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Parent/Student Handbook

Seymour J. Abrams
Cheder Lubavitch Hebrew Day School

Philip and Rebecca Esformes
Cheder Lubavitch Girls School



שנת הלימודים ה'תשע"ט-תש"פ

School Year 2019-20

Letter from the Dean

Dear Parents,

Welcome to Seymour J. Abrams Cheder Lubavitch Hebrew Day School! The entire Cheder staff has been hard at work making improvements and preparing for the upcoming school year. I hope you'll take the time throughout the school year to notice all the changes and upgrades in your children's learning experience.

On page 5 you'll find contact information for all administrative personnel. Feel free to email them directly with any questions or comments. Alternatively, if you would like to leave anonymous feedback, please visit the "Suggestion Box" section on our home page.

Cheder strives to provide a quality well-rounded Chassidische education. Presented here are the guidelines and procedures to help unite the efforts of the students, parents, teachers and administration. When we all work together, our children can be successful as they navigate through their childhood.

With blessings for a successful and healthy year,

A handwritten signature in blue ink, appearing to read 'Yitzchok Wolf', with a long horizontal flourish extending to the right.

Rabbi Yitzchok Wolf
Dean

P.S. I hope you'll take a few minutes to notice that the handbook is almost entirely new.

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School Contact Information

Howard Building Information

Pre-School, Grades Pre 1A-8 Boys
5201 W. Howard
Skokie, IL 60077
Tel. (847) 675-6777
Fax (847) 674-6095

Jarvis Building Information

Grades Pre1A-8 Girls
2809 W. Jarvis
Chicago, IL 60645
Tel. (773) 465-0863
Fax (773) 973-2119

Website: www.clhds.com

Staff Directory

Dean	Rabbi Yitzchok Wolf	rabiwolf@clhds.com
Executive Director	Rabbi Moshe Wolf	mwolf@clhds.com
Boys Division Principal	Rabbi S. Zalman Twersky	ztwersky@clhds.com
Jarvis Building Principal	Mrs. Leah R. Perlstein	lperlstein@clhds.com
Director of Preschool <i>Preschool Secretary</i>	Mrs. Esther Greenspan Ms. Sori Lieberman	egreenspan@clhds.com slieberson@clhds.com
Director of General Studies	Rabbi Ilan Heifetz	iheifetz@clhds.com
Howard Building Secretary	Mrs. Kreina Staal	office@clhds.com
Jarvis Building Secretary	(A.M.) Mrs. C.M. Berman (P.M.) Ms. Sori Lieberman	cberman@clhds.com slieberson@clhds.com
Bookkeeping Office	Mrs. Yocheved Sexner Mrs. Menucha Gershon	ysexner@clhds.com mgershon@clhds.com
PTA Presidium	Mrs. Leah Fouhal Mrs. Chayale Lipskier Mrs. Leah Stern Mrs. Lifsha Weissman Mrs. Libby Wolf	l.oliwkowicz@gmail.com chayalelipskier@gmail.com stern6634@gmail.com lifsha@gmail.com libbywolf9@gmail.com
Cheder Librarian	Mrs. Nava Steinberg	nsteinberg@clhds.com
School Social Worker	Mrs. Pnina Levinson	plevinson@clhds.com

Cheder Standards

Cheder Lubavitch is committed to raising Chassidishe children with proper Middos, dedicated to Torah and Mitzvos. This obviously requires a strong partnership between home and school. Today's society raises many issues that can hinder the success of the children. Of course, Cheder respects the choices that each individual family makes with their Rav, and we are presenting here the standards that we feel are appropriate for our students. We hope to create a respectful and cooperative relationship between home and school, and we hope that if the parent's choices should ever differ from the Cheder standards, the parents will help the child be sensitive and respectful to the Cheder's standards.

Parents and Cheder partner in imbuing our children with proper *derech erez*. Parents should therefore be careful not to criticize any member of the Cheder staff in front of a child. Any conversation should be privately and respectfully directed toward the teacher or principal. If you have any questions, please feel free to call the principals. We are here to help.

Davening

1. Shabbos – Boys and girls, grades 5 and up, are expected to daven with a Minyan all of the Shabbos Tefilos including Krias HaTorah. They should conduct themselves in shul according to Halacha (e.g. not talking during davening, etc.). Boys and girls of grades 4 and below should be encouraged to participate in the Davening as much as they are able.
2. Weekdays – Boys of grades 6 and up are expected to Daven all Tefilos with a minyan during the week even when not in Cheder. Boys of grades 5 and below should be encouraged to Daven with a Minyan whenever possible.

Going Out

1. Students can attend functions with a *מהיצה*. Students should not partake in any “mixed” functions or activities, i.e. parties, ice skating, ball games, shows, etc.
2. Students should dress in a dignified and modest manner. The dress should conform to Chassidishe standards also while not in school. Refer to the *Dress Code* on the following pages.
3. Shopping malls contain many stumbling blocks to Chassidishe boys and girls. Students may go only with parental approval and accompanied by an adult. Malls should not be visited just to spend time.

Conduct

1. Students should only watch videos that are produced by WLCC, JEM or other Torah-oriented Jewish producers. Students may not watch secular movies or TV.
2. Students should listen to music that inspires Yiras Shomayim. Students may not listen to any secular music.

Internet & Technology – VERY IMPORTANT!

