

ACADEMIES AT GERRARD BERMAN DAY SCHOOL
SOLOMON SCHECHTER OF NORTH JERSEY



Parent Handbook

For First – Fifth Grade

2017-2018

5777-5778

Head of School:

Mr. Robert Smolen

Assistant Principal

Rabbi Yaakov Traiger

Early Childhood Director

Mrs. Susan Scher

Academies Coordinator

Mrs. Sheila Barbach

MISSION STATEMENT

Gerrard Berman Day School Solomon Schechter of North Jersey:

Academies at GBDS features a strong academic program and an egalitarian, supportive environment. We pair a strong Jewish identity with an innovative curriculum. Our students undertake a journey of self-exploration, guided by warm and passionate educators. They graduate with a love of learning, a deep connection to Israel, and the building blocks for extraordinary futures: knowledge, creativity, leadership, Hebrew fluency, analytical skills, confidence, humility, philanthropy and community.

SCHOOL ROUTINES

CLASS SCHEDULE

School hours are as follows: Monday - Friday 8:25 a.m. - 3:30 p.m.

On Fridays during Eastern Standard Time (approximately November through March), classes will be dismissed at **1:30 p.m.** so that Shabbat preparations may be made. There are a number of other early dismissals due to holidays and/or staff meetings. Please consult your school calendar regularly. Also, consult the monthly calendar update that will be found in the bi-weekly *Keshet* publication and our website, ssnj.org.

ATTENDANCE

Please use the school calendar to assist you in planning any vacation and medical appointments for your family. Regular attendance helps your child succeed in school. Therefore, **please do not plan vacations and medical appointments during school time.**

If a child is absent, email gbds@ssnj.org and nurse@ssnj.org by 10:00 a.m. Email gbds@ssnj.org and your child's teachers by 12 noon to arrange for homework and textbooks to be ready for pick up at the end of the day. Homework will be due on the day following the student's return to school. Individual circumstances will be discussed.

LATENESS

Please arrive to school on time! Constant lateness interferes with your child's success academically and socially. Lateness will be recorded and become part of each child's permanent record.

TRANSPORTATION

Carpools

It is the parent's responsibility to transport his/her child to and from school. Most of our parents have been able to make carpool arrangements for transporting their children. If you are involved in a carpool arrangement, each driver should keep a list of passengers, their addresses, telephone numbers and emergency numbers in their car.

Bus

Busing may be provided to individual towns for a fee. Information regarding pick up and drop off times and bus stops will be communicated and will not be available until late summer.

Note: Should your child go on the bus for a play date, a note or email must be given to the school office accompanied by \$5.00 in cash or check by 10 a.m. Buses supplied by New York do not accept extra passengers. Please make sure extra passengers are allowed before sending your child to school with money and a note asking that they go home with a fellow student.

ARRIVAL

Cars will pull in through the first gate (closest to the bowling alley) between **8:15 a.m. and 8:25 a.m.** at which time students will proceed to their respective homerooms. Parents are requested to drop students off at the door under the canopy and to move on and leave through the second gate. Buses will drop off the children in the back of the school. There is a staff person responsible to see that the children enter the building in a safe and orderly manner. Homeroom begins at **8:25 a.m. promptly.** Any student arriving after 8:25 a.m. is considered late and must go straight to the office,

accompanied by an adult, to sign in and receive a late pass. Parents are not to go to the second floor at this time, as it is disruptive to an orderly start of the school day. Please be respectful of classes in session and ongoing prayers while in the first floor lobby.

DISMISSAL

The Fair Lawn bus will be positioned in the front of the building while cars and remaining busses are expected to form three (3) lines in back of the building. Students will be dismissed all at once to parents in cars that are lined up between the two gates, then the next round of cars will be ushered in. For everyone's safety, remain in your car and turn off your car's ignition. Follow the directions of the dismissal teacher before departing. Cars will be released in groups. Please do not move your car until waved on by the dismissal staff member.

If you need to leave promptly with your child, please park in the front of the building and sign your child out prior to 3:15. We will call your child out of the classroom at that time.

Parental requests for early dismissal should be limited to unusual or emergency situations. Standard appointments with dentists and doctors should be made after school hours. If a child must be picked up early, please come into the school office and we will let him/her know that you have arrived. A note as to the time of your arrival is mandatory so teachers are aware of the situation. No child will be permitted to leave the class until a parent has arrived in the building. Parents are not to go to classrooms to request dismissal of students. Parents must sign the child out in school office.

Dismissal is at 3:30 p.m.

For your child's welfare, any children left 15 minutes after dismissal will automatically be placed in aftercare. You will be billed \$7.00 (plus 3% if paid by credit card) per child for every hour or part thereof.

Changing Routines for Dismissal:

If you change your dismissal routine in any way, the school office must be notified. If you, as the parent, desire at any time to have your child travel home with a friend, it is your responsibility to make the necessary arrangements. Play dates are not to be arranged during school hours; they must be made the night before. A written notice of the change must be submitted to the school office. NO changes will be accepted after 12:00 noon, except for an extreme emergency. No changes will be accepted verbally from students.

BEFORE- CARE

Before-Care is available Monday through Friday 7:45 a.m. – 8:15 a.m. Parents or caregivers who bring their children to school before 8:15 for before school care are asked to accompany them to the gym. There is a charge of \$7.50/day (plus 3% if paid by credit card) for students who are brought into before care with out a yearly before care contract.

