

Hillel Yeshiva

FACULTY HANDBOOK



2009-2010

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Shaul and Miriam Tawil High School
Charles Mamiye Junior High School
Geri and Abe M. Cohen Elementary School
Rebeca and Benjamin Assa Early Learning Center

www.hillelyeshiva.org

Faculty School Calendar 2009-2010

Mon-Wed	August 31-Sept. 2	Faculty Workshops	
Tuesday	September 8	Middle School Student Orientation Grade 7 9:00 a.m. Head Check 10:00 a.m. Orientation Grade 6 10:00 a.m. Head Check 11:00 a.m. Orientation/Lunch Grade 8 1:00 p.m. Head Check/Pictures 2:00 p.m. Orientation	All faculty on bus duty
Tuesday	September 8	Grade 1 Parent Orientation	7:30 p.m.
Wednesday	September 9	First Day of School Grades 1-8 Opening Assemblies and Head Check for Grades 1-5 ELC Orientation	Regular Dismissal with bus transportation
Thursday	September 10	Adjustment Day with Parent Pickup PreN, N, PreK First Full Day of School with Parent Pickup Kindergarten Head check for ELC	1:00 Dismissal 3:00 Dismissal
Sunday	September 13	ELC Welcome Back Event with Grade 8 Girls and PTA	
Monday	September 14	ELC First Full Day of School	Regular Dismissal with bus transportation
Tuesday	September 15	Back to School Night ELC	7:45 p.m.
Wednesday	September 16	Back to School Night Grades 2-6 Smart Board Training(9:00-11:00)	7:30 Grades 2-5 8:30 Grade 6
Friday	September 18	Erev Rosh Hashana	No sessions
Monday	September 21	Tzom Gedaliah	1:30 Dismissal ES & MS 1:00 Dismissal ELC
Wednesday	September 23	Back to School Night Grade 7&8 ES Clubs Begin	7:45 p.m.
Monday	September 28	Yom Kippur	No sessions
	September 30	Halacha Test High Holidays MS	
Fri-Mon	October 2-12	Sukkot Recess	No sessions
Tuesday	October 13	School Resumes	
Thursday	October 15	MS Mishmar Begins	4:30-5:45
Monday	October 19	Father\Son Learning Grade 5	7:00 pm
Mon-Wed	Oct 19-21	Mommy & Me Orientation Days	
Fri & Sat	Oct. 23&24	Grade 8 YACHAD Shabbaton	
Monday	November 2	Student Government Elections ELC Election Day Programs	
Tuesday	November 3	Professional Development Day	7:45-4:00
	November 16	Everyday Berachot Grades 3&4	
Wednesday	November 18	Parent\ Teacher Conferences Grade 1-6	1:30 Dismissal Grade 1-5
Thurs-Fri	November 26-27	Thanksgiving	No sessions
	November 25	Thanksgiving Assembly Grades 2-5	
Tuesday	December 1	Parent\ Teacher Conferences ELC and Grades 7&8 Grades 1-5 Additional Conferences	1: 30 Dismissal grades 6-8
Thursday	December 10	Halacha Test Hanukah MS	
Monday	December 14	Chanukah Recess	No sessions
Wednesday	December 16	End of First Trimester Mommy & Me Hanukah/Open House Event Hanukah Assembly	
Monday	December 21	Gemara Assessment, MS	
Friday	December 25	No Bus Transportation All faculty on bus duty	1:00 Dismissal ELC 1:15 Dismissal ES & MS
	December 31	Early Dismissal	ES and MS 4:00
Friday	January 1	New Years Day	No sessions
Tuesday	January 5	School Pictures Grades 1-7	
Sunday	January 10	Chagigat Humash	
Tuesday	January 12	Halacha Test Tu'Bishvat	
Sunday	January 17	Chagigat Siddur	
Thurs-Friday	January 21-29	Winter Break	No sessions
Monday	February 1	School Resumes	
Monday	February 15	Presidents Day	No sessions
Tuesday	February 16	ELC Progress Reports Due	
Thursday	February 25	Halacha Test Purim, MS	
	March 1	Purim Carnival Kdg.-Grade 8	
Tuesday	February 16-March 9	Od Yosef Chai Collection	
Thursday	February 25	Taanit Esther	1:30 Dismissal 1-8 1:00 Dismissal ELC
Wednesday	March 3	Parent\ Teacher Conferences ELC and Grades 7&8	1:00 Dismissal ELC 1:30 Dismissal Grades 6-8
Tuesday	March 9	Parent \Teacher Conferences Grades 1-6	1:30 Dismissal grades 1-5
	March 19	End of Second Marking Period	
Mon-Wed	March 29 -April 7	Passover Recess	No sessions
Thursday	April 8	School Resumes	
Monday	April 12	Yom Hashoa Program presented by Grade 8	
Tues-Fri	April 13-16	Terra Nova Exams Middle School	
Tues-Fri	April 20-23	Terra Nova Elementary School	
Monday	April 19	Yom haatzmaut Presented by Grade 7 Girls	
Tues-Fri	April 20-23	Terra Nova Exams Middle School	
Thursday	April 22	Gemara Assessment grade 6-8 Boys	
Wed-Thurs	May 5-6	Washington Trip Grade 8	
Wednesday	May 12	Yom Yerushalayim Presented by Grade 7 Boys	

Tuesday	May 18	Erev Shavuot	No sessions
Wed-Thurs	May 19 - 20	Shavout Recess	No sessions
Friday	May 21	School Resumes	
Sunday	May 23	Salute to Israel Parade (Tentative)	
Monday	May 31	Memorial Day	No sessions
Wednesday	June 2	Bat Mitzvah Celebration Grade 6 Girls	9:30 a.m.
Friday	June 4-11	Grade 8 Final Exams begin	
Wednesday	June 9	Awards Ceremony Grade 8 (Tentative Date) Last Day of Classes for Grade 7	7:45 p.m.
Thursday	June 10	Grade 7 Trip to Philadelphia/ Grade 6 Trip to NYC Grade 8 Study Day	
Monday	June 14-18	Grade 7 Final Exams	
Wednesday	June 16	Graduation Practice 9:00 a.m. at JCC Graduation Grade 8 at the JCC Report Cards due grade 8	8:00 p.m.
Wednesday	June 16	End of Year Exams for grade 6 in classroom	
Tuesday	June 22	Last day of School ELC and Grade 6	Regular Dismissal 1:30 Dismissal
Wednesday	June 23	Last Day of School Grades 1-5 Kindergarten Graduation	4:00 Dismissal 9:30 am

Grade	Monday-Thursday	Friday
1-5	8:00-4:00	8:00-1:30
6-8	8:00-4:30	8:00-1:30

Grade	Monday-Thursday	Friday
Pre N	9:30-1:00 or 9:30-3:00	9:30-1:00
N-Pre K	9:30-3:00	9:30-1:00
Kind	9:00-3:00	9:00-1:00



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August, 2009

Dear Colleagues,

I would like to welcome you to what I hope will be a wonderful and rewarding experience at Hillel Yeshiva . We hope that your experience here will be challenging, enjoyable, and rewarding.

At Hillel Yeshiva we believe that each educator adds to Hillel's growth and success. We hope that you will take pride in being a member of our team. Please review the contents of the Faculty Handbook so that you will be clear on our policies and procedures.

On behalf of our Board of Trustees, Board of Education, Parents and Administrative Staff, I thank you for your dedication and commitment to the children of Hillel Yeshiva.

B'Hatzlacha! "B'yachad!" "Together" let us make great things happen!

Sincerely,
Dr. Ruth Katz
Head of School
ELC-Grade 8

Hillel Yeshiva's Mission

Hillel Yeshiva's mission is to provide students with an outstanding Judaic and General studies education so they can achieve success by building a religious, academic and personal foundation which will enable them to make a loving commitment to Torah, to *mitzvot*, to the community and to the people and the State of Israel.

Our Values

Torah

We value...

- The incorporation of Torah values, *Halacha* and *mitzvot* into one's life.
- Inspirational, loving exploration of the diverse approaches within traditional Jewish thought.
- The establishment of a complete Orthodox Jewish life within a challenging secular culture.
- The rich traditions of Sephardic and Ashkenazic Jewry, including customs, liturgy, and reading traditions.

Tzelem Elokim

We value...

- The uniquely divine worth, potential, and differing perspectives of all people.
- The essential contributions of our faculty members, our support staff, and our administration.
- The treatment of all people with dignity and respect.

Hesed

We value...

- Acts of generosity, benevolence, and loving kindness.
- The creation of an environment of kindness amongst students and members of the entire school community.
- Our responsibilities to our immediate community, to our fellow Jews in America, in Israel and worldwide, to American society and to mankind.

College education and life-long learning

We value...

- Each student's unique passion, creativity, and natural tendency to become life-long learners.
- Critical thinking skills and an environment of open inquiry in a safe setting, as a preparation for higher education, a profession, and ongoing Jewish and General education.
- Life-long Torah learning.

Student-centered approach to education

We value...

- Child centered curricula that take into account students' varying talents, abilities, and learning styles.
- Educating the whole child.
- Each student's personal exploration of self, society, Torah and the physical world as part of one's goal to lead a true, purposeful, and meaningful Jewish life.

State of Israel

We value...

- Religious Zionism and the State of Israel as our Jewish homeland.
- A commitment to the State of Israel and to the culture of Israel, and an understanding of its history.
- The study of the spoken and written Modern Hebrew language as a gateway to participating in modern Israeli culture.
- Post-high school Israel year-abroad programs.

Parent Participation

We value...

- Strong bonds between home and school to create the support system integral to student motivation and achievement.
- Parents' ongoing involvement in their children's education.
- Parents' active participation and financial support of our school.

Early Learning Center, Elementary and Middle School
Administration/Educational Support Staff

Administration

- Dr. Ruth Katz, *Head of School ELC-8*
- Rabbi Saul Kassin, *Rosh Yeshiva-Halachic Authority Curriculum Coordinator Judaic Studies*
- Mrs. Rivka Levovitz, *Curriculum Coordinator, General Studies Grades 1-8*
- Mrs. Ruchie Czermak, *Director of Early Learning Center*
- Rabbi Avi Bodlander, *Assistant Principal, Grades 1-5 Elementary School*
- Rabbi Daniel Davis, *Asst. Principal Grades 6-8 Middle School*

Educational Support Team (EST)

- Mrs. Michelle Cohen, *Social Services*
- Mrs. Goldie Grossman, *Special Education Coordinator*
- Dr. Daniel Herrmann, *Director of Psychological Services*
- Mrs. Devorah Munk, *Special Education Coordinator*

- Mr. Daniel Rosenzweig, *Library/Media Center for General and Judaic Studies*
- Mrs. Jean Cadenelli, *Health Office*

Administrative Assistants

Mrs. Lillian Hanan.....Middle School Office
Mrs. Tracy KradyEarly Learning Center
Mrs. Bette Pahuskin Educational Office
Mrs. Marta Meyer Elementary School Office

Business Office

Mrs. Bobbie Krady..... Director of Finance
Mrs. Elizabeth Beckerman Director of Marketing

Technology

Mr. Sean BurnsTechnology Director

Mr. Ron Hopkins, *Director of Maintenance*
Mr. Louis Krupkin, *Director of Security*

Hillel Yeshiva Organizational Structure

Pre Nursery through Grade 8

Collaborative Instructors for Judaic Studies

Mrs. Buchwald
Mrs. Dick
Mrs. Cherney

Collaborative Instructors for Keriah Grades 1-5

Rabbi Elbaz
Rabbi Maslaton
Mrs. Semah
Mrs. Srour
Mrs. Schleifer
Mrs. Cohen

Hebrew Language Department

Mrs. Dick
Mrs. Raskin
Rabbi Yaniv Vaknin
Mrs. Chedva Weiss
Mrs. Zavulunov
Mrs. Hassida Zilbiger

Collaborative Instructors For General Studies

Mrs. Vicky Brosniak
Mrs. Melanie Levy
Mrs. Jennifer Litz
Mrs. Susan Rishty
Mrs. Roberta Thaler

