

# Student & Parent Handbook 2011-2012



COHEN HILLEL  
ACADEMY  
Engaging minds • Inspiring for life

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## **OUR VISION**

Cohen Hillel Academy is the premier school on the North Shore for children in Grades K to 8. We provide the best education through a rigorous program grounded in academic excellence and strong Jewish values. The families of Hillel Academy form a diverse community that reflects the spectrum of Jewish life. Our emphasis on academically differentiated learning, a love of learning, and community and global responsibility are integrated into a unique, vibrant educational experience. Our students are inspired to attain academic success, become leaders in our communities and beyond, and make significant contributions throughout their lives to the world around them. Our students live their lives with integrity, courage, and compassion.

## **OUR MISSION**

Cohen Hillel Academy is a K-8 independent day school that creates critical thinkers through an academically challenging program grounded in Judaism.

Hillel Academy offers a unique, engaging educational experience that provides students with a lifelong foundation for learning, leadership, responsibility and respect for self and others.

We accomplish this by:

- Providing a strong secular curriculum within an academically differentiated learning environment;
- Offering an integrated dual-language Jewish studies program that emphasizes values and ethics, and celebrates Jewish learning and living;
- Emphasizing community and global responsibility and integrating it into an overall learning experience;
- Providing study skills that carry our students successfully through high school, college and beyond; and
- Generating thought provoking interactive dialogue in the classroom that ignites the spark of learning.

## **GOVERNING STRUCTURE**

### The Board of Directors

Hillel Academy is governed by a Board of Directors which is entrusted with the responsibility of establishing the policies of the school, maintaining its financial stability, and whose members serve as ambassadors of the school in the community. For example, the board hires the Head of School and approves the school's budget, tuition, and fundraising policies.

The officers of the school consist of the president, the vice-presidents, the treasurer and the secretary, all of whom are elected for a one-year term. The directors are elected for two or three-year terms. A co-president of Hamishpacha (Hillel Academy's family organization) and the chair of the Board of Trustees sit on the Board as ex-officio members.

The Board does most of its work through its committees, and parents are encouraged to become involved in one or more of the school's committees. The standing committees of the Board are the Executive Committee, the Committee on Directors and Leadership Development, the Finance Committee, the Education and Religious Policy (ERP) Committee, the Extra Curricular Activities Committee, the Development Committee, the Strategic Planning Committee, the Facilities Advisory Committee and the Head Evaluation and Support Committee. Ad hoc committees may also be created at the discretion of the President and/or the Board of Directors.

The Board of Directors includes parents of students, parents of alumni, and community leaders. Those who wish to be considered for membership on one or more of the school's committees or nomination to the Board of Directors should speak directly to the President of the Board of Directors, Jill Weiner. The Committee on Directors and Leadership Development meets regularly during the year, and elections of directors are held at the Annual Meeting in June.

## Officers of the Board of Directors

President	Jill Weiner	781-842-3957
Vice-President	Bob Bilech	781-581-2227
Vice-President	Deborah Margolis	781-631-1535
Treasurer	Dan Jacobs	978-536-9927
Secretary	Heidi Rubin	781-639-3075
Asst. Secretary	Ken Weinstein	781-639-1986

## The Standing Committees:

### *Committee on Directors and Leadership Development*

Chair: Heidi Rubin 781-639-3075

Purpose: To oversee Board evaluation, leadership development, nominations, and compliance with Bylaws and their amendments.

### *Finance Committee*

Chair: Dan Jacobs 978-536-9927

Purpose: To oversee all financial affairs of the school including the budgetary process and the setting of tuition.

### *Education Religious Policy Committee (ERP)*

Chair: Deborah Margolis 781-631-1535

Purpose: To develop the educational and religious policies of Hillel Academy and to monitor the overall educational quality of the Academy, all in concert with the Head of School.

### *Extra Curricular Activities Committee*

Chair: Karen Solomon 781-639-0611

Purpose: To develop the extra curricular activities policies of Hillel Academy and to monitor the overall quality of the extra curricular activities of the Academy, all in concert with the Head of School.

### *Development Committee*

Chair: Anne Selby 781-581-3618

Purpose: To plan and execute the fundraising goals of Hillel Academy in coordination with and in support of the Director of Development.

*Strategic Planning Committee*

Chair: Bob Bilech

781-581-2227

Purpose: To develop and modify the strategic plan and/or long- range plan for Hillel Academy.

*Facilities Advisory Committee*

Chair: Tom Kostinden

781-596-9988

Purpose: To oversee the maintenance of Hillel Academy's physical plant, and to oversee and plan for the capital needs and improvements to the physical plant.

*Head Evaluation and Support Committee*

Chair: Deborah Margolis

781-631-1535

Purpose: To develop and implement a process for the regular evaluation of and feedback to the Head of School.

The Ad Hoc Committees:

*Marketing Committee*

Chair: Bob Bilech

781-581-2227

Purpose: To develop and implement a marketing, communication and public relations strategy for the school.

*Tuition Study Committee*

Chair: Bob Bilech

781-581-2227

Purpose: To review the current tuition policies of the school, and to recommend to the Board of Directors any appropriate changes to the tuition policies of the school.

*Recruitment Committee*

Chair: Heidi Rubin

781-639-3075

Purpose: To develop and plan the recruitment strategy for the school, in coordination with and in support of the Director of Recruitment and Admissions, to act as an advisory committee to the Head of School and the Recruitment and Admissions Director, and to advise the Board regarding the recruitment efforts of the school.