AFTER-CARE:

After-Care is available from 3:30 p.m. - 6:00 p.m. On short Fridays or early dismissal, After-Care is until 4:00 pm. Payment options are yearly or drop in. There is a charge of \$7.00 per hour, or part there of, for drop-in aftercare.

Children must be picked up by 6:00 pm or 4:00 on short Fridays and early dismissal days. Parents who arrive late will incur a fee of \$1.00 per minute (cash or check). Fee must be paid directly to the after care staff member for any student remaining after scheduled aftercare closing.

INFORMATION DROP-OFF

We request that parents who have materials for the office either:

- a. send them to school with their child in an envelope marked "office" to be given to the homeroom teacher **OR**
- b. deliver them to the school office window. Please do not place them on the secretary's desk or on the counter.

CANCELLATION - DELAYED OPENING DUE TO INCLEMENT WEATHER

In the event of school closing or delayed opening due to inclement weather, there will be a initiate One Call, email notification and television announcements. Every attempt will be made to notify parents as soon as possible if school is cancelled. The early morning phone call will advise you of a closing or delayed opening.

EXTREME EMERGENCY CLOSING PROCEDURE

The following procedures, which were developed in cooperation with the Oakland Police Department, are put in place to respond in the unlikely event that there is a natural disaster, a threat made to the school, or any other situation where the immediate area must be evacuated.

- Staff will be alerted to the fact that there will be an emergency evacuation of the building by a coded message over the intercom.
- Assisted by the Oakland Police, staff and students will exit in a quiet and orderly manner through the fire exits, proceed to Spruce Street, and continue on to a location determined by the Police to wait for pick-up.
- The One Call or school staff will call all parents to apprise them of the situation and inform them where and how to pick up their children.
- Parents will not be permitted to enter Spruce Street. The street must be kept clear for emergency vehicles.
- Parents will sign out their children with the classroom teacher. School staff will remain until all children have been picked up.

All schools in the area, and nationwide, have been asked to put such emergency procedures in place. Although the safety of our children and our school are not in question, it is imperative to be prepared, if possible, for the unexpected.

THE STUDENT AND THE SCHOOL

CLOTHING POLICY

Our job is to model and enforce the following dress code:

The Gerrard Berman Day School is a Jewish Day School committed to creating an atmosphere in which our students can learn Jewish values and grow up to be kind and respectful human beings (*menschen*). The way we act, dress, speak and behave sends a message to the outside world about the kind of people that we are and how we value others and ourselves.

Our children are bombarded by the media and outside influences, and we, as parents and educators, need to combat many of those messages and images. This issue is incorporated into our curriculum and needs to be reinforced at home. Our principles are based on two Jewish values: *tsniut* (modesty) and *kavod labriut* (self-respect and respect for others). These two values are the underpinnings of the school dress code policy, which we hope you appreciate, respect and support. (For example, tight fitting tops and/or bottoms for Middle School would not be considered in the spirit of modesty.)

As such, the following are required:

1. Children should come to school dressed neatly and appropriately. Clothes need to be clean and mended (no holes).
2. Children's names must be on all clothing articles such as coats, hats, gloves, scarves, jackets, and sneakers.
3. All boys are required to wear a kippah during school hours, and girls may wear one if they wish. Boys should bring 10 extra kippot at the beginning of the year to leave in school. Please explain to your children that, for health reasons, sharing and returning purchased kippot is prohibited. If a child loses their kippah, we have kippot available for purchase in the school office. A charge of \$1.00 for each Kippah will be added to the family's account (plus 3% will be added if paid by credit card.)
4. First grade children must have a smock or large-sized shirt for artwork or cooking. It should be easy to get on and off, and will be sent home occasionally for washing.
5. During the winter months, please send boots, hats, and gloves and, if needed, snow pants. We will have recess outside unless it is snowing, raining or extremely cold.
6. Tops must cover the entire top half/ midsection of the torso. Spaghetti straps, tank tops, or hooded sweatshirts are not permitted.
7. GBDS shirts must be worn on school trips and other times to be announced.
8. Bottoms - pants, shorts or skirts may be worn. Skirts and shorts must fall at or below the bottom of the child's fingertips.
9. Dresses - must have length the same as skirts and shorts.
10. Head covering - only Kippot allowed; no other head coverings permitted.
11. Fridays for Shabbat - In order to make this a special and holy day, girls wear skirts, dresses, or dress pants. Boys should wear white collared shirts and dark pants, not jeans.
12. There will be "dress down" days. Please consult *Keshet* or *website* for dates.
13. All children must keep a change of clothes at school in case the child needs to change.
14. No backless shoes should be worn to school.
15. Shirts may not contain inappropriate pictures or writing.

Note:

Children not following the dress code will be required to change clothes. Parents will be called to bring appropriate clothing. If a family cannot afford to purchase appropriate clothing, please contact the school.

Physical Education

On P.E. days children are required to wear **comfortable pants and sneakers** so that they will be permitted to participate in P.E. activities.

TZEDAKAH AND GEMILUT HASADIM

These activities include giving money to many worthwhile causes and giving of one's time and energy through volunteer service. At Academies at Gerrard Berman Day School, we follow the custom of giving *Tzedakah* on Friday mornings, before holidays, and on all special occasions. Of course, money for *Tzedakah* may be given by your child at any time. Each grade will be participating in *Gemilut Hasadim* projects.

TALLIT AND TEFILLIN

Post-Bar Mitzvah boys must wear *talit* and *tefillin* during morning prayers. They may be stored in their lockers. Post-Bar Mitzvah girls are also invited to fulfill the *mitzvot* of wearing a kippah and *tallit*. However, they must be consistent with their practice of these *mitzvot*.