Science Enrichment

Mr. Thomas Dowling
Mr. Louis Krieger

SAFE

Mr. Arthur Braunstein

Gruss Site Managers 1-5

Mrs. Sandi Rosenstein

E2K Project Coordinator

Mr. Novick
Mrs. Tallman

Music Department

Mrs. Dahlia Menaged
Mrs. Reich, ELC

Art Department

Mrs. Ellen Fellner

Physical Education

Mr. Shlomo Weiss

Technology Department

Mrs. Martuscelli – Instructor
& Support
Mr. Sean Burns– Technology
Support

Faculty

Early Learning Center

Mrs. Ben Simon
Mrs. Miryam Burr
Ms. Chaya Carlebach
Mrs. B. Cohen
Mrs. G. Cohen
Mrs. Czermak
Mrs. Dadoun
Mrs. M. Danziger
Mrs. R. Danziger
Mrs. E. Dwek
Mrs. M. Dwek

Mrs. G. Fried
Mrs. Gelbfish
Mrs. Gemal
Mrs. Lesser
Mrs. Mandel
Mrs. Mansour
Mrs. Aileen Mizrahi
Mrs. Debbie Mizrahi
Mrs. Diane Mizrahi
Mrs. Nahoum
Mrs. Nehmad

Mrs. Nelson
Mrs. Noam
Mrs. Sandler
Mrs. Shapiro
Mrs. Steinberg
Mrs. Sutton
Mrs. Alyssa Tawil
Mrs. Anna Tawil
Mrs. Sandy Wasserman
Mrs. Weinstock

Elementary School Grades 1-5

Rabbi Beyda
Mrs. Dayne
Mrs. Eidelman
Mrs. Fogel
Mrs. Guttman
Mrs. M. Levy
Mrs. S. Levy
Mrs. Litz

Mrs. Londinski
Mrs. Nelson
Ms. Richards
Mrs. Rosenblum
Mrs. Schmell
Mrs. Smith
Mrs. Stagg
Mrs. Sussman

Mrs. Thaler
Mrs. Treff
Mrs. Tallman
Mrs. Wasserman



**Middle School
Grades 6-8**

Rabbi Azoulay
Rabbi Beyda
Rabbi Blau

Mrs. Dayne
Mr. Dowling
Mrs. Heinle
Mr. Klenetsky
Mrs. Leif
Mr. Novick

Ms. Raskin
Mrs. Rishty
Mrs. Scheinberg
Mrs. Schor
Rabbi Somekh
Mrs. Steinfeld

Mrs. Tallman
Rabbi Vaknin
Mrs. Weiss
Mrs. Zavulonov
Mrs. Zorner
Mrs. Zuknik

Telephone Extension Directory

Elementary and Middle School

200 Bette Pahuskin
201 Fortune Wludyka
204 Mailroom
210 Security
211 Mr. Rosensweig
212 Nurse
213 Nurse
214 ES Teacher's Lounge
215 Security Booth
216 Dr. Katz
217 Mrs. Czermak
218 Tracy Krady
220 Boiler Room
221 Copy Central
222 Marta Meyer
224 Rabbi Bodlander
226 Kitchen
228 Gym
230 Sean Burns

231 Rabbi Davis
232 Lillian Hanan
233 Mrs. Levovitz
234 Ron Hopkins
235 Nurse's Sick Phone
236 Teacher's Lounge MS
237 Day Care
238 Day Care
241 Dr. Herrmann
242 ...Merkaz L'Ivrit (Ivrit Center)
250 Speech
251 Grossman/Munk/Cohen
252 Dr. Katz Conference Rm.
254 MOESC
303 Rabbi Kassin
311 Mrs. Martuscelli

High School

300 Betty Davidowitz
301 Nadine Tillis
302 Susan Snyder
300 Rabbi Bald
305 Main Office Work Room

309 Dr. Herrmann
313 Faculty Room
314 Guidance Conf. Room
414 Mrs. Labaton

Business Office

201 Fortune
350 Elizabeth
404 Bobbie Krady
405 Karen Green

Ron Hopkins 732-890-7504
Pierre 732-804-6423



DAILY ROUTINE

A neat, attractive, well maintained classroom enhances your instruction and promotes respectability.

Your full cooperation is needed to maintain the following standards:

- ▲ Students and teachers are to straighten out desks and chairs, pick up paper scraps or other debris from floor at the end of the period or session.
- ▲ Teacher's desk must be left uncluttered when your session ends.
- ▲ This procedure must be carried out after the A.M. session, prior to the arrival of the P.M. group. Similarly, the same procedure must be followed at the conclusion of the day. Teachers should allow ample time for this task.
- ▲ Each teacher should institute some type of protocol or procedure in which:
 - The lesson or activity ends at an appropriate time allotting enough time for the children to clean/tidy up calmly and without pressure. Remember that teaching the children the importance of cleanliness, organization and time management will serve them well in the future.
 - Children should be taught to put toys (and pieces!), books and supplies away properly.
 - Children should be trained to pick up large pieces/items from the floor (e.g. wrappers) and throw them in the garbage.
 - *Stickers may no longer be pasted directly on student desks.*
 - *Children should be held responsible for keeping their desk tops (and inside) clean.*
 - Tables/desks should be cleaned properly.
 - Counters should be tidied/cleaned before leaving the classroom for dismissal. Please do not put us into the awkward position of calling you back to your classroom when you are leaving the building or assignment.
- ▲ Make sure you do the following:
 1. Windows and blinds are closed (P.M.)
 2. Chalkboards are erased
 3. Lights are shut
 4. Door is locked
 5. All P.M. teachers must have the chairs put on top of the desks to maximize custodian clean-up time.
- ▲ Please institute these procedures from the very onset of the school year.
- ▲ The general appearance of your room (bulletin board, clever motivational statements, colorful arrangements) greatly promotes positive teaching atmosphere. Most important is display of the children's work.

Line-up for grades 1-5 will take place at 8:00 A.M. promptly in the Elementary School lunchroom. At line up the students will recite the pledge followed by the anthems. Grades 6-8 girls will report directly to the Middle School Lunchroom for Tefillah and the Grades 6-8 boys will report directly to the Middle School Midrash for Tefillah at 8:00 a.m. start.

ATTENDANCE/LATENESS FOR STUDENTS

Attendance

- ▲ A.M. attendance records must be sent to the office NO LATER THAN 9:00 a.m. SHARP!! Afternoon attendance records must be sent to the middle school office NO LATER THAN 1:00 p.m.
- ▲ The office will keep a record of attendance for each student. However, you MUST still maintain up-to-date records of your own students. (Both a.m. and p.m.)
- ▲ Homeroom teachers MUST put attendance on report cards. (Both a.m. and p.m. homeroom classes)
- ▲ A.M. and P.M. teachers in the elementary school should record their students' attendance in their rollbooks for transfer to the Report Cards and Progress Reports as required.



Please adhere to the following procedures:

- ▲ A student who ARRIVES after instruction has begun is to be marked LATE and cannot be admitted to class without a late pass from the office.
- ▲ If a student is absent for three days, please call home to inquire as to the reason for an absence. If the child has a communicable illness, please notify the Health Office and the administrator of your division.

EARLY DISMISSAL

Any child who has to leave the building other than regular dismissal time MUST be sent to the Educational Office and be signed out by a parent or legal guardian.

CLASSROOM MANAGEMENT

CODE OF DISCIPLINE FOR STUDENTS

Our Torah stresses the practice of midot (ethics and values). Therefore, in an Orthodox Jewish Day School, there are certain expectations regarding conduct and self-discipline that are considered basic.

Rabbinic writings are replete with admonitions and case histories relating to man's respect for his fellow man and concern for his needs and sensitivities. One is enjoined to always put oneself in the place of the other person. When one is sensitive to another's needs and wants, ridiculing, teasing, getting into fights and speaking disrespectfully to others never begins. There is no place for sarcasm in relationships between colleagues, as well as between teachers to student as it is written *איזהו מכובד המכבד את הבריארת*.

"Who is respected, He who respects others"-Pirkei Avot, Ethics of the Fathers. Another aspect of decorum in school is proper respect for teachers and authority figures. The honor one must show to one's parents and teachers is, in certain respects, compared to the honor one shows to G-d. This highlights a fundamental principle of Judaism.

DISCIPLINE POLICY

The Hillel Yeshiva Elementary Board of Education in collaboration with the administration which is to establish long-term educational and moral values and to maintain good order in the school.

The aim is to have a constructive program of discipline: positive rather than negative, fostering growth rather than repression, initiative and freedom governed by acceptable ideals and interests.

EXPECTATION OF STUDENT BEHAVIORS

You are asked to read these expectations carefully, as they serve as the basis for the maintenance of a school environment, which supports each student's efforts to achieve the best possible education during the current school year.

Students are expected to:

- ▲ EXHIBIT PROPER AND ACCEPTABLE BEHAVIOR AT ALL TIMES AND IN ALL PLACES.
- ▲ OBEY THE RULES AND REGULATIONS OF THE SCHOOL AND OF YOUR CLASSROOM TEACHERS.
- ▲ DISPLAY RESPECT AND CONSIDERATION FOR ALL MEMBERS OF THE FACULTY AND STAFF.
- ▲ DISPLAY RESPECT AND CONSIDERATION FOR YOUR FELLOW STUDENTS.
- ▲ EXHIBIT CARE AND RESPECT FOR THE BUILDING AND FOR ALL SCHOOL PROPERTY.
- ▲ EXHIBIT GOOD SPORTSMANSHIP.
- ▲ MAINTAIN HONESTY AND INTEGRITY OF THEIR ACTIONS.
- ▲ CONTRIBUTE TO THE MAINTENANCE OF A POSITIVE ATMOSPHERE THROUGHOUT THE SCHOOL.
- ▲ PROPER DRESS CODE MUST BE ADHERED TO AT ALL TIMES.
- ▲ KNOW THAT CHEATING WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES.



- ▲ IN ADDITION, IT MUST BE NOTED THAT ALL GAMES OF CHANCE AND FORMS OF GAMBLING AS WELL AS SELLING OF FOOD OR ANY OTHER ITEMS IS STRICTLY PROHIBITED AT HILLEL YESHIVA.
- ▲ ZERO TOLERANCE POLICY FOR PHYSICAL/VERBAL ABUSE OF ANY INDIVIDUAL.
- ▲ ZERO TOLERANCE POLICY FOR INCIDENTS OF CYBERBULLYING, MISREPRESENTATION OF INTERNET SOCIAL WEBSITES AND THE LIKE. VIOLATION OF THE ZERO TOLERANCE POLICY CAN RESULT IN SUSPENSION, LOSS OF PRIVILEGES AND POSSIBLE EXPULSION FROM THE YESHIVA.

LOCKERS – STUDENTS GRADES 6-8

- ▲ *It is the responsibility of each student to maintain the confidentiality of his/her locker code. It is strongly advised that you let your students know this and reinforce it periodically.*
- ▲ *It is also recommended that you help students learn how to organize and maximize the use of their lockers on a continuing basis.*
- ▲ *Please advise your students not to bring expensive jewelry, electronic equipment or substantial amounts of cash to school, as these things are not the responsibility of the school.*

WITHIN THE CLASSROOM

1. Establish class routines immediately.
2. Begin lesson promptly.
3. Update your bulletin boards periodically; There should be no faded paper on the bulletin boards.
4. Please coordinate the use of bulletin board space/wall space/storage space with your co-teacher and/or the teacher you share a classroom with.
5. For general decorum and safety, eating/drinking should not take place by students or teachers during instructional time.

Concern for Fellow Colleagues

1. Please coordinate seating plan with your co-teacher.
2. *Do not hang anything on windows in the classroom. Please do not use tape to hang anything in the hallways.*

Test Schedule for grades 6-8

1. Please coordinate the scheduling/assignment of tests and homework with your co-teachers in the best interest of the students.
2. No more than two tests per day, one Judaic Studies and one General Studies. Please schedule all test dates at least one week in advance with Rabbi Davis in the Middle School so he can post them on the Middle School Test Schedule Calendar. Please consult the Special Events Calendar for the End of Trimester dates, holidays, special programs and Parent Teacher Conferences.

Test/Homework Schedule for grades 3-5

1. Please limit your class test load to one unit test per day.
2. Please coordinate homework load with your co-teacher.
3. Please do not assign special projects or extended home assignments before a holiday, intersession or the like.

**HOMEWORK DURING JEWISH HOLIDAY VACATIONS**

Written assignments should not be given over the following Jewish Holidays:



September 18	Rosh Hashana
September 28	Yom Kippur
October 2-12	Sukkot Recess
December 14	Chanukah Weekend
February 28	Purim
March 29-April 7	Pesach
May 19-20	Shavuot

HOMEWORK PLANNER

Every student in grades 1-8 is given a Hillel Yeshiva Student Planner. It will be handed out to the students by his/her a.m. studies homeroom teacher on the first full day of school. It is very important that ALL teachers reinforce that ALL STUDENTS need to COPY ALL ASSIGNMENTS (SHORT AND LONG TERM) into the planner. Please monitor your student is copying the assignment completely and accurately. Please require signature of homework pad accordingly to students individual needs.