1. Torah says, "לפני עור לא תתן מכשול" – “Before a blind man don’t place a stumbling block.” The internet is this generation’s greatest stumbling block from both a Halachic and Chassidische point of view as well as a waste of time.
2. Students who must use the internet, should do so only when supervised in and out of the home. Supervision entails a parent in the same room as the students on the computer. We would like to make the parents aware that many Rabbonim are opposed to the presence of Internet in our homes. **“Surfing the web” is dangerous.** As such, children should **NEVER** be allowed online unsupervised. We cannot stress emphatically enough that your child should never be unattended with any device that has internet capabilities. **Students are strongly requested not to have their own e-mail accounts and should definitely not have any social network accounts such as Facebook or Twitter. Electronic social networking and social media are detrimental to the social and communicative development of children** and young adults. Social media can also become addictive, and students may spend an excessive amount of time with it. Use of social media among Cheder students may create other social difficulties for students i.e. bullying, exclusion, etc. If it is necessary for a child to have an e-mail account, parents need to be aware of their children’s email accounts and **read them regularly.**
3. A computer that has internet access should 1) be in a public place (e.g. the kitchen); 2) should have a password that is changed regularly; and 3) should have a **proper filter** and **monitoring program.** It takes just one mistake and your child could be at risk. Chicago is lucky to have a local TAG office located at 8150 Central Park in Chicago, they can be reached at (847) 920-8245. They will install filters FREE OF CHARGE.
4. Cell phones and all electronic hand held devices i.e. smartphones, smartwatches, iPods, mp3, electronic games, tablets, cameras and video cameras, are not allowed in the boys school. Any student found with any of the above mentioned devices will have them confiscated until the end of the year. Parents should be aware of Internet capabilities of these devices and disable them. **Girls’ building: Only cell phones that do not have any Internet capability** can be brought, with permission from the principal, and must be left in the office during school hours. They can be picked up at dismissal time.
5. Parents should be sensitive to guidelines of other families regarding modern technology, therefore: a) before allowing a child invited to your home to use the internet or view any movie or video, parents should obtain permission directly from the parent of the child and b) Children should not be permitted to share or download from iPods, cell phones or other technological devices without parental permission. Parents should make sure that all music downloaded on mp3 players, iPods etc. are not pirated. Parents should make sure that the music and all other downloads your child has on his/her devices are appropriate listening material for a Chassidische Bochur or Bas Chabad.
6. Please be aware that students may use computers in school that are connected to the internet. Students will be given a “clhds” account (through Google), so students and their teachers (and parents) can access their work from any computer. Please note that the school will have the ability to monitor every account, even remotely. That being said, students will be restricted to whichever specific programs the teacher chooses, and will not have the ability to use email or go to web pages other than the ones specifically chosen for the class. Though in our very controlled environment your child may be doing work while connected to the internet, *your child will never come home with work required to be completed online.* You may request your child(ren)’s password from Rabbi Heifetz.

7. No secular books from home or public libraries are allowed to be brought to Cheder, unless requested by a teacher for school work.

School Admission

Cut-Off Date

The cut-off date for each grade is October 31st.

Health and Contact Forms Now MAGNUS HEALTH

For the upcoming school year, we will be shifting all student registration and medical information to an online database. There are many benefits to this change including less paperwork for parents to complete each year and having more accurate information that is accessible to parents and the appropriate employees at our school. The management system we have adopted is called Magnus Health. As this is a web-based system, you will have continuous access to your child's health record as well as the ability to make updates when needed. You will also have the option to access the account after your child graduates.

On June 6, 2019, you will have access to your Magnus Health account through the Magnus Portal online. We ask that you enter the information required within your Magnus Health account for each child attending Cheder Lubavitch no later than August 1, 2019.

Families whose records are complete - including all required vaccinations - for all children by that date will be credited the \$75 Administrative Fee for Health Records.

Timely submission of health information and other forms is vital so that preparations can be made prior to the first day of school. You will receive weekly reminders as long as there are outstanding items in your account. Please reserve 20 to 30 minutes per child, depending on circumstances. The good news is that you will not have to repeat this work next year: the data is securely stored, so going forward you will simply provide updates to the record as needed.

Information to be entered will vary by age level. In each child's record, you will see information required for that child.

Examples of things to be entered in the system include:

- Vital Health Record (questions about health history)
- Over-the-counter Medication Form
- Immunization Form
- Physical Form
- Prescription Medication Form- if applicable
- Asthma Action Plan Form- if applicable
- Food Allergy Action Plan Form- if applicable
- Diabetes Action Plan Form- if applicable
- Seizure Action Plan Form- if applicable
- Birth Certificate
- Eye Exam Form

- Dental Exam Form
- Forms Previously Included in Preschool Enrollment Packet

To access your Magnus Health Account:

You will receive an email on June 6, providing your username/password to access your Magnus Health account. If it has expired, please email the Cheder office at office@clhds.com for a new Welcome Email.

Questions or Problems?

If you are having difficulty navigating the Magnus system, entering data online, or downloading the forms, or if you have any other questions, please view the video tutorial first. If you still have questions, contact customer support at Magnus Health by phone at 877.461.6831 or by email at service@magnushealthportal.com.

Also, please feel free to consult the Magnus Health page for Parents: <http://magnushealth.com/parents/> and Privacy and Security page at www.magnushealth.com/privacy-and-security/

Illness

- If a student shows signs of an illness, please keep the student home. In addition, should a child show signs of illness during school, an adult will be asked to pick up the child from school. It is Illinois State law that the school is not permitted to dispense any medication without written notice from a doctor.
- **Contagion** – Any contagious disease or outbreak of lice should be reported to the school as a courtesy to the other families in the class and school. The child should be kept home as directed by a physician. Please do not put other children at risk for the sake of your personal convenience.
- **Medicine** – By law, **children are not permitted to possess any medication in school, including Tylenol, Advil, etc.** Parents that would like their children to receive any medicines during school hours must supply the **medication in its original container**, which will be kept in the office and a Medication form signed by a physician indicating all details concerning this matter. This applies to Tylenol or Advil as well. **Forms are available on the Magnus Health portal.**

Arrival & Dismissal

Arrival

A staff member will be on duty to supervise children's entry into the building at 8:20 am in the Jarvis building and 8:35 am in the Howard building. Preschool staff arrives to open the rooms at 8:35 am. **DO NOT DROP OFF CHILDREN BEFORE THIS TIME.** If you arrive earlier, please remain with your child until a teacher arrives and assumes responsibility for the students. If other arrangements are made, the principals must be notified.