SCHOOL SUPPLIES

The first days of school set the tone for the entire school year. It is important that your child comes prepared with the necessary school supplies. A list of supplies for your child's specific needs will be included in the August packet and on our website.

Students are responsible for the purchase of all their own supplies throughout the year, and they should be encouraged at home, as they are in school, to take care of their belongings, not be wasteful, and have them available when needed.

Textbooks will be provided throughout the year. Textbooks which are the property of the school must be returned at the end of the year. The school reserves the right to withhold all final documentation until all textbooks are returned or replaced. If parents would like to purchase a second copy of textbooks to keep at home, please contact Mr. Robert Smolen for General Studies books and Morah Sarit Ginzburg for Judaic Studies books.

HOMEWORK

Homework is an important part of the learning experience, and it is the responsibility of the student to complete assignments. Assignments are made on both a daily and a long-range basis. Jewish holidays are taken into account when assignments are given.

General and Judaic Studies teachers will coordinate assignments so as not to overburden students inadvertently. On Back-to-School Night, your child's teachers will review any aspects of the homework policy that are specific to that class. The suggested approximate time-frame for regular daily homework assignments is as follows:

First Grade: 15 minutes in General Studies and 15 minutes in Judaic Studies.

Second Grade: 30 minutes in General Studies and 20 minutes in Judaic Studies. In addition, there may be long-range assignments.

- Third Grade: 40 minutes in General Studies and 20 minutes in Judaic Studies. In addition, there will be long-range assignments.
- Fourth Grade: 45 minutes in General Studies and 30 minutes in Judaic Studies. In addition, long-range assignments will be given.
- Fifth Grade: One hour in General Studies and 45 minutes in Judaic Studies. In addition, long-range assignments will be given.

Please remember that students work at different paces, so a guideline is not a law. Contact your child's teacher if your child consistently takes more time to do homework or experiences significant difficulty on a regular basis. If students are consistently not submitting homework on time, teachers will contact parents to discuss ways to help students successfully meet homework requirements.

INTERNET AUTHORIZED USE POLICY

The Internet is a global network of computers connected through a system providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication. The school has access to the Internet. This access allows students to explore thousands of educational sites, databases and electronic resources. Use of the Internet is a **privilege**, not a right. Searching for up-to-the minute information and learning the skills necessary to obtain it are truly an integral part of our students' education.

GBDS will offer **supervised** Internet access to our students. Since this resource connects millions of computers around the world with no central control, we must hold students responsible for the areas they will be allowed to search. We, as educators and parents, know that the Internet may contain information that could be potentially offensive, and we will take every step to promote a healthy Internet environment. Our access is filtered for content through our Internet Service Provider's education department. It is necessary that students be aware of their responsibilities and the consequences that will occur if the Internet is misused. Before using the Internet, each student and his/her parent must sign the enclosed Authorized Use Policy form.

Policy

1. Students will access the Internet for specific academic assignments and education-related function.
2. Students will not attempt to access, download, or upload obscene, abusive, racially offensive, illegal, defamatory or school-inappropriate material.
3. No one is allowed to access "chat rooms" of any kind.
4. Students are not allowed to download executable files or computer programs.
5. Students will not delete any files or programs, nor alter any Internet settings.
6. Students are prohibited from willfully introducing any computer viruses.
7. Students are prohibited from duplicating copyrighted materials without the written consent of the owner or licensor.
8. Students are required to receive permission to print anything from the Internet.
9. Should the school decide to set up student e-mail, the following policy will go into effect at that time:
 - a. The user is prohibited from forging, reading, deleting, copying, modifying, or viewing other users' e-mail.
 - b. Students are prohibited from sending harassing, obscene, and /or threatening e-mail to other users.

- c. Students are prohibited from attempting to send junk mail, “for profit” messages, or chain letters.

Possible Consequences for Violation of Internet Rules

1. The student’s access rights may be cancelled for a period of time (e.g. the remainder of the marking period) to be determined depending on the severity of the access violation.
2. The student may have after-school detention for a period of time to be determined depending on the severity of the access violation.
3. The student may have in-school suspension for a period of time to be determined depending on the severity of the access violation.
4. The student may be suspended from using the Internet for the remainder of the school year.

Any one of these options can be combined with another to further ensure proper Internet behavior.

LIBRARY

The Gerrard Berman Day School Library consists of over 4,300 volumes supporting our General Studies and Judaic curricula, along with supplementary materials in print and non-print formats. Our library has been networked with the capabilities to access all materials in the library using the OPAC (on-line public access catalog). We are now equipped with Internet accessibility to allow for on-line research.

Students are encouraged to check out books, and may borrow them for a period of two weeks. Please assist your children by reminding them to return their borrowed books by the due date. If a book is lost or damaged, the student will be responsible to pay for its replacement. All students must be cleared of all library obligations at the end of the academic year before they can receive their final report cards and standardized test reports.

Upper Elementary and Middle School students utilize the library as a resource tool for various research projects throughout the year. We encourage students to use the library during recess/study period.

School Library Fund

We encourage parents to mark birthdays and other family occasions with donations to our School Library Fund. For an \$18.00 donation, (cash or check) a special bookplate recognizing your donation will be placed in one book.