- ▲ *This should be done once a week by grades 6-8 teachers and then for specific students daily as needed.*
- ▲ *Grades 1-5 staff should monitor this daily throughout the year.*

LESSON PLANS**WEBSITE**

- ▲ To enhance communications between home and school all teachers will be required to post lesson plans/homework/tests/projects on the Hillel Website as of September 13, 2009. Middle School, please use the F.L.O.W. chart hard copy and on the web. Please consult Mrs. Sharon Martuscelli for technical support for the posting of the FLOW Chart.
- ▲ All Middle School Teachers, JS and GS are requested to submit a hard copy of the F.L.O.W. Chart to the Educational Office every Monday morning. PM. Teachers must submit the F.L.O.W. Chart by 12:00 noon on Mondays. Hard copy F.L.O.W. Chart Forms will be available from Betty in the Educational Office and Lillian in the Middle School Office. Please adhere to the time parameters for submission of lesson plans.

GENERAL SUPERVISORY GUIDELINES

- ▲ Please continue to supervise and direct students at all times and in all places (including indoor and outdoor playground, bathroom, etc.)
- ▲ Sitting side-by-side next to teachers and chatting at recess/playground is not in the best interests of the safety of our children and is not acceptable.
- ▲ When you are outside at recess, please carry a pass with you and only send in one child at a time.
- ▲ Please make sure that you are on site- close enough to direct and supervise your class at recess.
- ▲ Boys grades 7 and 8 will go to their lockers and then to the lunchroom where they eat breakfast with their first period rabbi.
Girls grades 7 and 8 will go from Tefilah to lockers and first period class by 8:55 a.m.
- ▲ Mincha Grade, 6-8 boys-Rabbi Somekh, Rabbi Azoulay, Rabbi Blau,
- ▲ Mincha Grade 7 and 8 girls-Mrs. Levovitz, Mrs. Schor.



RECESS PROCEDURES

Coverage schedule to follow.

- ▲ Grade 7&8 a.m. Recess/Snack in the classroom with teachers. Grade 7&8 p.m. Recess in the gym or outdoors.
- ▲ Grade 6 a.m. Recess in the gym or outdoors. Grade 6 p.m. Recess in gym or outdoors.
- ▲ Please be vigilant while at recess. For middle school indoor recess boys should be on one side of the gym and girls on the otherside. Teachers should be at the two ends of the partition dividing the gym and at the doors of the gym. For outdoors recess all areas of the baseball field should be equally supervised.
- ▲ Chairs should not be brought outdoors. Teachers may not remain seated during recess supervision.
- ▲ Please close the classroom door when leaving the classroom with your class.
- ▲ In the event of a minor accident, please send another student with the injured party to the nurse. In the event of an injury in which the student cannot move, please send another student to the elementary/middle school office to advise the administrator of the respective division. In the event of an accident please complete an incident report and submit it to the Health Office as soon as possible and on the same day of the accident!

To insure the safety of our students, please...

- ▲ Children are to be escorted to and from their specials, recess and Mincha by their classroom teacher or (M.S.) by their next period teacher.
- ▲ Before leaving students at gym or other specialty rooms, please do not leave the specialty room until the specialty teacher is in the room and supervising the class. Specialty Periods, Music, Computers, Phys Ed., Library, Art, Recess, Mincha, Ivrit Track.
- ▲ **NO STUDENT MAY BE LEFT UNSUPERVISED IN A CLASSROOM FOR ANY REASON. AT ANY TIME!**
- ▲ Recycling-Please make sure that all plastic bottles and silverware be placed in the blue recycle bins on the playground.
- ▲ Position yourselves near your class in the playground/gym.
- ▲ Stand and supervise students indoors and outside. (See playground supervision and Bullying below)

Play It Safe! The ABCs of Supervision

Adults need training to supervise children on the playground. Do not assume years of experience in the indoor classroom are adequate for use on the playground, or that one's personality and relationships with the children will suffice. The outdoor environment presents different challenges, and playground supervision. Training includes teaching the staff about proactive approaches to preventing injuries, educating supervisors about what constitutes safe play behavior and identifying the how and when of intervention to prevent accidents.

Supervision Training is as Simple as A, B, C

A-Anticipation

Anticipation is the ability to recognize potential hazards on the playground. This means the supervisor needs to know what constitutes a hazard and make sure none are present prior to children playing on the equipment. The two most life-threatening hazards are potential head entrapments and situations leading to strangulation.

A head entrapment occurs when spaces on guardrails or other areas on the equipment are greater than 3.5 inches wide but less than 9 inches. Typically, this spacing allows a child's body, but not his or her head, to pass through the opening. When this happens, a child can strangle or suffocate.



The second cause of strangulation involves objects that children bring to the playground. For instance, when caught in slits on equipment, dangling strings on clothing have strangled children. These gaps should be tightened and covered with silicon glue.

Additionally, children should only be allowed to play on equipment manufactured for their size and abilities. Most playground equipment is made for children ages 2-5 or 5-12. Younger children should always play on equipment designed for them, as they simply do not have the cognitive or physical ability to master equipment designed for older children.

A good rule of thumb: If children cannot reach the equipment on their own, they shouldn't be allowed to use it.

B-Behavior

The term "behavior" pertains to both adults and children; kids need to understand what is acceptable on the playground, whereas adults need to develop ways to address such behaviors.

Rules for appropriate play behavior need to be created and communicated. We suggest they be written with the children to create ownership (no more than three rules for preschoolers and no more than five rules for school aged children).

Additionally, adults should move through the play environment. This is not the time to grab a cup of coffee and talk about "what's new" with the other supervisors. Adults need to be actively involved in watching children; the equipment won't do it for them.

C- Context

Context is creating a supervision plan tailored to your specific play environment and the age group of your class(es). Within this plan is the determination of assumed positions on the play ground. At least two teachers are to be present at all times so one can deal with an injured child while the other controls the situation.

Following the ABCs of playground supervision makes your play environment a safe place where children can have fun, too.

HEALTH OFFICE

If a child is ill, he or she is to be sent to the nurse's office with the Medical Office Referral Slip or note. Additional forms may be obtained from the ELC/Elementary/Middle School offices. There is no need to send a child with an escort unless you deem it absolutely necessary.

Please be advised that in the event that a child in your class shows signs of dizziness and/or appears unable to go to the nurse unassisted, notify an administrator in your division of the incident by student monitor immediately. Never leave the class unsupervised at any time.

BUS DUTY (Please see schedule)

▲ Every afternoon teacher is assigned bus duty. (Please see Bus Duty schedule)
You are expected to remain on duty until all of the children are picked up or until you are excused by the administrator on duty.

Late Bus Duty for Elementary School	4:00-4:25 p.m.
Late Bus Duty for Middle School	4:25-4:50 p.m.



**SUPERVISORY A.M. DUTY
7:45-8:10 A.M. MONDAY THROUGH FRIDAY**

Mrs. Marta NagarElementary School Office Hallway
Mrs. Sue Levy.....Elementary School Lunchroom
Mrs. Bette Pahuskin Educational Office Hallway

- All morning rebbeim must be at their Tefillah locations no later than 7:55 a.m.
- Grades 6-8 girls Tefillah teachers must be at their Tefillah locations at 7:55.
- Grades 6-8 boys Tefillah boys and girls must begin promptly at 8:00 a.m.
- Hall duty teachers are to be at their designated posts from 8:30 a.m. until class begins.

DISMISSAL

Grades 1-5
Dismissal, Monday through Thursday 3:55, Friday 1:25

All classroom teachers in grades 1-5 must bring their classes outside by 3:55 p.m. and walk each student to his/her assigned bus. Classroom teachers are to bring their remaining students to the bus duty teachers and identify them waiting for their busses.

If the buses are delayed, the children may remain in the lobby with the late bus duty teacher (this is a rotational duty) until 4:15 p.m. Monday through Thursday and until 1:45 p.m. on Friday. *PLEASE DO NOT LEAVE YOUR BUS DUTY POSTS UNTIL EXCUSED BY THE ADMINISTRATOR ON DUTY.*

Dismissal Grades 6-8
Rotational Duty, Dismissal Monday through Thursday 4:25, Friday 1:30

All afternoon teaching staff, Judaic and Secular, must be at their assigned dismissal locations as specified on the P.M. bus duty schedule every day during dismissal. It is very important for the safety of all of the children that everyone is there. If any staff member has extenuating circumstances and cannot be at his/her assigned location, s/he is responsible to arrange coverage for that location and notify the administrator in charge. Staff members must remain at the bus circle until the buses pull away. Please do not walk to your car before the buses leave the premises.

USE OF THE GYM

- ▲ UNDER NO CIRCUMSTANCES MAY ANY STUDENT OR STAFF MEMBER WALK THROUGH THE GYM.
- ▲ UNDER NO CIRCUMSTANCES MAY ANYONE EAT OR DRINK IN THE GYM.
- ▲ UNDER NO CIRCUMSTANCES MAY ANY STUDENT OR GROUP OF STUDENTS BE IN THE GYM WITHOUT THEIR ASSIGNED TEACHER!

CLASS ROOM PASSES

Students who are allowed to leave the classroom must always carry a classroom pass which identifies the classroom and teacher. Only one student may leave the class at one time with a pass.

When you are outside at recess, please carry a Resess Pass and a Nurse's Pass for student's use as necessary.

USE OF TELEPHONE/CELL PHONE FOR STUDENTS

- ▲ A permission slip must be issued by an administrator before telephone use is permitted.
- ▲ Students may be allowed to call home in emergency situations if approved by administration.



- ▲ *Students are NOT allowed to display or use cell phones on school premises.*
- ▲ *If a cell phone is seen during the school day by any staff member, it must be confiscated and given to the division administrator.*
- ▲ *The phone will be returned to the parent or student based upon administrative review of the situation.*

USE OF CELLULAR PHONES FOR STAFF

Cellular phones:

There will be zero tolerance for cell phones during class time. If you must to use your cell phone during your prep time, please make sure it is not used in any public area in the building. Please be assured that *emergency messages* received by the secretary will be relayed to you immediately. In case of special circumstance, please speak with your direct supervisor in order to accommodate your specific situation.

GUIDELINES FOR EFFECTIVE COMMUNICATION BETWEEN YOU AND THE PARENT/YOU AND YOUR SUPERVISOR(S)

Please:

- ▲ *Check your email at least twice a day; in the morning and evening.*
- ▲ *Check your box in the teacher's lounge at least once a day.*
- ▲ *Check the white board in your division secretary's office each day.*
- ▲ *Submit attendance slips no later than 9:00 a.m. for the Elementary School and by 9:15 a.m. for the Middle School.*
- ▲ *Answer memos promptly.*

NEW STUDENTS TO OUR SCHOOL

A new student to our school can be initially overwhelmed by the daily routine: Morning arrival, recess, specialities, lunchroom procedures, etc.

As the teacher, please be sensitive to the anxiety of a new student. Please monitor the student's transition to our yeshiva. Please share your observations with the administration as well as with the parents of the new student. A little reassurance is always encouraging! Their names will be asterisked on your class list. To expedite adjustment, please "pair" newcomer with veteran student who will show him/her around, and will assist in the transition.

PHONE CALLS BY TEACHERS TO PARENTS

- ▲ All teachers are required to contact the parents of the children in their homerooms by phone before Parent/Teacher "Back To School Night". Please record specific info on each student at the Student Profile Meeting for your class/classes, which will be conducted by the EST Team during the week of August 31 prior to the opening of school.

Purpose: Introduction of teacher to family.

- ▲ Every teacher in both Judaic and General Studies will be required to maintain a phone log. Teachers will receive a marble composition book to record the necessary information. All parent contacts should be listed. These include phone calls, conferences, etc. Please log in the date of the conference and notes regarding the conversation. Logs will be collected and checked by the curriculum coordinators periodically throughout the year.
- ▲ In order to reach all parents, we recommend that you alternate names on the class list, i.e. call first and last alphabetically. Continue in that order.
- ▲ Never call on Friday night, the Sabbath or the Jewish holidays. Please remember that all Jewish holidays commence at sundown of the previous evening.
- ▲ Ask parents during conversation whether there is anything special that you ought to know: allergies, vision, auditory, family illness, divorce, custody issues or other problems.