Dismissal

1. Parents who are not using the bus service must make sure that children are picked up from school on time. That is 4:00 pm in the Jarvis Building and 4:15 pm in the Howard Building. A teacher will wait up to 10 minutes past dismissal time. In case of a delay, you must notify the office immediately.

2. Parents/drivers arriving later than 10 minutes past dismissal must sign out their children at the front office and may be charged a fee of \$1.00/minute.
3. Jarvis Building: Children who have permission to walk home **must submit a permission form** to keep on file in the office. The form is available on the Cheder website www.clhds.com, or from the Cheder office. Students will not be allowed to walk home unless they have this form on file and check out with the dismissal supervisor.
4. When there is bus service, students riding the bus must go off at their designated stop. For occasional changes students must have a note from their parents requesting otherwise.
5. Please give the office sufficient notice when there is a change in your child's dismissal schedule. **Be aware that messages called into the Jarvis office after 3:45 pm or the Howard office building after 4:00 pm cannot be guaranteed to reach your child in time.**

Howard Building Access

1. **Do not double-park or block traffic while picking up or dropping off students. Double-parking endangers our students. Do not use this as a short cut. Police will be enforcing all traffic laws, including speed limits. NO U-TURNS PERMITTED UNDER ANY CIRCUMSTANCES.**
2. **Do not park along Laramie in front of the school; abide by the posted traffic signs.**

Morning Drop-Off

In the morning, do not leave your car parked on the west side of Laramie to escort your children into Cheder. You may park further down the street, on Howard Street, or in the parking lot. This area is reserved for drop-off only during this time. **The west side of Laramie Street, close to Cheder, is for drop-off only. If you need to turn off your engine or bring your child into the building, parking on Laramie Street is prohibited.** Please keep in mind that we are located in a residential neighborhood. Please obey regular traffic signs, rules and speed limits. Do not double-park or block the neighbor's driveway or alley. Please be considerate of our neighbors and make a Kiddush Hashem.

Afternoon Pickup

Carpools for elementary students are to be picked up from the front entrance of the school. Parents should line up in front of the school on the west side of Laramie at pick-up time. Please pull as far forward as possible. Please do not double-park or block the neighbor's driveway or alley. If you park across the street, you must escort your children to the car.

Carpools that include a Pre1a student will be picked up from the parking lot entrance. Parents should remain in their cars and the monitor will announce your children over the walkie talkie and send them out to you. At 4:25 (or 10 minutes after dismissal) all students will be brought to the front entrance.

Please pick up your children on time! Please be considerate to your children and to the staff on dismissal duty by arriving on time. 10 minutes after dismissal, students will wait inside. Parents/Drivers who arrive after that time will be required to sign out their children from the front office, and they may incur a **\$1/minute fee**, which will be added to their tuition bill.

Jarvis Building Access

1. **The traffic pattern at the Jarvis Building must be adhered to during carpool hours** (8:15 am – 8:45 am and 3:45 pm – 4:15 pm) Cars should turn west on Sherwin, north up the alley, east on Jarvis, and south on California. **Do not stop or park on the north side of Jarvis.**
2. **Do not double-park under any circumstance.** Please do not park in front of private homes, driveways, or alleys even if you are only going to be parking for a short time. Please be considerate of our neighbors and make a Kiddush Hashem.
3. Jarvis Entrance: For morning and dismissal carpool time and throughout the school day, only the Jarvis entrance may be used.
4. **Dismissal:** Carpool students will be dismissed from the front Jarvis entrance. Parents should line up in front of the school on the south side of Jarvis. Please pull as far forward as possible. **All carpool traffic should exclusively move east on Jarvis, including entering and exiting the parking lot.** Students will be dismissed only to cars in the official traffic pattern. Do not double-park or park in the alley. Cars may park in the parking lot or on California, but not along the side of the school. **Please escort your children across the street, regardless of their age.** Do not call them to cross the street without an adult. California should be clear of cars to allow space for the buses to park. Girls riding the bus will be dismissed through the California entrance.

Preschool Transportation – Howard Street

1. Preschool parents should make carpool arrangements prior to the first day of school. One member of each carpool is required to submit the Carpool Form to the office, which includes a list of the children and drivers of their carpool. **Children will not be permitted to change carpools without written approval from the parents.**
2. From Monday through Thursday, dismissal starts at 12:55 pm and ends at 1:05 pm. **At 1:05 pm, the children will be brought to the front office. Please go to the front office to pick up your child if you are arriving after that time.** There will be a \$5 charge for lateness. After 1:15 pm there will be an additional charge of \$1 per minute. In case of extreme emergency, call the office before 12:55 pm with your alternative arrangement.
3. On Friday, dismissal is at 12:30 pm. At 12:40 pm, the above policy will apply. In case of an extreme emergency, call the office before 12:30 pm with your alternative arrangements.

Attendance and Punctuality

Minyan [Grade 6-8 Boys]

1. All boys from grades 6-8 are required to attend the Shacharis Minyan at Cheder, Sunday through Friday. Sunday the minyan begins at 8:00 am. Monday through Friday, the minyan begins at 7:30 am.
2. Breakfast: Following minyan, time will be provided for the boys to eat breakfast. Boys will be responsible to bring their own breakfast and necessary utensils. Storage space will be provided. Hot water is not available to the Talmidim.