FIELD TRIPS AND SPECIAL PROGRAMS

Field trips are an integral part of the total program and help maximize the educational experience at the Academies at Gerrard Berman Day School. Every child is expected to participate in this enriching dimension of the school program. When traveling outside the school, *Kashrut* must be observed and head coverings for boys must be worn. In addition to the general permission slip, a specific form will be sent to you before each excursion your child takes. This form must be returned promptly. Without your written permission, your child will not be allowed to accompany his or her classmates.

Students wear GBDS shirts and dark pants, shorts or skirts on field trips.

Throughout the year, the curriculum is enriched by special events, including musical programs, visiting performers, holiday celebration, assemblies, and special-interest programs. Parents are invited to attend the numerous cultural activities as they occur during the year. Please check notices, the *Keshet*, the school calendar and our website for information about upcoming events!

USE OF TELEPHONE

Telephone messages to students:

Parents may not call pupils to the telephone during school hours. Messages that are urgent will be delivered promptly. However, parents must realize that a request to deliver a message to a child interrupts the classroom, places a burden upon the office personnel, and impairs the efficient operation of the school. Please plan your arrangements in advance whenever possible and inform your children before they come to school.

Messages to teachers:

Parents may call or email teachers to arrange for conferences. A notice of your call will be delivered to the teacher before the end of the school day. Teachers will return phone calls or emails as quickly as possible. Unless requested by a teacher, we ask parents not telephone or e-mail teachers at their homes.

Parents:

Please do not call the school office before 9:00 a.m. unless it is for absence notification or emergencies.

Students:

Students may not use the school telephone during school hours unless it is urgent. A student using the phone during class time or at dismissal places a burden on the office personnel and impairs the efficient operation of the school.

GBDS Cell Phone and Electronics Policy

A student may have and use a cell-phone before or after school with permission from a teacher or administrator. During the school day, cell phones must be kept in a backpack or locker, in the off position. If a cell phone rings or someone is using one without permission, the phone is taken away for one day or up to one month, to be decided by administration. A parent must come in to reclaim the phone.

All electronics must be off and not available during the school day unless permission is given from a teacher or administrator. The school day begins at 8:15 am and ends at 3:45 pm. Electronics (of any kind) used without permission during the day will be confiscated and will only be returned to a parent or guardian.

CODE OF BEHAVIOR

Derech Eretz, the Jewish virtue we translate as “respect,” is at the core of our behavior code at GBDS. To help our students work together to build a caring, respectful and responsible community of learners, we teach each child the meaning of *Derech Eretz*.

The students will learn the non-negotiable standards of behavior expected in school:

1. Respect
 - a. teachers and adults
 - b. fellow classmates
 - c. fellow school mates
 - d. property
 - personal
 - classmates’

- classrooms'
 - communal
 - e. raising your hand/not talking when teacher is talking
 - f. other people's feelings
2. Responsibility
 - a. homework/timely return of all assigned material and notes
 - b. classroom materials/school supplies
 - c. lunch/healthy snack/*Kashrut*
 - d. personal belongings
 - e. appropriate school dress/Shabbat clothing/kippah
 - f. missed assignments
 3. No fighting at any time

BULLING POLICY

Definition of Bullying

- Bullying happens when someone with more power hurts or scares another person with less power, on purpose, repeatedly. It involves an imbalance of power, which can be physical or social, between the bully and the target.
- Examples: Punching, shoving, and other acts that hurt people physically; Spreading bad rumors about people; Keeping certain people out of a "group"; Teasing people in a mean way; Getting certain people to "gang up" on others.
- Bullying also can happen online or electronically. Cyberbullying is when children bully each other using the Internet, mobile phones or other cyber technology. This can include: Sending mean text, email, or instant messages; Posting nasty pictures or messages about others in blogs or on Web sites; Using someone else's user name to spread rumors or lies about someone

Prevention

- A schoolwide foundation: a value system based on caring, respect, and personal responsibility; clear behavioral expectations and consequences; skills development; and increased adult supervision and parental involvement.
- Teachers will explain protocol to all students at the beginning of the year in their classrooms. Set up a "No Tolerance" policy for bullying.
- School staff will encourage students to: be kind to others, report bullying if they see it, and help the victim.
- Bullying protocol will be available to families on request.

Protocol

For all instances of bullying every teacher will do the following:

1. Investigate the bullying incident.
2. If fault is found, explain to the bullying student why what they did was inappropriate.
3. Teach the bullying student the appropriate way to handle a similar situation.
4. If the bullying student was physically violent with another student, staff members will complete a discipline referral for the bully to see an administrator.
5. Request a written and/or face-to-face apology from the bully to their target.
6. Follow the child's classroom model for discipline issues (flipping the card, etc).

7. If the bullying is serious or continues after initial discipline then the staff member will call, email, or write to the parents of BOTH the bully and their target to report the incident(s).
8. Encouraged, but optional: Be creative! As a consequence for their behavior, what should they miss out on until they can be trusted to be kind? What would better help them to learn how they made their victim feel? (Example: carrying books for victim)
9. If the bullying continues, the teacher will report this to a counselor or administrator, whichever seems most appropriate.

- Specialists, resource teachers, Title I teachers, and assistants are expected to report instances to a bully's classroom teacher and figure out together how to proceed.
- Bus drivers should report bullying to the principal.

Extra Support

- Counselors will provide counseling to bullies and victims, providing social skills as needed. Counselors can assist teachers with behavior plans as needed. School Counselors will do at least one guidance lesson on bullying in every class. The counselors will also do multiple lessons on anger management and empathy training in grades K-8.