- ▲ Finish your conversation by encouraging parents to remain in contact with you.
- ▲ Give them your mailbox phone number and check for messages daily.
- ▲ At the Student Profile Meeting please check appropriate “titles” of how to address the parents in your class; also be mindful of those students who require dual communication from their teachers due to a “divorce status” Please be sensitive to information with families with serious illness or loss of a child or parent as reported to you in the Student Profile Meeting.
- ▲ Seek out opportunities to call parents and share with them the good things which are happening in their child’s school life. We call this a “Nachat” call! At some future time, if you have to call concerning unacceptable behavior/work, you will have earned their confidence.

CURRICULUM GOALS

Hillel Yeshiva’s Judaic and General Studies curriculum offers an intensive course of study committed to excellence. The curriculum is sensitive to different abilities and varied learning styles among children. The goals of the dual curriculum are to:

- develop a strong Jewish identity
- foster personal growth in the study of Torah and performance of *Mitzvot*
- prepare students for the demands of secondary education
- develop communication skills
- obtain efficient research and study skills to pursue higher learning
- develop textual skills and the ability for independent Torah study
- acquire a strong foundation in basic knowledge and skills
- acquire fluency in modern Hebrew language
- facilitate competencies in physical education and computer technology
- inspire students to pursue higher Jewish and secular education
- encourage students to bring to the general Jewish community the advantages of their education
- develop a sensitivity to others and a responsibility to contribute to the general good of society
- create a sense of identification with the land and people of Israel
- offer extensive opportunities for problem solving and critical thinking
- encourage the use and application of technology in the disciplines
- include concrete and experiential opportunities for learning
- become well schooled in and familiar with the Torah and basic Jewish texts

STUDENT CONDUCT AND RESPONSIBILITY

TO BE REVIEWED BY THE CLASSROOM TEACHER WITH HIS/HER STUDENTS

General Rules

- Be truthful
- Show respect and courtesy towards others
- Refrain from profane language or gestures
- Care for their own property, school property, and respect the property of others
- Keep the campus and building free from litter
- Follow directions from the faculty and administration
- Refrain from eating food outside the lunchroom
- Refrain from chewing gum in school
- Remain in the classroom until dismissed by the teacher
- Avoid loud and unruly behavior
- Exhibit good sportsmanship on and off the playing field
- Recognize that rules for behavior are the same on field trips or any extracurricular activity
- Remember that tampering with fire alarm and extinguishing equipment is against the law

School rules and limits will be discussed in each class. Rules and regulations are established to indicate the limits of acceptable social behavior. Responsible behavior is a prerequisite for an



effective learning atmosphere. Positive behavior and responsibility will be promoted. Cooperation and Torah values will be reinforced and highlighted. Generally, teacher will deal with problems of inappropriate behavior in the classroom setting. At times, however, students who violate school or class rules and regulations may be referred to the school office for counseling or disciplinary action. Teacher may communicate inappropriate behavior to the parent by phone call and/or Discipline Referral.

In addition to class rules and consequences that are established by the teacher, the school has general expectations of behavior that are in effect at all times. These expectations are based on two basic principles:

1. The teacher's responsibility to teach.
2. The student's right to learn.

Any student interfering with these principles will be referred to the assistant principal, who will review with the child the nature of the referral and discuss appropriate behavior. Students will have an opportunity to reflect on their action and complete a Student Responsibility Form. The student may receive a Discipline Referral, a copy of which is placed in the student's permanent record file. Parents are requested to review the discipline referral with their child.

Listed below is the school's policy for students receiving Discipline Referrals:

Referral One: Student meets with the assistant principal. Referral notice is sent home. Parent reviews the notice with their child.

Referral Two: Student meets with the assistant principal. Referral notice is sent home. Parent reviews the notice with their child. The assistant principal communicates with the parent and indicates that the next referral will require a parent/student conference.

Referral Three: Parent and child meet with the assistant principal. Referral notice is sent home. Student is told that the next referral may result in serious consequences as indicated.

ZERO TOLERANCE POLICY

1. A student who compromises the safety or security of the school or another student is subject to immediate suspension. Hillel Yeshiva Elementary School and Middle School abides by a zero tolerance policy for any physical/ abuse/ fighting by any student. Immediate suspension can result from any reported "fighting" incidents. Parents will be communicated with by the administration within a timely manner as soon as the incident is reported. Disrespectful behavior or foul language to a teacher is also an infraction that can result in an immediate suspension. Students who are suspended for these mentioned violations are immediately placed on disciplinary probation.
2. Bullying/Cyber bullying of another student is unacceptable and can result in disciplinary action as well as mandated professional support as indicated.

SCHOOL HOURS

Grade	Monday-Thursday	Friday
Pre N	9:30-1:00 or 9:30-3:15	9:30-1:00
N-Pre K	9:30-3:15	9:30-1:00
Kindergarten	9:00-3:15	9:00-1:00
Grade 1-5	8:00-4:00	8:00-1:25
Grade 6-8	8:00-4:30	8:00-1:30

Please check the PTA calendar regularly in order to be aware of those days during which school is closed.



ATTENDANCE

Teachers are expected to review the annual calendar at the beginning of the year. Note Conference dates/professional dates. Students are expected to attend all classes each day that school is in session. Illness, medical and dental appointments, and breakdowns in transportation are legitimate reasons for absence or tardiness. Upon returning to school from an absence or an appointment, the parent or guardian must sign-in the student at the Educational Office. Family vacations should be planned to coincide with school vacations. Students who are absent from school will be expected to make up missed work, at the teacher's discretion.

TRANSPORTATION

Transportation for our students is provided by the school district in which the pupil resides. Transportation problems should be addressed to Rabbi Bodlander or to the transportation office at MOESC at 732-409-6060 ext 2042 or to Seman Tov Bus Company at 732-493-8888 or Allenhurst Board of Ed at 732-747-0324. In the morning, school buses drop off all students at 7:50 a.m.

Arrival and Dismissal Policy

Daily morning supervision begins at 7:45 a.m. when the buses arrive at school. Parents are responsible for their child's arrival to school before 7:45 a.m. Upon arrival all students are to go directly into the school building. Parents driving their children to school may drop students off in the car-pool circle ONLY! Pulling into the bus circle is limited to SCHOOL BUSES ONLY.

Prompt arrival will assure that students will be prepared for *Tefillah*, their first class of the day. After 8:05 a.m. students must report to the office with a note from a parent or guardian explaining their lateness. The student's arrival will be recorded and the student will be issued a late pass. Students who are habitually tardy will be subject to disciplinary action. In order to insure the safety of our children, students may not leave the school campus during the day unless signed out by a parent at the Educational Office. Any parental request to change a child's regular schedule must be designated in writing and be submitted to the respective school office, i.e., elementary or middle school for authorization by the administrator.

Parents must sign the child out at the Educational Office (Dr. Katz's office) before the child can be excused to leave from school. Pupils are not permitted to remain in school after dismissal except for special programs, supervised by a member of the staff. The school cannot assume responsibility for students after dismissal.

- Students will not be excused from class prior to dismissal time. ONLY compelling and unavoidable situations will justify early dismissal. Parents are requested to exercise this prerogative only for urgent needs.
- Child must bring a note to the a.m. teacher in the morning stating the reason and time he/she will be picked up.
- Parents must come into the school building to sign out the child in the sign-out book located in the Educational Office. For security reasons students are never permitted to wait outside the building.

Hillel Yeshiva Transportation Policy of "No Bus Changes"

Bus drivers may not accept responsibility, orally or in written form, to change buses or to exit from the buses at different locations from the usual ones. When your student has plans with a friend, please make certain that parent transportation has been arranged properly with written notification from parent or the office otherwise the student should board his/her regular bus.

Parents who do not wish their child to board the bus for any reason on any given day MUST give the student a note indicating his/her plans which must be countersigned by the respective administrator. Again, any verbal request for change in transportation for the afternoon must be called in by 2:00 p.m. We cannot guarantee that we will be able to communicate any messages



after 2:00 p.m. Your total cooperation in this policy of safety and security is appreciated. Please plan ahead!

RULES FOR SCHOOL BUS SAFETY

Please review the bus safety guidelines with your students

- Be on time at the designated school bus stop in order to help keep the bus on schedule. Please allow for an 8-10 minute variance. In the event of longer time lapse, please call the Bus Company or Marta in the Elementary School office ext. 222.
- Stay on the sidewalk at all times waiting for the bus. Be careful in approaching the location at which the bus stops.
- Do not move toward the bus until it has been brought to a complete stop.
- Do not leave your seat while the bus is in motion.
- Keep hands and head inside the bus at all times.
- Do not throw anything out of the bus windows.
- Remain in the bus in the event of an emergency until the driver gives instructions.
- Do not tamper with the bus or any of its equipment.
- Assist in keeping the bus safe and sanitary at all times.
- Keep books, coats, packages, and all other objects out of the aisles.
- Be courteous to fellow students and the bus driver.
- Help look after the safety and comfort of smaller children.
- Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to accept requests. Students not complying with these rules will not be permitted to ride the bus.

SCHOOL CLOSING AND/OR DELAYED OPENING

- Stay tuned to radio station WJLK 1310 AM or WJLK 94.3 FM for instructions regarding school closing, possible late openings, or severe weather conditions after school sessions have begun.

And/or

- Call the school at 732-493-9300 and follow the instructions Log onto our website at www.hillelyeshiva.org, and look for a message on the homepage.

If Ocean Township schools are scheduled for a delayed school opening, Hillel Yeshiva will usually do the same.

HOME/SCHOOL COMMUNICATION

Please consult the PTA Calendar, as well as our monthly Calendar of Events which will be posted on our website. The PTA calendar is mailed to all families and contains important information regarding school activities, important dates, and special events.

HILLEL YESHIVA WEBSITE

In an effort to give students and parents timely access to information about lessons, homework and upcoming assessments, Hillel Yeshiva website displays an overview of the weekly homework, tests, special projects and subject matter for each class. The goal of providing this information is to make certain that all students are informed about assignments and are properly prepared for class and assessments. In addition, the site contains information about special programs, student projects, and health forms. Please access the website at www.hillelyeshiva.org.

PARENT AS PARTNERS WORKSHOPS

Workshops will be scheduled periodically for parents of children on all grade levels. These workshops provide an opportunity for parents to further understand the challenges and privileges of their child's/children's experience at our yeshiva.



PARENT TEACHER CONFERENCES

Parent Teacher Conferences are scheduled for all parents in November and in March. These conferences provide the opportunity for discussion of each child's progress. Parents may also arrange appointments to confer with teachers at other times about specific problems. To arrange an appointment, please call the ELC, elementary/middle school office in order to leave a message for your child's teacher.

Report Cards

Elementary (Grades 1-5),
Report Cards are issued twice a year for each elementary student in November and March.

Middle School (Grades 6-8)

The school year is divided into three trimesters, each twelve weeks in length. At the end of each marking period, the faculty prepares report cards for each student, which are mailed home.

Progress Reports

Progress Reports will be issued for all core curriculum subjects between designated marking periods to convey commendation or deficiency in classroom performance. Specialty subject teachers will communicate as needed.

Commendation Certificates

Commendation Certificates will be issued to students who demonstrate exceptional achievement, effort, *middot* and leadership.

Discipline Referral Form

Discipline Referral Forms will be mailed to parents if students violate the accepted behavioral code of the school.

TELEPHONE CONFERENCES

Parents anticipate that teachers will contact the home as necessary concerning an individual child. Parents may call the school office requesting that the teacher return their call. Please return the call to the parent as soon as possible or email the parent directly.

Class Placement

Hillel Yeshiva Middle School maintains a policy of annual heterogeneous regrouping of students. This policy, adopted and supported by the Board of Education is based on research indicating that heterogeneous groupings and valuing diversity provide a more beneficial and effective learning environment for all students.

Use of the Telephone

The school office will fully cooperate with you in transmitting urgent messages to and from your child. Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls from the office, except in the case of extreme emergency. As part of an effort to teach responsibility, students will not be permitted to call home during the school for forgotten items or to make arrangements for after school.