Mishmar - School Ends 5:30 PM

7th and 8th grade boys attend school until 5:30 pm Monday through Thursday. As with all class time, the principal should be contacted, and the student 'signed out' if a student will be absent for this period.

Tardy Students

- **Jarvis Building:** The first bell rings at 8:28 am at which time all students line up outside their classroom. The 2nd bell rings at 8:30 at which time class begins. Students should be in school no later than 8:25 to get ready for class. **Students coming into the building at 8:30 am or any time afterwards will be considered late.** Tardy students are required to get an admittance slip from the front office to enter class and are required to make up the work missed on their own time.
If arriving more than 15 minutes after the bell, students must be signed in by their parent or driver in the front office. In cases of chronic lateness, Mrs. Perlstein will meet with the parents to work out a solution.
- **Howard Building:** The bell rings at 8:44 am. Students of grades 1-4 should line up in the small gym. 5th – 8th graders should line up by their lockers. Students coming after 8:45 am must bring a note from their parents explaining the reason for their lateness. Tardy students are required to get an admittance slip from the front office. If arriving more than 15 minutes after the bell, students must be signed-in by their parent or driver in the front office. **In cases of chronic lateness, Rabbi Twersky will meet with the parents to work out a solution.**

Absent Students

- For safety reasons, a parent must call the office in the morning to notify the school of the absence and the reason for the absence. Upon returning to school, the child must bring a written note from the parents explaining the absence. Students are responsible to make up the work missed while absent.

Early Pick Up/Sign out

Children must be picked up from inside the school building. The child/ren must be signed out in the office by a parent or approved adult driver for whom written permission has been given, and signed in upon return. Children will not be allowed to leave their classroom until they are signed out in the office. **Parents/Drivers may not disturb their child's classroom. The secretary will call for your child.** Please leave yourself enough time to pick up your child.

The secretary will not sign in/out children. The responsible adult must come into the office to personally fill out the form.

Late Pick-Up

Please pick up your children on time! Please be considerate to your children and to the staff on dismissal duty by arriving on time. 10 minutes after dismissal, students will wait inside. Parents/Drivers who arrive after that time will be required to sign out their children from the front office, and they will incur a \$1/minute fee, which will be billed to you.

Trips, Vacations and Family Simchas

For most students, missing school or changing routine impacts their success upon their return. As such, vacations should be planned around the breaks in the school calendar. **If an absence is necessary during the school session, teachers and principals must be notified at least one week in advance.** It is the parent's obligation to identify what

will be missed and to make sure that all work will be made up either while away or upon return. If a teacher is required to work extra hours to help a student make up work missed, the parent is responsible to pay the teacher for his/her time.

Permission to Leave Premises

Students will not be allowed to leave the school premises during school hours unless the school obtains written permission. For safety reasons, the Cheder will not permit any **stranger** or even **relative** to pick up a child from school without notification from the parents. Identification may be required.

Please try to schedule all **doctor appointments** in a manner which does not conflict with school hours. If a child does have an appointment during school hours, parents must send a note to the teacher notifying them of their plan to pick up their child/ren.

Summer Month

Grades 1- 7 boys will have an additional month of Limudei Kodesh after school ends. The hours of this program are from 9:15 am (minyan at 8:15 am) to 4:30 pm Monday through Thursday and on Friday until 1:00 pm. During the month of the Learning Program, swimming and trips will be arranged for the students in the afternoon. All trips are mandatory. If a student will not be participating in any trip, the parent must notify the principal in advance.

All students must attend this month of school. Detailed information and trip schedule will be sent out after Pesach.

Summer Homework

Summer homework marked as mandatory must be completed and turned in to:

- a. **Girls Hebrew:** their teacher on the first day of school, unless otherwise notified.
- b. **General Studies:** must be submitted to the Howard building addressed to Rabbi Heifetz by August 30th.

Questions for Teachers

Parents are requested not to engage teachers or children in conversation during class sessions or in the hallways. If you wish to speak to your child's teacher, please contact the teacher after school hours. If you wish to visit a classroom, an appointment must be made with the principal.

Dress Code

Students in Cheder must dress in a way that mirrors the atmosphere in a classroom where Torah is being learned. The following guidelines are in place to help maintain the decorum and Chassidische standards that are essential in Cheder.

Boys

1. **Boys Grades 1-4** must wear shirts that have at least 2 buttons, a collar, and sleeves. Shirts may not have words or pictures on them.

2. Boys may not wear jogging or sweatpants to school.
3. Only dark-colored shoes may be worn - blue, black or grey, not red.
4. **Grade 2 and older**, must wear long pants only.
5. **Grade 5-6** must wear button down shirts, black or dark navy pants.
6. **Grades 7- 8** must wear buttoned down shirts, white or light blue. Black or dark navy blue pants only.
7. **All Students must wear shoes at all times. Students may not walk around in their classrooms or through the hallways in socks.**
8. Shoes must have a back. No Crocs, sandals or open-backed shoes are allowed. Only dark colored shoes may be worn.
9. No ankle socks are allowed.
10. No black undershirts or undershirts with colored trim.
11. Students' shirts can only have one top button open.
12. Tight pants are not allowed.

Bar Mitzvah Bochorim

1. Bar Mitzvah Bochorim should dress in a way that portrays a Tamim at all times.
2. Hats and jackets should be worn while outside of the house.