CONSEQUENCES OF STUDENT BULLYING

- First Time: Written warning sent home. Teacher notifies administration and logs offense/loss of recess/work with student to understand why event occurred and remediate behavior
- Second Time: Conference with administration, teacher, parents, or counselor. Family contacted by administration. In school or out of school suspension. Administration will work with student to build empathy through project related to bullying (e.g., lead discussion on being a good friend, poster presentation on civil rights and bullying), assist with self-awareness and opportunity for change.
- Third Time: Conference with administration, teacher, parents, or counselor. Family contacted by administration. Two days out of school suspension. Revisit plan for self-awareness including aggression alternatives, behavioral contracting, and social skills building.
- Fourth Time: Intervention by school administration with family and outside professional. One week out of school suspension. Student may be asked not to return to The Academies at Gerrard Berman Day School.
- In the case of a bullying incident of a serious nature, the administration can take steps to address the issue, and, if warranted, can bypass steps one through three.

It is our expectation that all students will adhere to the rules outlined in this Code of Conduct. In addition to the rules and regulations, the school has a strong focus on the teaching of character education ethics, and values of Judaism. The act of bullying falls under the Biblical prohibition of Lo Tonu (Vayikra 25:17) and has no place in a Jewish school. Our desire is that students will consistently demonstrate the ability to make the right choices and demonstrate good citizenship.

BUS CODE OF CONDUCT - Kindergarten - 8th Grade

The primary concern of the school and the bus company regarding the bus is the absolute safety and well-being of all the students on the bus. In order to ensure this, students must adhere to the following rules:

1. All students must remain in their seats for the entire bus route.
2. Students may not stand in the aisle, or block the aisle in any way.
3. Students may not behave in a disruptive manner or act wild in any way while the bus is traveling.
4. Students may not yell or scream.
5. Students may not stick their hands, or anything else outside the bus windows.
6. Students may not eat on the bus.
7. The bus driver / bus aide have the discretion to assign seats to students if the driver determines it is necessary to do so to ensure the safety of all the students on the bus.

Consequences

Students will be given three warnings by the bus driver for the violation of any of the above regulations. Upon the third warning, the driver will inform either Mr. Smolen (or Rabbi Traiger) at The Academies at GBDS.

1. The first time student will meet with Mr. Smolen (and Rabbi Traiger) to discuss the incident.
2. The second time a phone call will be made to the student's parents.
3. The third time, student will be removed from the bus for at least 2 days. It is the parents' responsibility to get the student to and from school.
4. If the situation continues, the school retains the right to remove the student from the bus.
5. An incident of severity as determined may the School Administration may result in immediate removal from the bus.

DETENTION POLICY

Students who have been given a verbal warning concerning a specific behavior or who willingly break the policies of the school may be subject to detention during the lunch/recess break. This detention would involve sitting in a secure location (classroom, administrator's office) under the supervision of a faculty member. For a second offense, a student may be asked to fulfill his/her detention after school hours under the supervision of a faculty member. Trip and other privileges may be withheld when a student accrues three detentions at anytime during the school year. The student will be expected to attend school during class trips.

SUSPENSION POLICY

Any student who intentionally causes physical harm to staff or other students, or who shows disregard or disrespect toward staff, property or policies, or who causes major disruption to a normal school schedule may be suspended by the Head of School based upon the severity of the incident.

The most efficient way to ensure acceptable behavior in school is parental support of school policies and standards.

The school does not permit illegal drugs, alcohol or weapons in the school or in a student's possession.

Any conduct by a GBDS student which the school administration considers detrimental to the student, to other students, or to the school itself may be deemed adequate cause for disciplinary action, including suspension or dismissal. Tuition and fees would not be refundable under these circumstances.

STUDENT CODE OF CONDUCT

The form reproduced below is used to alert parents of an issue of behavior. It is our hope that this type of notification will result in an improvement.

BEHAVIOR PROTOCOLS AND CONSEQUENCES

The following grid will define infractions and the consequences for those acts.

Consequences stated may implemented disregarding the frequency at the administrations discretion.

Behavior	Consequence				
	1st offense	2nd offense	3rd offense	4th offense	5th offense
Damage to property	Repair damage	Pay for damage	Parent notified	Community service	
Class disruption	Teacher warning	Administrator warning and write up	Parent conference	Suspension from lunch/recess	detention
Threat to harm-written, verbal, or non verbal	Removal from class. Child sent home	Suspension from school	Parent called to school for conference	Guidance/counseling	expulsion
Bullying; Harassment	Written notice given to student and parent	Plan of remediation constructed. All parties informed	Supervision heightened and written observations recorded	Class structure altered	Suspension
Refusal to comply with directions from a staff member	Immediate dismissal from class	Parent conference	Suspension from class	Suspension from School	
Inappropriate use of equipment	Warning in writing	Restriction from use of equipment	Letter on file	Parent conference	
Cursing	Removal from class or program	Parent called	Child held out of class	Child sent home	Guidance help for anger management
Inappropriate use of email or social media in or out of school	Parent notified	Letter on file	Suspension of all computer privileges	Suspended from school	
Inappropriate behavior out of class or on a trip	Child restricted to chaperone	Child dismissed from event	Child sent home	Restrictions at all future events	

HEALTH POLICY

PHYSICAL EXAMINATION

Physical exams are required every year for all enrolled students in Early Childhood, Grade 3, Grade 6, and new incoming students. By State law, all students must have the necessary immunizations or they will be excluded from class. The nurse will inform you if any are required.

IMMUNIZATION

The immunizations required are:

DPT - Ages 1-6: Four doses, with one dose administered on or after 4th birthday, or any five doses.