HOMEWORK

Homework is a basic component of a child's educational experience. It is necessary to attain the academic objectives set forth for each class. In addition, scholastic work at home develops responsibility and a more complete involvement on the part of the student with school work. Homework is generally given daily in all core curriculum subjects. If you see that your child is having a problem with homework or is spending an inordinate amount of time completing an assignment, please send a note with your child to explain the circumstance.



Students should use the school planner which is provided by Hillel Yeshiva to organize their school assignments. Parents are requested to provide an atmosphere conducive to studying and assist in time management. Children should not need parental assistance to do homework. The middle school prefers that parents not assist their children with assignments. If a child seems continuously perplexed by the assignments, the teacher should be informed. A student who misses a homework assignment or is ill should make arrangements with the classroom teacher to complete the assignment. Students who are absent should access the Hillel Yeshiva website at www.hillelyeshiva.org to obtain information about missed lessons, homework assignments, and upcoming tests.

Homework is designed to be done independently by the students and not require parental involvement. Teachers may assign homework that utilizes parental involvement but this will be communicated to students and parents prior to giving the assignment. Teachers will inform students of the approximate times the assignment should take. Long term assignments will be monitored by teachers to make sure students don't compress work into one short period.

No written homework will be given over the following holidays: *Rosh Hashanah, Yom Kippur, Sukkot, Purim, Passover and Shavuot*. Although homework may be given during *Hanukah*, tests will not be administered. Homework can be given over weekends, but teachers are cognizant that homework cannot be done on *Shabbat*. Teachers will also be sensitive to the needs of students in the event that a special school program is scheduled in the evening. Judaic studies teachers may assign *tefillah* (prayer) or the review of Torah during Jewish holidays.

EDUCATIONAL SUPPORT TEAM

There are many issues that parents and children experience during the school year. Our administrative staff is available to assist parents and their children. Parents should contact the Head of School, Dr Katz, if they suspect an emotional or learning problem. Parents should contact Rabbi Bodlander in the elementary school or Rabbi Davis in the middle school with routine issues of school adjustment. Guidance and direction in all areas of child development are available from our Director of Educational Support Team (EST), Mrs. Goldie Grossman, and the child study team members, Mrs. Devora Munk, Ms. Michelle Cohen as well as our Director of Psychological Services, Dr. Daniel Herrmann. Mrs. Bette Pahaskin at ext. 200 in the Educational Office, (Dr. Katz's office) will direct your request to the appropriate staff member.

Referral System To The Educational Support Team of Hillel Yeshiva

Referral services are available to your child for any educational, emotional, behavioral problem which may arise in the course of the school year. If there is a problem concerning your child in any of these areas, please feel free to contact the teacher and/or administration so that we may work together to resolve the issue. Please be aware of the teacher's role in the referral system. In the event that your child's teacher requests your consent to have the student referred please realize that your cooperation and support are paramount to expedite the process. Once parental consent is given, the referral is then submitted to the Educational Support Team who works collaboratively with the building administrators/classroom teachers in resolving the issue.

Educational Support Team (EST)

Mrs. Goldie Grossman, *Director of EST Team*

Ms. Michelle Cohen, *Social Services*

Dr. Daniel Herrmann, *Director of Psychological Services*

Mrs. Devorah Munk, *Special Ed Facilitator and Coordinator*

The team meets weekly to review referrals from classroom teachers and work together to identify, diagnose and formulate recommendations for strategies to be implemented for behavioral/learning problems of the student. The EST will assign a member of the team to serve as case manager/liaison between the parent, home and student. The case manager will work closely with the classroom teacher to develop the Individual Educational Program (I.E.P.) to accommodate the needs of the student.



If a parent would like to pursue the teacher's referral independently in an "outside of school setting", the parents should indicate the plans to the referring teacher who is responsible to notify the administration of your decision to address. All of the members of the EST are available to all parents with any questions or concerns regarding your child's academic social/emotional development.

TUTORING GUIDELINES

Please abide by the following regulations for tutoring:

1. A teacher may not tutor any student who is in his/her class.
2. All teachers are required to submit the names of any student who he/she is tutoring if that student is in attendance at Hillel yeshiva.

The administration will gladly assist parents in selecting an appropriate and professional tutor when deemed necessary. According to Board of Education policy, no teacher may tutor his/her current students in any subject. Parents are expected to abide by this policy. It is important for the private outside tutor to coordinate and communicate with the classroom teacher in order for the tutoring to be meaningful and effective. Please have your child's tutor contact the classroom teacher for a course of study which will be most beneficial to your child.

Support Services

Judaic Studies

Hillel Yeshiva offers a full range of support services in Judaic Studies within the classroom, as well as some pull-out services for students who are classified.

General Studies

MOESC provides onsite Resource Room, Speech Language, Occupational Therapy, Physical Therapy and/or Counseling for those students with special needs.

Enrichment

Hillel Yeshiva is committed to providing enrichment within the classroom with the collaborative efforts and program of the classroom teacher as well as the "push-in" teacher.

Services

In accordance with the policy of the Board of Education of Hillel Yeshiva, each student is required to undergo psychological testing prior to his/her admission to the yeshiva. The school psychologist, helps identify potential problems so that the students can receive early intervention if indicated. Psychological services are available to parents and students on a referral basis.

SPECIALTY PROGRAMS

Music/Choir The music curriculum is designed to instill the love and spirit of Torah and Israel through song as well as developing an awareness and appreciation for musical instruments and classical music. Grades K-4 has music sessions once a week. A makhela (choral) is comprised of students from grade 4 and grade 5 girls who will perform at events throughout the year.

Art

Students in grades 1-5 have art sessions once a week. Special art projects are incorporated during special events as well as exposure to different art tools/modalities.

GRUSS PROGRAMS

E2K

Hillel Yeshiva has been selected to participate in the after school E2K Math and Science program. This program, Excellence 2000 (E2K), is being subsidized by the Gruss Foundation of New York. It was developed in Israel to address the needs of middle school students who have demonstrated high academic achievement and are self-motivated in math and science.



- A. It is an extremely successful program that has been modeled in New York, Illinois and Iowa. This is an inquiry-based program. Asking questions and working in cooperative groups are required skills for success.
- B. Hillel Yeshiva is proud to be one of the few Hebrew Day schools in NJ to offer this program. Classes will meet on Tuesday afternoons 4:30-6:00 p.m. Fall semester-Students of grades 6&8. Spring Semester-Students of grades 6&7.

This is an inquiry-based program. Asking questions and working in cooperative groups are required skills for success. There will be one group of 6th graders participating and one group of 7th and 8th graders. Classes will meet on Tuesday afternoons 4:30 p.m.-6:00 p.m.

Gruss Computer Lab (Located in Room 222)

All students in grades 1-5 will participate in skills based program called Gruss Success Maker which is subsidized by the Gruss Foundation. Each session is divided into the subject areas of Language Arts and Math. This Math program will identify each individual child's level and will design a custom tailored program for him/her in Language Arts and Math. This computer session is administered under the direction of our site manager, Mrs. S. Rosenstein. In order to maximize student learning classroom teachers are required to remain with their students during the Gruss Lab sessions.

Gruss Tal-Am Digital Ivrit Program, Grade 1

All grade 1 students will attend the Gruss Lab for Ivrit during Judaic Studies time each week for two half hour sessions. Gruss has identified Hillel Yeshiva as a pilot school for the Tal-Am Digital Ivrit Program.

Gruss Waterford Program, ELC

Waterford Early Literacy Program in language arts and in mathematics for all Pre Kindergarten and Kindergarten students made possible for the Gruss Foundation.

Sherut Leumi Israel Program

Hillel Yeshiva will host two Israeli young women who have applied to the "Sherut Leumi Program" and instead of fulfilling their civic/military obligation in Israel have opted to live in our community and work collaboratively with our faculty in generating high spirit allegiance and solidarity with our brothers and sisters in Israel.

Library, General Studies

Each class, in grades 1-5, spends pre-scheduled time in the library mastering grade appropriate library science skills as well as becoming familiar with classic and contemporary literature. The librarian and teachers work collaboratively to integrate these skills into the classroom curriculum.

Library, Judaic Studies

Our Hebrew Language Library has been integrated within our General Studies Library under the professional guidance of our librarian Mr. Daniel Rosenzweig. Secular and Judaic literature, as well as resource and research materials will be available to our students.

Computer Instruction

Each class in grades 1-8 receives weekly computer instruction. Students are taught how to utilize the computer as a supporting instructional tool and to integrate their skills within the disciplines. Skills and programs vary at each grade level. In grades 1-5 the classroom teacher is expected to remain in the computer room the entire period on weeks in which the library period is a full period.

Physical Education

Students receive weekly instruction in Physical Education. Exercises and sports activities are introduced to help students learn to maintain physical fitness and personal health. In addition to the weekly gym session we advocate physical exercise as a way to increase concentration and attention span of our students. Please be prompt in delivery and pick-up of your students.



Science Enrichment

All Students grades 1-5 participate in a weekly Science Lab demonstration in our Science Laboratory. This lab period is in conjunction with the Science syllabus for the year.

Club Program

Grades 4 and 5 participate in an in-school club program, which takes place on Wednesdays from 12:00-12:30. Clubs may include:

Art	Home Economics
Book Club	Makhela (Choirs)
Chesed	Publication Club
Computers	Science
Crafts	Special Projects
Dance	Sports/Aerobics
Drama	Stock Club

Class Programs/Assembly Programs

Parents, relatives and friends are encouraged to attend presentations. At no time, however, can a sibling be released from his/her class to attend such a program if the rest of his/her class is not scheduled to attend.

Extra Curricular School Programs (To be implemented as of November)

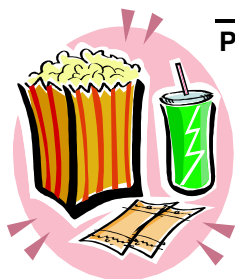
- *Mishmar* Program for boys in grades 6-8 (Thursdays 4:40-5:30 p.m.)
- After school 3H, Health, Homework and *Hashkafa* Club Grades 3 and 4 (Wednesdays 4:00-5:00 p.m.)
- Mini Mishmar for boys and girls grade 5.

Special Events

Please be alert to the special events that we are planning to take place during the school year. Some of these events are as follows:

Mini Mishmar Program	מכביה ל"ג בעמר, Lag B'Omer Outing
Mishmar Learning Program	Yom HaShoah Program
Father/Son Learning Program	Yom HaAtzmaut Program
Bat Mitzva Mother/Daughter Program	Salute to Israel Day Parade Rally
Bar Mitzva Workshop	Salute to Israel Day Parade-May 23, 2020
Author's Tea Program	Participation in Community-Wide Events
Holiday Assembly Programs	Parents as Partners Programs
Tzivot Hashem Holiday Programs	Field Trips/End of Year Trips Grade 6-8
Rosh Chodesh Programs	School Wide Student Council Program
Chesed Programs	Jewish Heritage Fair
Intergenerational Programs with JCC and SBH	Bat Mitzva Celebration
Health Fair Week	Yachad Shabbaton
Authors Program	Student Government Elections Assembly Program
School-Wide Spelling Bee	SBH Food Drive Program
Chagigot Siddur V'Chumash חגיגות סידור וחמש	Bat Mitzva Mother/Daughter Year Long Chesed Program
Annual Purim Carnival	Hillel/HASC
Model Seder Program	

Lunch Program and Snacks



Peanut Alert!

We have several students in our school with a potentially life threatening allergy to nuts and peanuts. In consideration of this allergy, the Administration at Hillel Yeshiva has adopted a policy regarding food containing nuts in the school.

We are a nut free school. Hillel Yeshiva requires that all students to refrain from bringing any nut products into the school. This includes peanuts, peanut butter and all tree nuts. Tree nuts include almonds, Brazil nuts, cashews, filberts, hazelnuts, hickory nuts, pecans, pine nuts, pistachios, macadamia nuts and walnuts.

As a school policy children are not permitted to share snacks from home. For those of you whose children have specific allergies, please monitor them to avoid food sharing and trading of food.

1. We appreciate your cooperation in providing your child with a “healthy” snack i.e.: fruit, vegetables, popcorn, pretzels, and cookies. No candy please.
2. Please do not send any dairy snacks with your child on Tuesdays and Thursdays, when a meat menu is served for hot lunch.
3. At no time are snacks/drinks to be eaten in the gym. When in the yard all litter must be placed in the garbage recycling bins.