Girls

1. **Nursery and Kindergarten Girls** should wear dresses (and/or shirts) that have a sleeve, and socks. Mini-skirts are not allowed.
2. **Grade Pre1A-8 Girls** are required to wear the school uniform.
3. **Rosh Chodesh:** On the first day of Rosh Chodesh students are encouraged to dress in honor of the day. Students can wear any top that does not have any lettering over the uniform shirt.

Uniform Guidelines

All girls from grades Pre1a- 8 are required to wear the **official** school uniform skirt/jumper, blouse, and sweater. They can be purchased from the following stores:

- Locally:** Tilboshet 773-968-9842
Online: Angelicuniforms.com
Fraylichschooluniform.com
Sweaters may also be purchased on Landsend.com
Crown Heights: Little People

Please note the official school uniform requirements for the coming school year:

Pre1 A, 1st, 2nd and 3rd Graders:

JUMPER: The girls are required to wear the uniform jumpers - no skirts. The length of the jumpers must be mid-calf, 4 inches below the knee, fully covering the knee when sitting, and above the ankle. We will not allow girls to wear shorter skirts.

SHIRT: Uniform oxford shirt, **pastel or gingham**
Shirts from Gap, Old Navy or other such stores are not acceptable.

SWEATER: Official school zippered, hooded sweatshirt with school logo from Land's End or Tilboshet, or velour V-neck sweater with school logo from Tilboshet.
These are the only acceptable sweater during school time including outdoor recess.

ADDITIONALLY see "For All Grades" below.

Grades 4-5:

SKIRT: The girls are required to wear the uniform skirts. The length of the skirts must be mid-calf, 4 inches below the knee, fully covering the knee when sitting, and above the ankle. We will not allow girls to wear shorter skirts.

SHIRT: Uniform oxford shirt, **pastel or gingham**
Shirts from Gap, Old Navy or other such stores are not acceptable.

SWEATER: Official school zippered, hooded sweatshirt with school logo from Land's End or Tilboshet, or velour V-neck sweater with school logo from Tilboshet.
These are the only acceptable sweater during school time including outdoor recess.

ADDITIONALLY see "For All Grades" below.

Grades 6-8:

SKIRT: The girls are required to wear the uniform skirts. The length of the skirts must be mid-calf, 4 inches below the knee, fully covering the knee when sitting, and above the ankle. We will not allow girls to wear shorter skirts.

SHIRT: Uniform oxford shirt, **pastel or gingham, straight edged** oxford shirt **with tznus button.**
Tapered shirts are not acceptable. Please make sure to request the **tznus button** and **straight edge.**

SWEATER: Official school zippered, hooded sweatshirt from Land's End or Tilboshet, velour V-neck sweater with school logo from Tilboshet, or the official school green or navy cardigan from Land's End with school logo.
These are the only acceptable sweater during school time including outdoor recess.

ADDITIONALLY see "For All Grades" below.

For All Grades

SOLID T-SHIRTS: (no ornamentation or lettering) may be worn **tucked in under blouses** with tznius button closed. Tank tops or tops that look like men's undershirts cannot be worn at Cheder. Vests and jackets are not permitted.

SOCKS: Full length knee socks or tights which will ensure that the knees and legs will be covered at all times (when sitting, running and playing). No slouch, tube, bobby socks or leggings.

SHOES: Shoes must have a back. Crocs cannot be worn at Cheder.

BOOTS: Trendy, loud or unusually styled boots are not acceptable in Cheder. If boots are worn, children should bring a pair of shoes to change into during school hours, as it is uncomfortable to be wearing boots in the heated classrooms.

EARRINGS: Earrings must be delicate, modest and cannot hang longer than 1 inch. Plastic earrings are not permitted.

HAIR: Hair must be neat. Shoulder length and longer hair must be held back in a ponytail holder.

NAIL POLISH/MAKE-UP: Nail polish or any makeup cannot be worn at Cheder.

Cheder reserves the right to not allow any article of clothing that does not reflect the modest attire befitting a Bas Chabad.

UNIFORM GEMACH: Please text Mrs. Staal at 773-575-6700 for gently used jumpers, skirts, shirts and sweaters. Please text the same number to drop off any gently used items, as well.

Girls – After School Hours Dress

At all times a student's dress - which may reflect personal style - must also reflect the inner dignity and refinement of a Bas Chabad.

1. Elbows and knees should be covered at all times.
2. An appropriate neckline is one in which the collar bone is covered, front and back.
3. The entire leg should be covered with appropriate legwear. Socks like bobby socks, ankle socks, slouch socks, and leggings do not adequately cover the leg.
4. Form fitting or tight clothing are not appropriate. Tops and skirts must overlap.
5. Rabbonim of our community have paskened that slits should not be worn.
6. No attention-drawing or improper graphics on the shirt or bold lettering across the front of shirt should be worn.

Mothers Entering the Building

1. Mothers entering the building during carpool or any other time are expected to abide by the same guidelines as outlined above.
2. Hair should be covered appropriately, preferably with a Sheitl, as per the request of the Rebbe.

Lunch, Snack and Food Items

What to Send for Lunch (if not participating in Kiwi Kids)

1. Lunches should be sent in lunch boxes clearly labeled with the child's name.
2. Students are not permitted to bring lunches that require hot water.
3. Lunches from home should be pareve or co-ordinate with the Kiwi Kids lunch program – meat on Monday and Wednesday, and dairy on the other days. Dairy foods must be Cholov Yisroel.
4. Healthy foods and drinks should be sent for lunch and snack. Minimum recommended lunch might include the following: 1 sandwich, a drink of milk, water or juice, 1 or more vegetable, 1 or more fruit, 1 salty treat i.e. pretzels, and if necessary, not more than 1 sweet treat.

