friday evenings and before Jewish holidays.

Halakha

Literally, “the way.” It means Jewish Law, as decided by Rabbis - in the past and in our own time.

HaMotzee

The *brakha* recited before eating bread. One performs the ritual of *netilat yadai'im* prior to eating the bread. When one includes bread in a meal, it is proper to recite a full *Birkat HaMazon* afterward.

Hekhsher

A seal of Rabbinic supervision, attesting to the fact that a particular food product meets the standards of *Kashrut* for that Rabbi and his or her organization. Some *hekhshers* are more universally accepted, such as the O-U

Hiddur Mitzvah

Beautifying a *mitzvah* through the use of beautiful, artistic ritual items (e.g. nice *Tzedakah* boxes, *Tallitot* with colors and designs, nice *Seder* plates, etc.)

Hol Ha'Moed

The intermediate days of a holiday. On *Pesach*, for example, the first and last days are called *Yom Tov*, while the in-between days are *Hol Ha'Moed*. We continue the holiday spirit on *Hol Ha'Moed*, but the restrictions of *Yom Tov* don't usually apply. If a day of *Hol Ha'Moed* coincides with *Shabbat* the rules of *Shabbat* take prevail.

Kashrut

The system of Jewish dietary laws which permits certain animals and fishes and prohibits others, prohibits mixing of milk and meat foods and utensils, and regulates which packaged foods are permissible. The system creates a sense of Jewish distinctiveness throughout the day, linking us with our ancestors, our contemporaries and our descendants to come.

Kiddush

Literally, “sanctification” - usually referring to the blessing over wine at a *Shabbat* or holiday meal. A special cup (*kiddush cup*) is often used.

L'shem Hinnukh

“For educational purposes” one can opt for a more lenient reading of *Halakha* in some cases when it comes to children. For instance, a teacher can shorten a prayer service for young children.

Mashgiach

The person who supervises the *Kashrut* in a kitchen or restaurant.

Mehitzah

A physical division, like a wall, whether transparent or opaque, that separates men from women in Orthodox prayer settings.

Mensch

A person of integrity and honor.

Midrash

The genre of Jewish sacred texts which interprets the Bible through stories, allegories, legends and word clarifications. Plural = *midrashim*

Mikveh

A pool of natural water, like rain or spring water or the ocean, in which people immerse in order to effect a spiritual cleansing of their bodies and souls. Plural = *mikvaot*. Immersion in a *mikveh* is part of the conversion process and is used by married women on a monthly basis as part of a regimen known as *taharat ha-mishpacha* (family purity).

Milchig

Yiddish for foods that are dairy. In Hebrew we say *halavi* for dairy foods.

Minyan

A quorum of ten Jews of *Bar/Bat Mitzvah* age or older needed to conduct a complete prayer service. Some synagogues include women in this number, some do not. Plural = *minyanim*

Mitzvah

A “commandment” or obligation, based on the *Torah* or Rabbinic decisions. Plural = *mitzvot*. The Yiddish meaning of “good deed” has become the common understanding of the word, but it is truly based rooted in a sense of obligation.

Netilat Yadaim

Washing the hands, with a *brakha*, prior to eating a meal in which bread is served. One usually uses a special cup and pours water over both hands 2-3 times, then recites the *brakha* ending with the words *al netilat yadaim*.

Parasha

Sometimes pronounced *parsha*. The weekly *Torah* reading or portion. In some synagogues the entire *Parasha* is read, in others only 1/3 is read (this is called a triennial cycle). Another term used is *Sidra* or *Sedra*. The plural of *parasha* is *parashiyot*.

Pareve

Food that is neither milk nor meat, such as eggs, soda pop, fruits, vegetables, etc. These foods can be eaten with milk or meat foods, as long as they weren't prepared in the opposite utensils (e.g. eggs cooked in a "dairy pot" shouldn't be served with a meat meal).

Sefirah (Sefirat Ha'Omer)

A 49-day period beginning the second evening of *Pesach*, ending at *Shavuot* during which time each day is counted (preceded by a *brakha*). Due to tragic events which occurred many centuries ago, during this period it has become a custom not to schedule joyous events or concerts during these seven weeks.

Shaliah Tzibbur

"One who is sent by the congregation" to ascend the *bimah* and lead the congregation in prayer. The terms "cantor" or "*hazzan*" are also used.

Shaymot

Literally "names" - referring to any worn-out holy books or sheets of paper with God's Hebrew name on them. Such materials are not thrown out, but buried in a Jewish cemetery. Classrooms each have a box for *Shaymot*

Siddur

Prayer book. Plural = *siddurim*. There are many different *siddurim* which have been edited by different schools, movements and synagogues.

Tallit

Plural = *Tallitot*. Prayer shawl. In Yiddish it is called a *tallis* (plural = *talayseem*). Some Ashkenazic Jews (Eastern European) do not wear a full *tallit* until they are married; others begin wearing one after their *Bar/Bat Mitzvah*.

Tanakh

Hebrew term for the Bible. The term itself is an acronym for the three sections of the Bible = *Torah* (5 Books of Moses), *Nevi'im* (Prophets), *Ketuvim* (Writings). There are 24 books in the *Tanakh*. The number and order of the books in a Hebrew Bible differs from the King James Bible or other Christianity-based Bibles.

Tefillin

The black boxes containing sacred scrolls which are attached to long straps which are placed on the head and around one's weaker arm. *Tefillin* are worn every day except for *Shabbat* and Holidays. Wearing them helps a Jew feel "bound" to God and *Mitzvot*. The English phrase most often used for these items is phylacteries.