Ages 7 and older: Three doses, including booster, administered at least 6 months from last in series.

HIB - (Haemophilus Influenza) - One dose on or after first Birthday

Polio - Three doses, with one on or after the 4th birthday, or 4 total doses

Measles - One dose on or after 1st Birthday, 2nd dose before K.

Rubella & Mumps - One dose of vaccine on or after 1st birthday.

Varicella (chicken pox) - One dose of the vaccine upon entrance to school for Nursery, Pre-K, Kindergarten and Grade 1 students. This must be given on or after 1st Birthday. If your child has had the chicken pox, the date of disease is acceptable instead of immunization.

The Hepatitis B Vaccine Series Three doses required for entrance into Kindergarten and Grade 6. All new students in any grade who were born after January 1, 1996 are required to have three doses.

UNDER THE LAW, THE SCHOOL MAY BE FINED A VERY LARGE AMOUNT PER CHILD, PER DAY, FOR THOSE NOT IMMUNIZED IN ACCORDANCE WITH THE LAW.

SCREENINGS:

Vision and hearing tests are administered annually to each child at school by the school nurse.

FIRST AID

A registered nurse is on duty in the school for a portion of every day. Minor first aid will be given in the school, and the parent will be notified as necessary.

In the event a student becomes ill in school, the office will call your home or the emergency numbers you provide. Please keep these up-to-date. We urge that parents provide the school with their cellular phone numbers. These will only be used when the parents cannot be reached at home or at work. In an emergency situation, your child will be taken to the emergency room of a near by emergency room, and you will be notified.

MEDICATION

Medication will be dispensed only by the nurse. Medication must be in original pharmacy bottle, labeled with the name of the medication and the child's name. This must be accompanied by a parental permission note specifying time, dosage and the last date the medication is to be administered, and also must be signed by the physician. Forms for this purpose are available from the school office or the nurse. NEVER SEND MEDICATION TO SCHOOL WITH YOUR CHILD WITHOUT FIRST NOTIFYING THE SCHOOL.

According to the State of New Jersey, it is a law that, in order to administer medication during school hours--whether prescription or non-prescription medication--a written **authorization with the doctor's signature** must accompany the medication. A note from the parent is also required.

NOTE: Tylenol, Advil or any other medication will not be given unless the school receives **written, signed** permission from the child's **physician and parent/guardian**. This permission must be updated every year. **There can no exceptions**.

KEEPING CHILDREN HOME

Please be considerate of your child as well as the health and welfare of the class by not sending your child to school with a runny nose, cough or other signs of a cold, or a fever. If anyone in the class has lice or a contagious illness, we will notify the parents in the class. We expect the same courtesy from our parents. If your child has strep, he/she must be on medication for 24 hours before being allowed to return to school. If your child has a fever, he/she must be fever-free for 24 hours before returning to school. If you have medicated your child with ANY MEDICATION before sending them to school, please notify the school with the name and time of administration so that we can ensure your child's best interests.

LICE

In the event it is determined that a child has lice, the child will be excluded from school until he/she is treated. Re-admittance to the school must either be by permission of the school nurse after he/she has checked the child, or with a note from the child's physician. Teachers, office personnel, and administrators will not assume this responsibility. The school maintains a "no nit" policy and the child must be free of nits before returning to school.

MEDICAL EMERGENCY PROCEDURE

For the safety of your child, if an emergency room visit is required while you are away from home, the following information must be provided to the school office before your departure to ensure that your child receives the proper medical care:

- I. Telephone number at which you can be reached;
- II. The person that is watching your child, as s/he needs to accompany the child to the Emergency Room;
- III. Completed school emergency cards (to be submitted on RenWeb at the beginning of the school year);
- IV. A dated note with the following information:
 - A. dates of your absence;
 - B. name of person assuming full responsibility for your child in your absence;
 - C. explanation that this person has permission to make all decisions;
- V. Any allergies your child has, any medical prescriptions that may be needed, any medication your child is taking at that time, and your pediatrician's name and telephone number.

PARENT AND SCHOOL

VISITING THE SCHOOL

Parents are most cordially welcome at the Academies at Gerrard Berman Day School. Parents are encouraged to visit during classes, programs, and many holiday celebrations. Classroom visits can take place only after the parent has called the school office and arranged for an appointment. **A parent must always check in at the school office upon arrival and before proceeding. At this time the office will issue the parent a VISITOR'S PASS. For Safety and security all visitors must follow this procedure.** This policy is in the best interest of your child's learning environment.

PARENT VOLUNTEERS

The G.B.D.S. needs you and welcomes your assistance. Volunteering in our school provides parents with an opportunity to meet other parents and to enrich the lives of our students and our school. Please call the Head of School or the PTO chair people to get involved.

PARENT TEACHER ORGANIZATION

Our active PTO is a vital link between the school and the parent. It is an organization through which you, as parents, can express your views and share mutual concerns involving your children. Your involvement is necessary to enrich our ongoing programs. Forms requesting information regarding parental participation and a list of social and fundraising events will be sent under separate cover.

STUDENT EVALUATION

Student evaluation is an on-going process. These evaluations are communicated in several different ways:

1. A written evaluation of each student's academic progress will be prepared three times in the course of the school year, during December, March and June.
2. Parent/Teacher Conferences are scheduled in the fall and in the spring for all students in all grades. Additional conferences can be scheduled upon request by the teacher or parent(s).
3. Interim reports may be mailed to parents twice a year.
4. Standardized achievement tests are administered in the spring to children in 2nd – 8th grades. Parents will receive a full report of their child's test scores when they are received by the school (usually in mid-summer).
5. Middle School Exams - the content and form of exams are given throughout the year by each subject teacher.