What Not to Send

1. **Some students and teachers are allergic to nuts including peanut butter.** Nuts are not allowed in the Howard building. In the Jarvis building, grades 2 and 4 are nut-free grades.
2. Gum chewing is not allowed in Cheder.
3. Sharing food between students is not allowed.
4. **Money** – We urge parents to see that children do not bring any money to school other than a few pennies for Tzedakah. If you do give your child money for any other reason, please put it in an envelope, write your child's name and the purpose for which the money is being sent and have the child give it to the teacher until needed.

Kashrus

All food brought to the Cheder must abide by the Kashrus standards of ACRI (the Association of Chabad Rabbonim of Illinois), including Pas Yisroel and Cholov Yisroel. Information is available online at <http://acriweb.org/>. **No home baked or cooked items can be distributed at the Cheder.**

Birthday Celebrations

1. Birthday and other celebrations must be planned with the child's teacher.

2. Simple refreshments can be served. Grades 1-8 should only serve a store bought Mezonos item and a drink.
3. No "goody bags" may be distributed.
4. **No homemade foods may be distributed.**
5. To honor a child's birthday, parents may want to consider making donation of equipment or a book to the child's classroom or to the Cheder Library in the child's honor. A special sticker will be affixed to the donation of your choosing and placed in the Cheder Library or child's classroom.

Library

Welcome to the Cheder Library! Please take a moment to browse through the Library rules and prepare your child for their library visit! Each class will be given a 20 min slot weekly. Cheder has invested many hours and a lot of money in upgrading both libraries. We continue to work vigorously to add books and beautify the library and raise the quality of the material as well both begashmius and beruchnius.

Book Allowances

Pre 1a: One book

1st-8th Grade: Two books

Borrowing

Borrowed books need to be returned after a maximum of **one week**. All books need to be returned at the end of the school year. Parents will be billed for missing books.

Late Books and Fines

a. Fines will be charged for each day the book is late at 10c per day. A notification will also be sent via email if your child has a late book.

b. Fines will need to be paid for your child to continue borrowing books.

Lost and damaged books

a. If a book is lost it will need to be replaced or money can be given at the current book price.

b. If a book is returned severely damaged a \$4 bookbinding fee will need to be submitted before your child can continue borrowing books.

Donations

We welcome Jewish book donations in honor of a birthday or other occasion. A dedication label will be placed inside the book. Please contact the librarian before sending in donations.

We also are happy to accept gently used, Jewish, age appropriate books.

Please feel free to contact the librarian with any questions,
Mrs. Nava Steinberg (847) 833 2321

Additional Information

Homework

1. Homework is a part of the planned curriculum for Limudei Kodesh and General Studies. Parents should check if the homework is complete and sign required assignment book or homework sheet as needed. The assignment books can be used as a tool to communicate respectfully with the teacher. Parents are also urged to supervise and check homework for quality and neatness. Parents who have concerns about the homework a child is getting, should discuss it with the teacher. No written homework from Thursdays will be due on Fridays.
2. Plagiarism is defined as the act of taking and using as one's own the ideas or writings of another. This includes sentence, paragraph and essay structure; changing words does not avoid plagiarism. Plagiarism has legal ramifications as well as halachic ones, and such an act clearly does not conform to the academic or behavioral standards of our school. Plagiarism, in any form, will not be tolerated, with consequences to be determined on a case-by-case basis by the principal and teacher.
3. Due to computer viruses, Cheder will no longer permit students to use their USB ports in Cheder computers for any purpose i.e. printing homework, reports. Work that needs to be printed at school can be emailed to the secretary at cberman@clhds.com.

Conferences & Communications with Teachers

1. **In-Take Conferences** are held during the first weeks of school (see School Calendar for exact date). The goal of this conference is for the parents and teachers to meet in person. Parents are encouraged to take this opportunity to report to the teachers any information that will be beneficial for the teacher to help the students have a successful year.
2. It is well known that maximum success in *Chinuch* occurs when teachers and parents complement and reinforce the message and values being taught. **Communication between parents and teachers throughout the year is strongly encouraged even when there is no problem!** This can be done by e-mail, notes, phone or in person. Parents or teachers can initiate additional conferences as needed. Let's work together to encourage growth in learning as well as in social skills.

Field Trips

Parents are asked to sign a field trip permission slip to enable their children to participate in local school trips during the coming school year. This will include taking a class to Rogers Park, going for a walk in the neighborhood i.e. Bais Menachem, Chalavi, 7-eleven. In addition, teachers will send home permission slips with information pertinent to larger trips throughout the year.

Inviting Friends

It is very important to invite friends over to encourage positive social relationships. However, if your child is of Bar/Bas Mitzvah age or older, please be sensitive to invitations made to ensure that boys and girls are not invited at the same time and do not sit together at the same dinner or Shabbos table or socialize together in the house.

Lost & Found

Please write your child's name on every article of clothing your child wears to school or items he/she brings to school i.e. lunch boxes, backpacks, but for safety concerns not on the outside of the garment. Don't forget seasonal items as well (e.g. winter hats, boots, gloves, scarves, coats, as well as summer items such as baseball gloves, bats and balls). All found items will be placed in the "Lost & Found" boxes located in the school office. Please come to check if you are missing items. After a period of time, all items in the Lost and Found box will be discarded.

Seforim/Textbooks

Seforim or books with scribbles, drawing, or graffiti on them cannot be brought to Cheder. HaRav Hadokov encouraged parents to purchase new Seforim for their children in order that they will have a *Geshmak* in their learning.