Lunch

1. Only certified kosher food may be brought to school (see Food, Classroom Celebrations and Parties below). Any questions concerning acceptable products should be brought to the attention of the educational office and/or to the specific administrator in charge of the lunch period.
2. Only plastic forks and spoons may be sent to school.
3. Please do not send glass bottles for lunches or snacks.
4. Hillel Yeshiva coordinates a special hot lunch program.

FOOD, CLASSROOM CELEBRATIONS AND PARTIES

Our yeshiva is uncompromisingly committed to Halacha and observes the highest standards of *kashrut*. It is, therefore, imperative that you plan your child's snacks, lunches, and parties to conform to *kashrut* standards and entertainment choices which we at Hillel find acceptable. In this way, the entire Hillel family can readily and easily participate in all activities and celebrations. The guidelines below will enable our policy to be followed.

Our administration is readily available and happy to assist you in making your *kashrut* and entertainment choices. We look forward to sharing with you and your child in many happy occasions.

1. Food in the Classroom
 - a. Food brought into the school must have proper rabbinical endorsement that is approved by the JSOR.

If you have any questions regarding a *kashrut* certification, please call the JSOR. This *kashrut* standard includes lunches, snacks, and all refreshments for parties, holidays and celebrations. Homemade cooked or baked goods are not permitted to be brought to school.
 - b. Tuesday and Thursdays the school serves a meat lunch, therefore, all snacks on these days should be parve, even if the child is not part of our hot lunch program.
2. Classroom Celebrations-Remember we are a peanut-free school.
Under no circumstances will any student be excused from class to attend any sibling program. B”H many students! Many celebrations! Excusing students from class to attend sibling programs disrupts the overall educational program of all of our students and faculty.



3. Parties

- a. Birthday parties are not celebrated in class beyond the kindergarten level. Refreshments may be distributed during recess with the permission of the classroom teacher. Tuesday and Thursday are meat lunches and all refreshments must be parve.
- b. From time to time, pupils invite their classmates to their homes or to an outside facility for a birthday party. We assume that parents fully realize their responsibility in arranging these parties for yeshiva students. Not only must the food have a proper rabbinical endorsement, but the parents should also see to it that the children wash and say the proper *berachot* before and after the meal.
- c. Care should be taken not to embarrass any individual child by failing to invite them to parties taking place outside of school.

Lunchroom

1. ידיים נטילות washing is required for all students every day.
2. Students eat at assigned tables.
3. No student is permitted in the kitchen
4. When lunch is finished, students will clean the table area before *Birkat Hamazon*.
5. Students must obtain permission to leave the lunchroom from their lunch teacher with a lunch room pass.
6. After *Birkat Hamazon*, students will wait to be dismissed by the lunchroom supervisor.
7. All students must stay with their classes and lunch coverage teachers during the lunch period.

COMPUTER LITERACY

Objective: All Hillel teachers will be able to demonstrate minimum mastery of computer skills after completing their first year at our yeshiva. (Please see insert at end of booklet.)

POLICY FOR COMPUTERS FOR STUDENTS

Any individual engaging in the following actions when using computer networks/computers shall be subject to disciplinary action:

1. Using the computer network(s) or computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards as determined by the mores of a Yeshiva environment.
2. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer networks in a manner that;
 - ▲ Intentionally disrupts network traffic or crashes the network;
 - ▲ Degrades or disrupts equipment or system performance;
 - ▲ Uses the computing resources of the school for commercial purposes, financial gain or fraud;
 - ▲ Steals data or other intellectual property;
 - ▲ Gains or seeks unauthorized access to the files of others or vandalizes the data or another user;
 - ▲ Gains or seeks unauthorized access to resources or entities;
 - ▲ Forges electronic mail messages or uses an account owned by others;
 - ▲ Invades privacy of others;
 - ▲ Posts/sends anonymous or unacceptable messages which are inappropriate to yeshiva standards;
 - ▲ Possesses any data which is a violation of this policy and/or
 - ▲ Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.
4. Any individual who engages in cyber-bullying of another individual or falsely represents himself/herself in a Facebook e-mail address or the like.

**Consequences for Grades 6-8**

Individuals violating this policy may be subject to suspension of computer privileges for the balance of the school year.

- ▲ Suspension of computer privileges;
- ▲ Revocation of computer privileges;
- ▲ Suspension from school
- ▲ Expulsion from school

POLICY FOR COMPUTERS FOR STAFF

Acceptable Use Policy for Faculty and Staff using Hillel Yeshiva Technology and Internet.

Hillel Yeshiva provides access to its computer network and the Internet for all students, faculty, and staff. The faculty and staff must carefully read, sign, and agree to adhere to the policies and guidelines outlined in the "Hillel Yeshiva Acceptable Use/Equipment Use Policy." This policy can be found in your welcome packet or by contacting the IT department.

Please be aware that agreement to this policy is required in order to receive a valid login and e-mail address for Hillel Yeshiva systems.

STUDENT ANTI-ABUSE AND ANTI-HARASSMENT POLICY**A. REPORTING**

Hillel Yeshiva (the "School") has a zero tolerance student anti-abuse and anti-harassment policy. Hillel Yeshiva encourages reporting of all perceived incidents of abuse and harassment, (mental, physical, sexual, racial, etc.)

If a student believes that he/she has been abused or harassed by a teacher, fellow student, administrator as well as any individual affiliated or otherwise with Hillel Yeshiva, he/she should immediately bring this to the attention of Dr. Katz.

B. COOPERATION

An effective anti-abuse and anti-harassment policy requires the support and cooperation of everyone. Those who engage in abuse, harassment or retaliation or who fail to cooperate with Hillel Yeshiva-sponsored investigations may be subject to disciplinary action.

C. DISCIPLINARY PROCEDURES

In the event misconduct constituting either abuse, harassment or other inappropriate behavior has been determined after a thorough and impartial investigation has been completed, immediate responsive and remedial action will be taken. Such responsive action may include, but is certainly not limited to, reprimands, reassignment, and temporary suspension without pay, compensation adjustments, or termination. If the investigation determines that the complaint of abuse or harassment is false and malicious, disciplinary action will be taken against the fabricating person. However, complaints made in good faith, even if erroneous, will not be subject to disciplinary action.

D. MODIFICATIONS

Hillel Yeshiva reserves the right to alter, abolish, modify or amend this policy at any time at its sole discretion, with or without individual notice. Hillel Yeshiva wants all individuals to know that they are not required to endure insulting, degrading or any other treatment that may be deemed as abuse or harassment.

EARLY DISMISSAL GRADES 1-8

Any child who has to leave the building other than regular dismissal time **MUST** be sent to the Educational Office and must be signed out by a parent or legal guardian. Please promote consistent attendance to your students.

TRIPS GUIDELINES

Please observe the following procedures regarding field trips:



- ▲ Trip planning forms are available in the ES/MS office. Early Learning Center will follow other procedures. See ELC Handbook.
- ▲ Any child without a permission slip is not to go on the trip. Please do not request telephone permission without a good substantiated and valid reason.
- ▲ Trip forms must be co-signed by your co-teacher in the ES and Rabbi Bodlander and for MS dates and trips must be approved and scheduled with Rabbi Davis.
- ▲ Please complete a trip form to be signed by your co-teacher(s).
- ▲ Please collect money with class list attached to a large envelope. Do not leave trip money unlocked in your classrooms. If you do not have a locked cabinet ask Marta in the Elementary School Office or Lillian in the Middle School Office to lock it up for you overnight.
- ▲ There should be one adult to every ten students.
- ▲ There are to be no unauthorized “stops” by the bus or “on foot” on any trip.
- ▲ All teachers taking trips must remain with, accompany, and supervise the children at all times.
- ▲ In the event of any injury, always assume that the injury is serious and requires medical attention. Call the Health Office FIRST and then Betty in the Educational Office who will contact the administrator of your division and/or Dr. Katz.
- ▲ Cell phones may be taken on class trips by teachers and parent chaperones only. PLEASE LEAVE THESE NUMBERS ON FILE WITH THE ADMINISTRATIVE ASSISTANT OF YOUR DIVISION.
- ▲ Please remember to indicate your class’ lunch arrangements for your class trip, ie: “back for lunch/ early lunch/ late lunch” on your trip form. Please notify the administrator of your division and Mrs. Susan Abady in the lunchroom with any changes in lunch the program.
- ▲ Emergency numbers for your students must be taken on all trips. Please request/obtain emergency information from the Health Office.
- ▲ Medications/Epi Pens must be requested from the Health Office twenty-four hours before your class trip. Beware of snacks on the bus and purchased snacks. Remember, we are a NUT-FREE school and no teacher or student is permitted to violate this rule even off site when on a school trip.

FIRE DRILLS

Fire Drills are conducted monthly throughout the school year.

- ▲ At the sound of the fire alarm, students must exit immediately and silently with the teacher at the front of the line.
- ▲ Students must maintain proper decorum at all times.
- ▲ Teacher must take roll book with them and check attendance.
- ▲ Doors must be closed.
- ▲ Directions for evacuation and fire drill are to be reviewed with your students on the First day of school.

PROPER DRESS CODE FOR STUDENTS

Dress Code for Boys and Girls

- ▲ Tzitzit and kippah for boys.
- ▲ Socks/stockings/tights must be worn by girls. Boys must wear socks at all times.
- ▲ Open toe sandals, as well as slippers or clogs of any kind e.g. Crocs or Naot are not to be worn in school. Wheelies/heelies on sneakers are not to be worn.
- ▲ The following is the acceptable list of items for school uniforms starting with the 2009-2010 academic year. Please refer to the Lands’ End catalog. Please note there will be no Hillel insignia on the school uniform. The sweatshirts permitted are the ones provided by the Hillel PTA, or Lands’ End. The hooded Lands’ End sweatshirt (on page 9) is acceptable in NAVY ONLY with a HILLEL monogram.
- ▲ Skirts for girls must be at the knee and not shorter.
- ▲ Shirts for girls must cover midriff and not over expose neck area. “Cap” sleeves are not permitted.
- ▲ Please send any students who you observe to be in non-compliance of our dress code to the administrative assistant of the division who will “handle it”.

**BOYS**

Item	Length	Page	Only Acceptable Colors
Mesh Polo	Short Sleeve	4	White, Chambray Blue, Navy
	Long Sleeve	5	White, Chambray Blue, Navy
Interlochen Polo	Short Sleeve	6	White, Chambray Blue, Navy
	Long Sleeve	6	White, Chambray Blue, Navy
Turtleneck	Long Sleeve	15	White, Navy
Cotton Drifter	(Cardigan)	14	White, Burgundy, Yellow, Navy
	(V-Neck)	14	White, Burgundy, Yellow, Navy
	(Crew)	14	White, Burgundy, Yellow, Navy
	(Vest)	14	White, Burgundy, Yellow, Navy
Original Chino Pant		16	Navy, Khaki
Corduroys		18	Navy, Khaki
Itchless Dress Pant	J, L	18	Navy Only
Oxford Shirt	Solid, Long Sleeve	18	Blue, White
	Solid, Short Sleeve	18	Blue, White

GIRLS

Item	Length	Page	Only Acceptable Colors
Mesh Polo	Short Sleeve	4	White, Chambray Blue, Navy
	Long Sleeve	5	White, Chambray Blue, Navy
Interlochen Polo	Short Sleeve	6	White, Chambray Blue, Navy
	Long Sleeve	6	White, Chambray Blue, Navy
Turtleneck	Long Sleeve	15	White, Navy
Cotton Drifter	(Cardigan)	14	White, Burgundy, Yellow, Navy
	(V-Neck)	15	White, Burgundy, Yellow, Navy
	(Crew)	14	White, Burgundy, Yellow, Navy
	(Vest)	14	White, Burgundy, Yellow, Navy
Peter Pan collar	(Long Sleeve-H)	29	White, Blue
Knit Shirt	(Short Sleeve-D)	29	White Only
	(Long Sleeve-E)	29	White Only
Tailored Oxford Shirt	(Short Sleeve)	13	Blue, White
	(Long Sleeve)	13	Blue, White
A-line skirt		27	Navy, Khaki

Thank you for enforcing our dress code requirements. Below is the letter to the Parents from the Board of Education.

Dear Parents,

It has been ten years since the Elementary board of Education and Board of Directors at Hillel yeshiva have instituted a Uniform Policy for grades one through eight. The results of this bold initiative have been unanimously successful. Our student body has developed a greater sense of pride and affiliation to our school. Peer pressure has been significantly reduced, and our students stand as a cohesive and united unit.