STUDENT SUPORT SERVICES

Evaluation and Classification

As mandated by Federal and State regulations, the service of evaluation and classification by a child study team is provided to us free of charge by the public school district which contracts the services of Bergen County Special Services/Services for Non-Public Schools.

The child study team is composed of a social worker, a psychologist, and a learning consultant. On the basis of a request by faculty, administration, or parents, the child study team begins the process of evaluating a student.

The results of the evaluation process provide teaching staff with much needed information on how best to serve individual students with special educational needs. We highly recommend that parents take advantage of this service when offered. If the results of testing show a discrepancy

between cognitive ability and achievement, the student will be classified according to NJ State Special Education guidelines, and an I.S.P. (Individual Service Plan) will be put into place. Parents who choose not to take advantage of the evaluation service are kindly requested to state their choice in writing to the school office.

In the event that the school deems insufficient the information received from the Bergen County Special Services team, we will recommend that the child be evaluated privately within a time-frame specified by the school. Families and students will be contacted to ensure they are following through with the school's recommendations. Private evaluation reports must be sent to the school. In the event that a family does not wish to comply with the school's request, the school reserves the right to advise the parents to seek another educational environment for their child.

In the case of a child who has a learning disability or other challenge that the school is not equipped to service, we encourage the parents to research other educational environments. If the child does attend GBDS, it is with the agreement that special services, tutoring, and assessment required by GBDS be provided at the family's expense. This is in addition to our comprehensive in-house program and the time allotted by Bergen County Special Services.

The final decision of the appropriateness of a student's placement at GBDS will be made by the teachers, learning consultant, S.E.T. coordinator, guidance counselor, and Head of School. The decision made will be final and binding.

S.E.T Program

The S.E.T. (Student Evaluation Team) program is a multi-faceted one. An integral component is our pull-out program. Students come to the resource room for individual or small group instruction. This involves students who are eligible for special education, require extra support in one subject area, or need short-term remediation. A second important component of our program is assistance inside the classroom (inclusion). Inclusion involves either working with children who need remediation during a classroom lesson or working with a group of students in one grade to provide needed assistance in a particular subject area.

PARENT GRIEVANCE PROCEDURE

If a parent has a complaint concerning an educational area, the following sequence of communication should be followed in clarifying or rectifying the problem:

- a. Contact the teacher by phone or by email to arrange for an appointment. Please do not call the teacher at home.
- b. If the matter is not addressed to your satisfaction, then contact the appropriate administrator.
- c. For all other issues, contact the Head of School.

ADJUNCT PERSONNEL

In addition to their regular classroom teachers, our students benefit from the expertise of a variety of specialists.

<u>Music Specialist:</u>	Music classes meet weekly and include Judaic music, music appreciation, instrumental & choral music.
<u>Art Specialist:</u>	Sequential introduction to various media and completion of larger scale projects, as well as the integration of art into the curriculum.
<u>Physical Education:</u>	Ongoing physical education instruction geared towards students' motor development skills and introduction to various sports activities.
<u>Librarian:</u>	Grade level appropriate instruction of library and research skills and

<u>Guidance Counselor:</u>	exposure to various styles of literature. Observes children in classroom and meets with them on an as-needed basis. Conducts thematic, age appropriate classes. Advises teachers in methods to best facilitate a healthy teaching environment.
<u>Learning Specialist:</u>	Observes children in classrooms on an as needed basis. Advises teachers in methods of fostering intellectual/social development in students. Makes recommendations for creation of special programs for students with special needs.
<u>School Psychologist:</u>	Scheduled visits to provide observations, consultations and recommendations, on an as need basis.
<u>Occupational Therapist:</u>	Scheduled visits to provide observations, consultations and Recommendations, on an as need basis.

KASHRUT

Students bring a snack, lunch, and a beverage from home each day (lunch may be ordered through the P.T.O.). Glass containers for food or beverage are not permitted in school.






In line with its commitment to Conservative Judaism, the GBDS observes the mitzvah of *Kashrut*. **Only dairy or pareve lunches** may be brought from home. This includes all milk products, all vegetable products, and all fish except shellfish. Bread, cookies, and cakes must be made with pure vegetable shortening or butter. **NO MEAT IS ALLOWED IN THE SCHOOL EXCEPT FOR SCHOOL-SPONSORED, PREVIOUSLY ANNOUNCED AND CAREFULLY SUPERVISED OCCASIONS.**

Parents bringing food to school for purposes other than personal lunch **are not to bring HOME-PREPARED FOODS**. This policy is made to ensure the *Kashrut* of all foods served in the school. **ALL BAKED GOODS MUST BE PURCHASED AT A KOSHER BAKERY AND NOT BAKED AT HOME.**

Field Trips are an extension of school and, as such, ALL food brought from home must be Kosher and dairy or pareve.

We do not provide drinks for children unless they purchase them for lunch through the P.T.O. Lunch Program. Please send canned juice or a boxed drink for lunch. Soda is not permitted. A water bottle with a sports cap to keep on desks is **always** appropriate, but is especially helpful during hot weather.