Torah

Literally “teaching,” most often referring to the first five books of the *Tanakh*, also called “The Five Books of Moses” or *Humash* (meaning five). The term also means “studying Jewish sacred texts” so “studying Torah” can mean *studying* Talmud or *Midrash*.

Yom Tov (often pronounced Yontif)

The holy days of the Jewish calendar. They are distinguished from *Hol Ha’Moed*. They can coincide with a *Shabbat*. Generally, cooking is allowed on a Yom Tov (from a pre-existing flame) unless the *Yom Tov* coincides with *Shabbat*.

I. Anti Bullying, Harassment and Intimidation Policy

The State of Ohio Board of Education has required all schools to adopt an “Anti - intimidation and Anti Bully Policy” to fulfill the requirements of House Bill Number 276.

Gross Schechter Day School has always acknowledged the importance of policies and strategies which promote positive behavior and a safe and secure school environment. The parent handbook delineates a framework of expectations for student behavior based on respect for one another and Jewish values.

Our school affirms the worth and dignity of each individual. Students are entitled to receive their education free from humiliation and abuse. The policy aims to:

1. Provide a safe, welcoming and secure environment for all students.
2. Create a supportive climate for all students.
3. Provide suitable services/interventions for bullies and targets of bullying.

Prohibition of Harassment, Intimidation or Bullying

At Gross Schechter Day School harassment, intimidation or bullying of any student on school property or at school-sponsored events is prohibited.

Definition

Our school defines bullying as any intentional written, verbal, non-verbal or physical act that a student has exhibited toward another particular student, more than once AND the behavior both:

1. Causes mental or physical harm to another student AND
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the other student.

Examples of bullying include, but are not limited to:

- Name-calling
- Hitting, punching, kicking, bumping
- Threatening
- Teasing
- Excluding
- Spreading rumors
- Sending hurtful notes, phone calls or e-mails
- Interfering with another student’s property
- Sexual innuendo and harassment
- Physical violence and/or attacks
- Threats, taunts and intimidation through words and/or gestures
- Extortion, damage or stealing of money and/or possessions
- Exclusion from the peer group or spreading rumor
- Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless

hand-held device that a student has exhibited toward another particular student.

- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - Posting slurs on websites where students congregate or on web logs (personal online journals or diaries)
 - Sending abusive or threatening instant messages
 - Using camera phones to take embarrassing photographs of students and posting them online
 - Using Web sites to circulate gossip and rumors to other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. It is also important to take into account the victim’s point of view. Namely, were the actions something that a reasonable person would perceive as “bullying” behavior?

Indirectly encouraging bullying: there will be disciplinary consequences for any child who indirectly encourages bullying.

Policy Regarding School Personnel’s Requirement to Report Incidents

Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the the Head of School of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the the Head of School of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Head of School. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the Head of School.

Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the Head of School shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

Reports to the victim and his/her parent/guardian

If after investigation, acts of bullying against a specific student are verified, the Head of School shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

Policy Regarding Access to Written Reports

To the extent permitted by section 3319.321 of the Revised Code and the “Family Educational Rights and Privacy Act of 1974”, parents or guardians of any student involved in a prohibited incident shall have access to any written reports pertaining to the prohibited incident.

Policy Regarding Notification of Board President

The Head of School will semi-annually provide the President of the Board of Directors a written summary of all reported incidents and post the summary on the district website, if one exists, to the extent permitted by state and federal privacy law. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law such as the nondiscrimination, suspension and expulsion/due process, violent and aggressive behavior, hazing, discipline/punishment, sexual harassment, peer sexual harassment and equal educational opportunity acts.

Policy Regarding Training Requirement

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other school policies, procedures and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff and parent handbooks.

Information regarding the policy on harassment/intimidation/bullying behavior shall be incorporated into employee training materials and volunteers with direct contact with students. Time spent by school employees in the training, workshops or courses shall apply toward any continuing education requirements mandated by the state, district or school.

School personnel members are encouraged to address the issue of harassment/intimidation/bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying

behavior through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “harassment/intimidation/bullying”.

Procedure for Reporting Prohibited Incidents

Students will be told that they must report any incidence of bullying to an adult within the school, and that, when another student tells them that they are being bullied or if they see bullying taking place, it is their responsibility to report their knowledge to any member of the school staff.

School personnel will closely supervise students in all areas of school and watch for signs of bullying. They need to respond quickly and sensitively to reports of bullying.

Retaliation: anyone who retaliates against someone who reported cases of bullying will face disciplinary consequences.

Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Head of School for review and action.

Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the Head of School for review and action.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action

may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

Procedure for Documenting, Investigating and Responding to a Reported Incident

Investigation: The Head of School and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the division principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Strategies for Protecting the Victim From Additional Harassment and Retaliation

- Supervise and discipline offending students fairly and consistently;
- Provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition;
- Maintain contact with parents and guardians of all involved parties;
- Provide counseling for the victim if assessed that it is needed;
- Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- Check with the victim daily to ensure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Disciplinary Procedures

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The school's commitment to addressing such prohibited behaviors, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation or bullying will not be tolerated by students, faculty or school personnel.

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined, will result in appropriate disciplinary consequences for the perpetrator.

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the Head of School that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of “harassment, intimidation or bullying”, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the the Head of School. The following sets forth possible interventions for building principals to enforce the school’s prohibition against “harassment, intimidation or bullying.”

Non-disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim, and therefore, inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