Please see the following guidelines as you prepare for the 2009-2010 school year:

1. Please note that in addition to ordering acceptable uniforms at Lands' End, you may now purchase specific items from French Toast. A second place in which to order acceptable uniforms. Please see the attached sheets, which include detailed information on the acceptable items from both Lands' End and French Toast. Special care has been taken to compile the lists in a simplified format in order to avoid any confusion. In order to ensure that the school uniform remains (uniform) for all of our students, please do your school uniform shopping at Lands' End or French Toast.
2. Skirts may be purchased at our Back to School Sale on August 10th and 11th, as well as all-year long from Jonah's Fashions. It is located at 907 Bangs Avenue, Asbury Park, NJ. Please call (732) 502-0106 for an appointment. There is also an acceptable skirt available for purchase from Lands' End.



3. We have noticed that many of our students like to “layer” the uniform shirts on top of other shirts. This is acceptable, as long as the layer underneath the uniform shirt is white, and is not much longer than the uniform shirt. Any color other than white will not be acceptable.
4. Only the official Hillel Yeshiva sweatshirt with our insignia may be worn in school. The sweatshirt will be available at our Back to School Sale, as well as all year long, by contacting Mrs. Valerie Uziel (732) 728-0498 or (732)357-5511. There is also an acceptable sweatshirt from Lands’ End with Hillel Yeshiva insignia.
5. When ordering from Lands’ End, please be sure to use our school’s priority number. It is #900044249. When ordering from French Toast, our source code is QS4BCY. This entitles our school to rewards from every purchase made!

Thank you for your commitment to the school uniform policy thereby enabling your child to be in compliance with our dress code on a daily basis. We appreciate your collaboration in our continuous goal to raise Hillel yeshiva to higher levels of excellence.

Sincerely,

Dr. Gayle Krost
Chairman Board of Education

Dr. Ruth Katz
Head of School, ELC-Grade 8

ENFORCEMENT OF UNIFORM POLICY GRADES 1 - 8

- ▲ Any child who enters the building not wearing tzitzit, kippah or the proper uniform must go to the Elementary/Middle School Office to purchase/or wait for item from home.. Kippot and tzitzit are available from the office for purchase only.
- ▲ Any child wearing an article of clothing that is not part of the accepted Hillel Yeshiva uniform will not be permitted in class after tefillah.
- ▲ This will constitute a dress code violation to be submitted by the teacher to Rabbi Bodlander or Rabbi Davis.

MARKING SYSTEM

Academic Criteria

Grading Procedures:

1. Please remember that the total grade of the subject should reflect not only test scores but participation, effort and homework.
2. Please remember to enter in lateness and absence and asterisk for modified curriculum.
3. Enter a comment.
4. **When grading do not give grades ending in 9 such as 79, 89. Give 78 or 80. You can only use the 9 as in 99. Under no condition is anyone to get 100 for any subject.**
5. For Gym, Tefillah and Computers, only give a G, S, or NI. Computers, for grade 8 only, get a numerical grade. For Grades 6&7 give a G, S, or NI.

A student in consideration for valedictorian or salutatorian must have been in attendance for 2 or more years. The average of the seventh grade report card grades (2nd and 3rd trimesters) will be added to the eighth grade (1st and 2nd trimesters) criteria listed below to determine valedictory and salutatory awards as well as subject awards in JS and GS.



The report card grades of the first two trimesters of eighth grade will be averaged for valedictory and salutatory awards. A grade of 99 is the highest grade which can be given on the report card for any subject, regardless of extra credit points.

The highest achieving boy/girl will become valedictorian, the second highest boy/girl will be salutatorian. All honorees must meet the behavioral criteria set below.

Sport Team Members

Members of sports teams must maintain minimum average in each subject of 70% or more. Please advise Rabbi Davis if a student on the sports team falls behind this criterion. Please review the requirements for the dress code for the players, coaches, and fans of our sports teams:

Students Attending Home Games

1. All male students are required to wear kippot or caps at all away games, as well as home games.
2. All female students are required to wear skirts at all away games, as well as home games.

Coaches and Sports Teams

1. All boys are required to wear kippot or hats to and from games. Kippot will be worn by players at the start of each half of play and by all players sitting on the bench prior to playing.
2. For practice, players must be wearing kippots/hats when they enter the building.
3. Jewish male coaches are required to have their heads covered at all times when they are "on duty".
4. Girls will wear skirts to and from all games (over their uniform is acceptable). Skirts may be removed once they begin to warm up for the game on the court.
5. Any Jewish female coaches, assistants, managers, etc. are required to wear skirts to all away games as well as home games.
6. **Students who do not have kippot or skirts are not permitted to travel on the bus, attend, or play with the team.** If coaches need kippot to have on hand, please contact Rabbi Davis, Lillian, or Bette.

Behaviorial Criteria

Any student who receives a discipline notice during the course of the 7-8th grade year will automatically be disqualified from being valedictorian or salutatorian regardless of his/her grade point average. Excessive absence or lateness can disqualify a student from being considered as a candidate for any eighth grade graduation awards.

Middle School Dates of Trimesters

First Trimester Wednesday, December 16, 2009
 Second Trimester Friday, March 19, 2010
 Third Trimester Friday, June 4, 2010

Grades 6 -8

A failing grade should never be recorded as lower than 55%.

Procedure for Progress Reports

Elementary School and Middle School Progress Reports will be given to parents at Parent Teacher Conferences in November and again in March. The March Conferences for grades 6-8 is by request only; by the teacher or by the parent or by both. Progress Reports will be mailed for those students who need not be scheduled for a March Parent Teacher Conference.

Procedure for Report Cards

Please review copy of Report Cards and Progress Reports JS/GS in your packets.

Report Card forms are distributed for January and for June to each teacher two weeks prior to the distribution date. The Report Cards, upon completion, are given to Rabbi Bodlander in the Elementary School and Rabbi Davis in the Middle School. Elementary School Report Cards will be mailed in January and in June. Middle School Report Cards will be mailed home at the end of each trimester.



In grades 6-8, a grade of 90% or above in major subjects qualifies a student for Honor Roll. Please submit a list of students to Lillian in the Middle School so she can record the Honor Roll. Please submit a list of students who you consider deserving of the "Midot", fine character, Honor Roll.

When submitting Report Cards/Progress Reports, please put Report Cards in alphabetical order and make sure that the student's English names are included on the Judaic Studies

Report Cards. All Report Cards will be initialed by the administrator in charge with comments, corrections, etc. made and placed on post-it notes for your attention.

Please return Progress Reports and Report Cards to Marta in the Elementary School and Lillian in the Middle School between marking periods, as well as the list of names of those parents who did not come to conferences with the remaining Progress Reports which will be mailed home.

All Progress Reports will be filed in the students' academic records file by the classroom teachers in ES and by the grade level teacher to be designated under separate cover during the course of the year.

Grades 6-8 will continue to be done on the computer.

COMMUNICATION

Communication with the parent (about the progress/lack of progress) is critical. Lack of communication as well as poor or inconsistent communication will result in ill will and lack of credibility between the school and the home.

BACK TO SCHOOL NIGHT

- Grade 2-6 Wednesday, September 16, 2009 at 7:45 p.m.
- Grade 7&8 Wednesday, September 23, 2009 at 7:45 p.m.
- ELC Tuesday, September 15, 2009 at 7:45 p.m.
- Grade 1 Orientation..... Tuesday, September 8, 2009 at 7:30 p.m.

PARENT TEACHER CONFERENCE

Conferences will be held on:

- ELC Tuesday, November 24, 2009
- Grades 1-6 Wednesday, November 18, 2009
- Grades 7&8 Tuesday, December 1, 2009
- ELC and Grade 7&8..... Wednesday, March 3, 2010
- Grades 1-6 Tuesday, March 9, 2010

Please clear your calendar now for these evening conference dates.

SALUTE TO ISRAEL PARADE

The Salute to Israel Parade is Sunday, May 23, 2010. Attendance for all faculty and all students in grades 4-8 is MANDATORY! Thank you.

SECURITY

In order to promote security in the building, it is imperative to know who is here at all times. Please follow the guidelines below:

- ▲ EVERYONE MUST WEAR A HILLEL IDENTIFICATION BADGE DURING THE ENTIRE SCHOOL DAY
- ▲ REPLACEMENT OF A BADGE WILL BE \$5.00 PER REPLACEMENT
- ▲ If you leave the building for any reason, you must sign out at the Educational Office.
- ▲ If you return to the building that day, you must sign in again at the Educational Office.

VISITORS/SECURITY



- ▲ Visitors may not enter a classroom unless accompanied by an administrator or with prior written authorization from the administration. A teacher is not to engage in conversation during class session.
- ▲ Teachers are not to release students to unauthorized personnel. Parents should be directed to go to the Educational Office to sign-out and to await their child in that office.
- ▲ The administration may occasionally invite visitors to classes but will try to give teachers advance notice whenever possible. As a sign of courtesy and respect please have the children stand whenever a visitor/administrator/fellow teacher enter the room/
- ▲ MAKE SURE ALL DOORS TO THE OUTSIDE ARE CLOSED WHEN RECESS IS OVER.
- ▲ PLEASE CLOSE ANY DOOR TO OUTSIDE IF YOU SEE IT OPEN.

BUILDING SECURITY (LOCKDOWN)

- ▲ *Teachers will be alerted by their administrator or other designated personnel if lockdown procedures are to be implemented.*
- ▲ *All classroom teachers are to report to their class assignment and make sure to get their students from a specialist if so located.*
- ▲ *Teacher must move his/her chair to the front of the classroom door.*
- ▲ *Teacher should take attendance of those students present in the classroom.*
- ▲ *Slip the attendance form under your door; it will be collected by an administrator or his/her designee and then returned to you.*
- ▲ *No one may leave the classroom for any reason.*
- ▲ *Administrators and/or their designees will be circulating each division of the building.*
- ▲ *Slip a note out from your door if there is an emergency to leave the room; someone will be sent to escort that student out of the room.*
- ▲ *The assigned teacher may never leave the classroom until all students have been dismissed or told to do other wise by an administrator or his/her designee.*
- ▲ *No faculty member may leave the building during lockdown.*
- ▲ *Please try to calm your children by reading a book, showing a video, singing, etc.*

ATTENDANCE/SUBSTITUTES

All faculty of ELC, Elementary and Middle School

1. If you anticipate an absence, you are required to complete an absence form (yellow sheet) PRIOR to your absence and to leave a lesson plan on file with Betty at the Educational Office.
2. Please advise the substitute of:
 - a. Location of lesson planbook
 - b. List of special duties (recess,lunch, after school).
 - c. Children who require special attention, or who are likely to react to the presence of a substitute.
 - d. Children who have medical conditions e.g. severe allergy. We are a PEANUT FREE school.
3. After 8:00 a.m. if you wake up ill, please call Bette Pahasin at ext 200. Otherwise at 7:30 a.m. or in the evening, leave a voicemail for Betty at ext. 200. Please fax your lesson plan to 732-493-8930.

Please be reminded that any time a faculty member is absent he/she is required to fill out a yellow form in the Educational Office. There are to be no exceptions in any division of the school. All substitutes for any division including ELC are to sign in at the Educational Office with Bette on the morning of their substitution in order to assure compensation.

PURCHASING MATERIAL FOR YOUR STUDENTS OR CLASS

The school has a standard purchase order system. Please follow it exactly as stated below:

- ▲ Fill out a purchase order including all areas, especially the vendor's name and complete address.
- ▲ Total up your order and include 10% for shipping and handling unless otherwise directed by the vendor.
- ▲ Give the entire (all three sheets - white, pink and yellow) completed purchase order to your administrator.
- ▲ When you receive the white copy back signed by Dr. Katz and from the business office, you may order the material.
- ▲ If you are ordering services (e.g. a speaker), please get that person's social security number and include it on the purchase order. WITHOUT THIS, THE PERSON WILL NOT BE PAID. All special programs must be scheduled and approved by Rabbi Bodlander and Rabbi Davis.



- ▲ A check reimbursement form can only be used if YOU HAVE RECEIVED PRIOR PERMISSION FROM Dr. Katz. This form can only be used if the sum spent is under
- ▲ \$50.00. Otherwise a purchase order must be completed. This process takes about 10 school days.

DUPLICATING MATERIALS/SUPPLIES AND REQUEST FOR TEXTBOOKS

"Copy Central" is located just across from the library. All JS dittos are to be approved and authorized by Dr. Katz or Rabbi Kassin before they are copied. Please put the dittos in the JS Drop Off Box at least 24 hours before you need them.