Any prepared food product brought into the school must be labeled with one of the following *Kashrut* symbols:

	The Union of Orthodox Jewish Congregations
	The Organized Kashrus Laboratories
	Star-K Kosher Certification
	Star-D
	KOF-K Kosher Supervision

PEANUT and TREE NUT SENSITIVE

No peanut butter, peanut products or tree nuts are allowed in our school. Please read labels carefully. Food labels that say: "Processed in a facility" or "Processed on a machine" (or similar wording) are OK to bring to school for personal consumption. Food labels that say, "May contain" (or similar wording) are NOT OK to bring to school.

HOME PARTIES AND CELEBRATIONS

Very simple in-school birthday celebrations may be arranged in cooperation with your child's teachers. Simple, pre-packaged Kosher dairy or pareve refreshments may be served. We encourage the serving of nutritional treats. When buying packaged foods, look for a symbol that indicates that the contents were prepared under rabbinic supervision (see previous page).

We hope you understand how important it is that parties do not conflict with the child's proper functioning in school. Parties or celebrations to which as many as half the students are invited become grade events and should include all class members. It is disruptive to the morale of the class and their ability to work together productively if one or two members are excluded. We also request that **invitations be sent through the mail and not be distributed at school** (this also insures that invitations reach home) and that **presents NOT be brought to school**.

In keeping with the religious standards of our school, **we ask parents not to hold parties on Friday nights, Saturdays, and Jewish holidays, and to serve foods which has been approved as kosher.** (Please be reminded that the Sabbath and Jewish holidays begin the evening before.) If a party is held in an outside facility not under rabbinic supervision, the menu should be kept dairy.

NUTRITION POLICY

In June of 2004, then-acting New Jersey Governor Codey announced that, by September 1, 2006, New Jersey school districts would be required to adopt a school nutrition policy, and that, by September 1, 2007, districts will have to match their policies to the New Jersey Model School Nutrition Policy. Details of this policy can be found on the World Wide Web at <http://www.state.nj.us/agriculture/modelnutritionpolicy.htm>.

The GBDS Nutrition Committee is made up of concerned parents and administrators at the school and is open to all school parents. The following list of recommendations for healthy food choices for children at home and in school has been compiled by this committee, and is in keeping with the New Jersey Model School Nutrition Policy. We will continue working with our vendors and school faculty to ensure that the foods we offer to students meet the standards of this nutrition policy. We also strongly encourage families to limit food and drink sent to school to those choices on this list.

In general, it is recommended that we all avoid foods with hydrogenated oils and trans fats. If you read ingredient lists on the foods in your pantry, you will likely come across many items with hydrogenated oils. They are difficult but not impossible to avoid. Canola and olive oils are the healthiest oils with which to cook.

We would like to strongly discourage sending children to school with candy. This includes Fruit Rollups, Fruit by the Foot, and Fruit Gushers. If you occasionally wish to send a small piece of candy or a cookie as a treat after a healthy lunch please send in a small amount only (i.e. 1 or 2 Hershey's Kisses, 1 or 2 small cookies).

When children's birthdays are being celebrated in school, please consider trying to find healthier alternatives to whole doughnuts as a treat for the class.

HEALTHY FOOD RECOMMENDATIONS

BEVERAGES

Water
Milk – low fat is recommended
100% fruit or vegetable juice
with no added sugar

FRUIT

Apples
Pears
Grapes
Melon
Berries
Kiwi
Oranges
Bananas
Mango
Other whole fruit
Dried fruits such as prunes,
apricots, dates, raisins
Applesauce made with 100%
fruit with no added sugar
Fruit cup with no added sugar
Fruit leather made of 100%
fruit

VEGETABLES

Carrots
Celery
Pepper
Cucumber

Corn
Cherry tomatoes
String beans
Sugar snap peas
Snow peas
Edamame
Cauliflower
Broccoli
Other vegetables

NUTS AND SEEDS

Humus
Pumpkin seeds
Sunflower seeds
Sun Butter
Soy Butter

BREAD PRODUCTS

100% whole grain products are
preferred
Whole grain cereal
Whole grain crackers
Pita crisps
Rice cakes
Whole wheat pretzels
Mini whole wheat bagels
Pasta - al dente is healthier!

Whole grain tortillas
Granola bars
Graham Crackers
Small portions of healthy
cookies
Baked chips

FISH

Try to find wild fishes if
available
Tuna
Salmon
Gefilte
Sushi
Lox
Other fish
SALADS
Fruit or vegetable
Bean

DAIRY PRODUCTS

Cheeses – try low fat
Yogurt – low fat or with no
added sugar
Cottage cheese
Low fat pudding
Eggs

COMMUNICATION AND E-MAIL

Please check your e-mail regularly, as most information will be sent to parents and staff via e-mail. Make sure that the office has your updated e-mail address.

Keshet ("Rainbow")

Our school newsletter, Keshet, will be emailed bi-weekly a month. It is the major line of communication with the parent body, and contains important notices concerning school activities and programs. Parents are urged to read the newsletter carefully and to make note of upcoming events.

Web Site

Our school website contains useful information concerning the school, a photo diary of our school year, and a yearlong calendar. Please check our website for calendar updates and related information. If you sign the release form found in the August packet, your child's picture may appear on the website.

LOST AND FOUND

Found items of clothing are kept on a cart inside the rear entry door of the school. To prevent losses, please mark your child's clothing, backpacks, lunch boxes and other property with his/her name. Items on the Lost and Found cart will be kept for several months, after which time they will be donated to an appropriate charity.

PAYMENTS

Payment by check or cash is preferred. If you choose to make a payment by a credit card a 3% convenience fee will be added to any credit card payment.