Addresses and Phone Numbers

1. For the safety of your children, teach them their first and last names, street address and telephone number. Names and info on backpacks can be dangerous.
2. **Please notify the school office immediately of any change of address or telephone number for our records.** If there are changes in the numbers you have given to call in an emergency, update them as well.

Cheder Parent Teacher Association (PTA)

PTA Mission Statement: The goal of the PTA at Cheder Lubavitch is to: Enhance the education and services for Cheder students and their parents, create a positive atmosphere and pride in Cheder and act as a liaison between teachers, parents and Cheder administration. Toward that end, **annual PTA dues of \$30 per family is collected at the beginning of the year at Lice Check.**

There are many opportunities to get involved with your school through the PTA and earn valuable Give/Get at the same time. To sign up for the following available PTA Positions and arrange Give/Get credit, please call: Leah Stern, Libby Wolf or Chayale Lipskier.

PTA Lice Check Information & Dates

Boys grades 1-8 at the Howard Building: During School Hours the first week of school

Girls, Pre1a and Pre-School at the Jarvis Building: Sunday, September 1, 2019

COST: \$15 per head which covers the entire year.

Please look for an email over the summer with information about making appointments for Jarvis Lice Check.

Please Note: Without an appointment there may be a very long wait. Individual children who will be out of town (or those who live out of town) at the lice check time, must call Cheder to make arrangements.

PTA DUES OF \$30. MUST BE PAID AT THIS TIME.

Cheder Lice Policy

Cheder has a nit-free policy. This means that in order for a child to be in school, she/he must be free of any and all nits. If a child was found to have lice/nits, she needs to be treated. All lice and nits must be removed completely.

When a child is lice free for 24 hours, the child must bring a note from a certified lice checking company or one of the Cheder approved checkers stating that the child has been nit-free for 24 hours.

Cheder approved checkers are:

Mrs. Chana Gurevitch (773) 516-0472
 Mrs. Fruma Kulek (773) 319-1685
 Mrs. Leah Boyarskiy (847) 337-5410

There is a \$7.00 charge for each recheck which should be paid directly to the lice checker. If nits are found on the recheck, the child must wait 24 hours before being rechecked by a certified checker. The rechecks need to be done out of school at a mutually convenient time.

Only when the child is found to be clean may the child be re-admitted to school.

There will be lice checks before school starts, after Sukkos, Mid-winter vacation and Pesach. See the school calendar for exact dates. If your child is found to have lice, they will immediately be sent home.

IMPORTANT: Please be considerate of the other students in the school and help us avoid an outbreak by informing the school if your child has lice or nits. Please do not put your personal convenience and childcare above the health and well-being of the other children.

PTA Positions

<i>Welcome To New Staff (1) \$75</i>	<i>PTA Membership Dues Coordinator (1) \$150</i>
<i>Girls Melava Malka Food Coordinators (3) \$100</i>	<i>Purim Baskets Coordinator (2) \$150</i>
<i>Teacher Appreciation Coordinator (1) \$150</i>	<i>Teacher's Room Shopper - both buildings (1) \$200</i>
<i>Lice Check Coordinator (1) \$250</i>	<i>Graphic Designer (1) \$100</i>
<i>Class Mother Coordinator (1) \$200</i>	<i>Picnic BBQ Coordinator (3) \$150</i>
<i>Class Mother (1 per class) \$150</i>	<i>Tu B'Shvat Coordinator (1) \$50</i>
<i>Banquet Set-up (3) \$150</i>	

Daily Schedule of Classes

Preschool

Monday - Thursday

8:45 - Classes begin

1:00 - Dismissal

Preschool – Friday

8:45 - Classes begin

12:30 - Dismissal

Pre1A Boys – Friday

Pre1A Boys follow the Preschool schedule until Pesach. After Pesach, they follow the schedule for Grades 1-8.

Jarvis Building - Grades Pre1A – 8

Monday - Thursday

8:28 - First bell

8:30 - Classes begin

10:15 - 10:30 - Recess (Grades 2, 3, 4, 8)

10:30 - 10:45 - Recess (Grades 1, 5, 6, 7)

11:25 - Lunch

11:55 - English studies begin

1:55 - Recess

2:15 - Line-up

2:30 - Afternoon Limudei Kodesh begins

4:00 - Dismissal

Friday Schedule (until Pesach)

8:28 – First bell

10:15 - 10:30 - Recess (Grades 2-4, 8)

10:30 - 10:45 - Recess (Grades 1, 5-7)

11:45 - Lunch & recess

12:15 - Limudei Kodesh/English

1:25 - Dismissal

Friday Schedule (after Pesach)

8:28 – First bell

10:15 - 10:30 - Recess (Grades 2, 3, 4, 8)

10:30 - 10:45 - Recess (Grades 1, 5, 6, 7)

11:45 - Lunch

12:15 - English

1:55 - Recess

2:15 - Limudei Kodesh

3:25 – Dismissal

Howard Building - Grades 1 – 8

Monday - Thursday

7:30 - Minyan (Grades 6-8)

8:44 - First bell

8:45 - Line-up bell, (Grades 1-4)

- Class begins (Grades 5-8)

10:30 – 10:45 - Recess (Grades 1-4)

10:50 - 11:05 - Recess (Grades 5-8)

11:45 - 12:25 - Lunch & recess (Grades 1-4)

12:15 - 12:55 - Lunch & recess (Grades 5-8)

12:25/55 - Limudei Kodesh continued

1:55 - Recess

2:15 - English studies begin

4:15 – Grades 1-6 Dismissal; Grades 7-8 Snack

4:30 - 5:30 - Classes for Grades 7 & 8

Friday Schedule (until Pesach)

8:44 - 11:05 - Same as everyday

11:35 - Lunch & recess

12:15 - Limudei Kodesh/English

1:10 - Dismissal

Friday Schedule (after Pesach)