*Please follow these guidelines so you will get what you need in timely fashion:
Requests to Marta for supplies for E.S. and Bette for M.S. should be e-mailed to them.*

COPYING OF YOUR MATERIALS-DROP OFF

In order to process duplicating orders, you must submit material at least 24 hours in advance otherwise we cannot guarantee your materials being copied and processed.

- ▲ *Drop off your papers/materials to be copied in the Teacher/Drop Off tray located in Copy Central*
- ▲ *Be specific with directions how you want your copies done*
 - *Include your name and room number*
 - *How many copies?*
 - *Sorted (booklet form) or grouped (multiple copies of the same sheet)*
 - *Stapled? If so, Judaically correct with staple on right side?*
 - *Booklet – do you want a hard cover?*
 - *Make sure to number the pages of all booklets (penciled on back is fine)*

JUDAIC STAFF

- **PLEASE REMEMBER, IF YOUR ADMINISTRATOR HAS NOT INITIALED YOUR SHEETS, THEY WILL NOT BE COPIED! MAKE SURE TO PLAN THIS INTO YOUR TIMEFRAME.**
- **SECULAR STAFF: ONLY TYPED MATERIAL WILL BE RUN-OFF. THERE WILL NO LONGER BE HAND-WRITTEN SHEETS COPIED FOR DISTRIBUTION.**

COPYING OF YOUR MATERIALS-PICK UP

- ▲ *Completed work will be found on the shelves in Copy Central*
- ▲ *There are no assigned spots – just look for your name*
- ▲ *If you cannot pick up your papers yourself, send a student with a pass to do so.*

LAMINATING MACHINE

Please give a 3 day notice for items that need to be laminated. The laminating machine is located in the ELC Division.

- ▲ Your name and date MUST be on the back of EACH sheet.
- ▲ You must pick up materials within one week of submission.
- ▲ ALL UNCLAIMED PIECES WILL BE DISCARDED AFTER ONE WEEK.

ATTENDANCE/ROLL BOOKS

Roll Books are provided for attendance and grading records. They must be kept up-to-date. Keep an accurate roll, as this is a legal record. Attendance/lateness must be put on ALL report cards, secular and Judaic both morning and afternoon. Please remember that you are required to take your roll book with you during a fire drill!

PLANBOOKS/PLAN SHEETS

Planbooks/plan sheets are to be kept up to date. You will be receiving specific information on how your direct administrator plans to collect them in a follow-up memo.



TEXTBOOKS

When you distribute textbooks to your students be sure each book has a number. In addition, put the student's name in your own handwriting in each book. Students should be informed that they will be held responsible and charged for abused or damaged books.

Students in grades 6-8 will not be allowed to take final exams until their textbooks have been returned or paid for.

Please keep a name/number list in your planbook. Students are required to return the book that was issued to them, not any book.

FACULTY IN-SERVICE DATES

Week of August 31, 2009 Faculty Orientation
November 3, 2009..... Statewide Yeshiva Conference NJ Association of Jewish Day School

CONCERNING WEEKLY NEWS MAGAZINES

Please be on the lookout for contents in school-distributed magazines. They may contain material that is of no relevance to our families. Please show a copy of magazine to Dr. Katz, Mrs. Czermak, Rabbi Bodlander, Rabbi Davis or Rabbi Kassin before distributing magazine with controversial articles.

CHILDREN RESIDING WITH A SINGLE PARENT

Unfortunately there are increasing numbers of children residing with a single parent. As a teacher you will be alerted as to whom these students are. The custodial parent has been asked to complete a form stating his/her wishes concerning information to be sent to the non-custodial parent. Please become familiar with this information and honor the custodial parent's wishes as directed by the Educational Support Team.

FOOD IN THE CLASSROOM POLICY

In this area, as in others, children look to you as a role model for appropriate behavior. Please feel free to keep water only on hand while you are teaching.

NO GUM, LOLLIPOPS OR HARD CANDY SHOULD BE GIVEN TO CHILDREN OF ANY AGE AS THEY CAUSE A CHOKING HAZARD. NO GLASS CONTAINERS CAN BE USED.

No candy is to be given as a reward at any time! Reminder: We are a NUT free school. Please be on the alert at snack time of your students snacks. Please encourage your students to bring healthy snacks. Perhaps in the ELC and ES a reward or point system will help to reinforce the healthy snacks.

INVITATIONS

No invitations to out of school parties may be handed out by teachers or students at school. If a student brings in invitations, in a kind and caring way ask for them and assure the child you will call his/her parent so the invitations can be distributed in a more appropriate manner.

FLYERS

Please do not distribute flyers from outside agencies without authorization from the administrators.

PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify Hillel Yeshiva of any changes in Personal Data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, education accomplishments, and other personal data such status reports should be accurate and current at all times. If any Personnel Data has changed, please notify the Administrator and the



Administrative Office immediately. Hillel Yeshiva cannot be responsible for any errors which may result from your failure to keep your Personal Data current. Failure to provide timely notification of changes may cause delay in payroll processing and the delay or loss of benefits.

EMPLOYMENT APPLICATION

Hillel Yeshiva relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Hillel Yeshiva's exclusion of the individual from further consideration for employment or termination of employment.

PERFORMANCE EVALUATION

The process of evaluating employees is crucial to the maintenance of our high standards of educational excellence as well as to the growth and development of our employees. For example, the evaluation process for a teacher is more than simply observing a teacher in the classroom just as teaching extends beyond the mere "presentation of material" in the classroom. A truly effective evaluation includes, but is not limited to the following:

- ▲ Informal and formal observation by the Head of School, Director, peers, department chairs and other administrators;
- ▲ Input from administrators, immediate supervisors and/or peers;
- ▲ Parental comments and input;
- ▲ Observed interaction with students inside and outside of the classroom;
- ▲ Interaction with colleagues and other staff members;
- ▲ Student comments and input;
- ▲ Employee's goals and objectives;
- ▲ Community feedback and perception;
- ▲ Timeliness of reporting (lesson plans, reportcards, progress reports, etc.)
- ▲ Adherence to professional standards and school guidelines and policies.

These factors, as well as any formalized goals and objectives, are all considered in connection with an employee's evaluation. Annual evaluations of faculty members are conducted throughout the year and are completed by April 1st. Evaluations are placed in the faculty Personnel File and are used to determine future employment. The annual evaluation of a faculty member is conducted by the division administrators as well as the Head of School. Areas of review and benchmarks for the formal evaluation are listed below:

Educational Responsibilities

Instruction

Well-planned lessons and students engaged in learning. Lessons are meaningful and relevant to students. Provides challenging activities that excite students about learning without overwhelming them. Multi-sensory instruction reaches a variety of learning styles; encourages students to formulate their own understanding using a variety of strategies.

Assessment

Teacher uses a variety of formal and informal accurate assessment techniques. Teacher analyzes student results and plans instruction accordingly. Teacher differentiates assessment to meet the needs of students with differing learning styles or special needs.

Content Pedagogy

Lessons display an understanding of the developmental level of the students. Teacher demonstrates broad knowledge and scholarship in content area; provides exceptionally clear explanations; student goals reflect enduring understandings.

Management

Classroom climate communicates positive expectancy and high standards for all students. Clear policies and procedures are evident. Behavioral expectations for students are clear and consistently applied. Homework and tests are reviewed and returned in a timely fashion.

Please be advised that going forward, any tests grades 65 or below must be sent home requiring a parent signature and returned to you the next day. Please send the actual test and not a record of a test mark in



a test log to the Educational Office for review by Dr. Katz within no more than a week of the test. Please submit copies of this test to Bette so that Dr. Katz can be aware and review any failing test of any student in every subject area.

Thank you for enhancing the communication between home and school. By abiding by this policy no parent will be able to say they did not know about the failing performance of his/her child.

Special Needs

Attention to unique needs of students and modifications made. Teacher collaborates with administration for solutions to problems. Motivates all students to learn.

Professional Responsibilities

Attendance/Supervision

Arrives to class promptly and communicates in a timely manner with administration if late or absent. Teacher prepares and leaves material for substitute teacher. Students supervised in class or at scheduled duties at all times.

Routines and Duties

Proactively fulfills all school duties by guiding students during these non-teaching times. Views duties and routines as part of the responsibility of educating children. Suggests ways to improve the school's management of children. Follows all school routines as outlined in faculty handbook and at meetings.

Lesson Plans

Plans submitted upon request. Clear evidence of well developed lessons. Lesson plans with supportive materials for substitutes available.

Parent/Faculty Meetings

Actively participates in all faculty meetings. Attends all parent/teacher meetings and is prompt, involved and demonstrates professional concern.

Record Keeping/Reports

Completes all records and reports on time. Keeps accurate information detailing student progress. Uses school forms to communicate progress, behavioral issues and commendations.

Commitment to Referral System of EST (Educational Support Team)

Ongoing Communication with parents on the progress (positive or negative) of their child.

Collaboration

Suggestions and Ideas

Active participant in and contributor to faculty, team and or department meetings. Teacher makes particular effort to challenge negative attitudes or situations and suggests plans for change.

Leadership in the School Community

Shares with colleagues ways in which instruction could be improved to enhance student learning. Actively participates in school-wide committees, volunteers to join or try new initiatives.

Extra-curricular Activities and Trip

Plans field trips to enhance classroom teaching. Participates in class trips and school-wide activities. Proactively participates in school-wide activities. Suggests ideas and new initiatives for student government, class/field trips. Takes a leadership role in planning school activities with administration.

Professional Development

Reflective Practice

Solicits and uses feedback from students/parents and modifies instruction accordingly. Teacher makes a thoughtful assessment of lesson and develops alternative actions and approaches to enhance learning.

*Active Engagement*

Keeps up-to-date on current research; modifies instruction based on current research. Teacher actively seeks the advice and guidance of colleagues and administrators. Applies newly discussed ideas to classroom.

Continuing Education

Seeks out opportunities to enhance instructional practice through attending workshops, professional organizations, conference or graduate school. In addition to personal growth opportunities, teacher participates actively in assisting other educators-serves as a mentor for fellow teachers.

Public Relations*School Mission and Goals*

Supports school policies, mission and values. Is eager to gain a greater understanding of values and mission. Clearly understands and demonstrates support of school mission. Actively promotes core values and school policies.

Parent Relationships

Deals effectively with parents' concerns. No history of persistent grievances from parents to administration. Commendations made about teacher.

Student Relationships

Deals effectively with student concerns. Students express interest in attending class. No history of persistent grievances from student to administration.

There are occasional differences of opinion between the evaluator and the employee. An employee always has the opportunity to submit an employee response statement to his/her evaluation setting forth what he/she believes to be an accurate rebuttal of the disputed statements set forth in the evaluation. Such employee response statements will be placed in the employee's file, along with the evaluation.

SAFETY

Hillel Yeshiva strives to provide a safe and healthful work environment for employees, students, and visitors. This is a top priority for the yeshiva. The administrators in coordination with the Director of Maintenance, Mr. Ron Hopkins and the Director of Security, Mr. Louis Krupkin have the responsibility for implementing, administering, monitoring, and evaluating all safety procedures and policies. These procedures and policies include but are not limited to fire drills, evacuation drills, injury reports, etc. The success of such safety programs depends on the alertness and personal commitment of all employees.

Hillel Yeshiva provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor/employee meetings, bulletin board postings, memos or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to Mr. Ron Hopkins.

*Let us make school year 2008-2009 תשס"ט
our best year yet, Together, ביחד!*

Dr. Ruth Katz
Head of School



Encouraging Word

*“I’ve got two “A’s”, the small boy cried
His voice was filled with glee
His father was very bluntly asked
“Why didn’t you get three?”*

*“Mom, I’ve got the dishes done,”
The girl cried from the door
Her mother very calmly said,
“And that took you all day?”*

*The children in the house next door
Seem happy and content
The same thing happened over there
But this is how it went!*

*“I’ve got two “A’s” the small boy cried
His voice filled with glee
His father proudly said, “That’s great
I’m glad you live with me!”*

*“Mom, I’ve got the dishes done,”
The girl cried from the door
Her mother smiled and softly said,
“Each time I love you more.”*

*I’ve mowed the grass,” the tall boy said
“And put the mower away,”
His father answered with a grin
“Well done, you’ve made my day.”*

*Children need encouragement
For tasks they’re asked to do
If they’re to lead a happy life
So much depends on you.*