8:44 - 2:15 - Same as everyday

2:15 - English studies

3:45 - Dismissal

Sunday Schedule - Boys Grades 1-8 only

8:00 - Davening (6th-8th Grades)

9:15 - 10:45 - Learning

10:45 - 11:20 - Recess/Snack

11:20 - 12:45 - Learning

12:45 – Dismissal

School Calendar 5779-80 / 2019-2020

SEPTEMBER	
Sun. 1	Lice Check
Mon. 2	Teacher Meeting Day
Tue. 3	Preschool Orientation; Girls Pre1a - Grade 2 Orientation
Tue. 3	First Day of School for boys, 12:00 Dismissal. Lice check for boys.
Wed. 4	First Day of School for Girls' School, General Studies, and Preschool
Mon. 9	Howard Intake Conferences
Tue. 10	Mishmar Begins
Wed. 11	Jarvis Intake Conferences
Sun. 15	Cheder Picnic at Lyon Park, Skokie
Sun. 22	9:00 Shacharis / 10:15 Class begins at Boys' School for All Grades - First Day of Slichos
Thu. 26	Last Day of Mishmar Until After Sukkos
Sun. 29 - Tue. Oct 1	No School – Rosh Hashanah
OCTOBER	
Wed. 2	Minyan/Class begins 8:45, Jarvis Dismissal 11:45, Howard Dismissal 12:00 - Tzom Gedalia
Tue. 8 - Wed. 9	Yom Kippur, No School
Thu. 10	School for Boys only; Minyan begins at 9:15; 12:00 Dismissal
Fri. 11	Sukkos Break begins
Thu. 24	Cheder Resumes after Vacation; Lice Check; No Mishmar
Tues. 29	Picture Day Howard and Jarvis
NOVEMBER	
Thu. 21	No Mishmar
Fri. 22 - Mon. 25	No School for Boys, Pre1a dismissal with preschool - Kinus Hashluchim
Thu. 28	11:55 Jarvis dismissal, 12:55 Howard dismissal; Preschool Interactive Day I
DECEMBER	
Sat. 7	Boys Melave Malka
Mon. 9	Parent Teacher Conferences Jarvis
Wed. 11	Picture Make-Up Day Howard and Jarvis
Wed. 11	Parent Teacher Conferences Howard, No Mishmar
Tue. 17	Yud Tes Kislev Special Seuda
Sat. 21	Girls Shabbaton
Mon. 23 - Tue. 31	Chanukah, No Mishmar
Wed. 25	Preschool Interactive Day II
Fri. 27 - Mon. 30	Chanukah Vacation; No School
JANUARY	
Tue. 7	10th of Teves, Jarvis Dismissal 11:45, Howard Dismissal 12:00
TBA	PTA Mother Daughter Melava Malka 7:30pm
Sat. 18	Boys' Shabbaton
Mon. 20 - Sun. 26	Midwinter vacation; No school
Mon. 27	Lice check Howard and Jarvis

FEBRUARY	
Mon. 10	Tu B'Shvat; Preschool Interactive Day III
Thu. 13	No Mishmar
Fri 14. - Mon. 17	Kinus Hashluchos - No school for Jarvis or preschool; No Mishmar
Mon. 17	No school; ATT in-service day
Tues. 25	Girls Production
MARCH	
Sun. 1 *	1st Grade Chumash Party(Tentative)
Mon. 2	Parent Teachers Conferences - Howard; No Mishmar
Wed. 4	Parent Teacher Conferences - Jarvis
Sun. 8	Cheder Dinner
Mon. 9	Fast of Esther - Dismissal 11:45 Jarvis/12:00 Howard
Tue. 10 - Wed. 11	Purim; No School
APRIL	
Wed. 1	Last day of Mishmar until after Pesach
Sun. 5	Pesach Break Begins
Mon. 20	Cheder Resumes after Vacation; Lice Check; No Mishmar
Fri. 24	Friday Daylight Savings schedule
MAY	
Tue. 12	Lag Ba'Omer Special Programming; No Mishmar
Wed. 20	Pre1a Girls' Siddur Party
Mon. 25	Pre1a Boys' Siddur Party
Thu. 28	Boys only Dismissal 12:00
Fri . 29	Shavuos; no school
Sun .31	10:15 All Grades
JUNE	
Wed. 10	End of Year Preschool Interactive Day
Thu. 11	Last Mishmar of the Year
Thu. 11	Girls' Graduation
Mon. 15	Boys' Graduation
Tue. 16	Last day of school year for Preschool, Jarvis and General Studies
Wed. 17	Teacher Workday
	Summer Program - See schedule in mail

Intake Conferences & Orientation Information

Intake Conference is an opportunity for you to speak with your child's teacher regarding the needs of your child and share any information which you feel would be helpful to his/her teacher. Here is a questionnaire to guide you as to what issues to discuss with the teachers.

Scheduling for Intake Conferences will be done using our online scheduler. We look forward to meeting with you!

The dates for the Intake Conferences are as follows:

Howard Building – Monday September 9th

Jarvis Building – Wednesday, September 11th

Intake Conference Questionnaire

1. What do you perceive are your child's strengths? Special talents?
2. What are your expectations for this year?
3. Does your child have any concerns about this year?
4. How does your child get along with others in the family?
5. How does your child get along with friends?
6. Do you have any social concerns for your child?
7. How would you rate your child's self-esteem?
8. Are there any events taking place at home (e.g. Simchas) that the teacher should be aware of?
9. What form of discipline is effective with your child at home?
10. Is there any other important information the teacher would benefit from knowing about your child?