## 2011-2012 Board of Directors

Bob Bilech	Christina Pastan
Stacey Edelstein	Evelyn Rothbard
Arthur J. Epstein	Heidi Rubin
Jamie Farrell**	Karen Solomon
Daniel Gelb	Vincent Spirito
Barbara Gold	Bill Stibel*
Arthur Goldberg	Jill Weiner
Bob Goldman	Ken Weinstein
Rabbi Baruch HaLevi	
Dan Jacobs	*Past President
Patricia Kravtin*	**Hamishpacha
Deborah Margolis	Representative

## 2011-2012 Board of Trustees

Dr. Howard Abrams*	Paul Mazonson*
Debra Ankeles	Howard Rich
Annebelle Cohen	Sharon Rich
Arnold Cohen	David Rosenberg
Neil Cooper	Ira Rosenberg
Dr. Maura Copeland	Judy Rosenberg
Dr. Paul Copeland	Marcia Ruderman
Arthur J. Epstein**	Arthur Schwartz
Dr. George S. Freedman	Bonnie Shelkrot*
Robert Freedman	Alan Sidman*
Dr. Terry Garfinkle*	Carl Sloane
Lois Goldberg	Toby Sloane
Stephen Goldberg*	Sandra Saxe Solomon
Dr. David Z. Greenseid	Jerry Somers
Linda Greenseid*	Josene Steinberg
Bruce Haskin*	Richard Strauss
Ralph Kaplan	Rose-Jane Sulman
Mimi Karlyn	Barry Turkanis
Robert Lappin	Ellen Turkanis

\*\*Chair

## **EDUCATIONAL AND ADMINISTRATIVE LEADERSHIP**

### **Head of School - *Ken Schulman***

Ken is responsible for overseeing the implementation of the mission and the vision of our school. He works with other administrators to organize, manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school including instructional programs, discipline and safety. He oversees all fiscal, budgetary and development activities at the school. He oversees all fiscal, budgetary and development activities at the school. The Head of School oversees Jewish Life and Learning and supervises the Director of Recruitment and Admissions, the Director of Collaborative Programs on the Hill, the Director of Finance and Operations, the Director of Development, the Director of Major Gifts, and the Principal.

### **Principal – *Sandy Freiberg***

Sandy is responsible for overseeing the day-to-day operations of the school's academic program and ensuring our students' well-being. He supervises and evaluates the faculty, and works with other administrators to implement appropriate curriculum, technology, professional development, and student service programs. The principal supervises the Director of Student Support Services, the Director of Technology and Curriculum Consultant, the Physical education Program, and the School Nurse.

### **Director of Student Support Services - *Lynne Havusha***

Lynne collaborates with faculty and administrators to implement programs in order to ensure that all students receive appropriate social, emotional and academic support. She supervises the Learning Center Staff and oversees implantation of students' learning plans.

### **Director of Technology and Curriculum Consultant - *Sharon Shore Taitelbaum***

Sharon helps plan, manage, and organize all instructional and informational technology at Hillel Academy. She guides faculty and administrators in the selection and use of hardware and software and facilitates the integration and appropriate use of technology in the curriculum. She is responsible for the maintenance of the school's website. Sharon supports administration and faculty in the development and implementation of the school's curriculum.

**Director of Finance and Operations – *Colin Codner***

Colin is responsible for managing the business affairs of the school, supervision of custodial staff and building maintenance, the ordering of materials and supplies and the school's finances and tuition accounts. Colin also serves as the liaison to the Financial Assistance Committee.

**Director of Recruitment, Marketing, and Admissions – TBA**

The Director creates and implements a marketing and recruitment strategy, and manages the admission process from inquiry to enrollment. She supervises parents and students who work as school ambassadors and oversees the Big Buddy, Shalom Chaverim, and PJ Library programs. The Director establishes a presence at local Jewish preschools and coordinates various recruitment and admissions events.

**Director of Development – *Diane Knopf***

Diane is responsible for leading the school's advancement program, coordinating all fundraising and Alumni events of the school, including the annual Gala, Auction, Phonathons, Tributes, Donation acknowledgments, Grandparents and Special Friends Day, Friends of the Hillel Library Educational Forum, and speaker series. Diane is also responsible for organizing and coordinating CHA's Annual Fund.

**Director of Major Gifts and Planned Giving – *Tom Giddens***

Tom is responsible for the solicitation of major gifts (\$10,000 or above) for our Annual Fund Campaign. He will also work with donors to acquire gifts by will, trust or other planned giving arrangements to provide a lasting legacy for the donor.

**Director of Collaborative Programs - *Ellen Lodgen***

Ellen is responsible for the creation, supervision and implementation of all extra-curricular activities in the school and on the Hill, including before and after school activities for our students, as well as summer programming and vacation programming.

## **FACULTY AND STAFF**

Pamela Aranov	Upper School Hebrew/Jewish Studies
Tali Bloom	Hebrew/Jewish Studies, grade 3 & 5
Sarah Boland	Language Arts/Social Studies, grade 6 & 7
Ruth Bossler	Learning Center – Speech Language Pathologist
Amanda Burns	General Studies, grade 5
Mary Clough	Learning Center -- Inclusion Specialist
Polly Conti	Language Arts/Social Studies, grade 8
Stacey Doniger	General Studies, grade 1
Angela Harrison	Learning Center -- Inclusion Specialist
Frank James	Physical Education, grades K-8
Shira Moss	Upper School Art
Derek Ketchopulos	Network Administrator
Amy Leverone	Learning Center – Reading Specialist
Larry Lodgen	General Studies, grade 5
Karen Madorsky	Social Justice Facilitator
Tali Marotz	Hebrew/Jewish Studies, grade 5 & Upper School Hebrew/Jewish Studies
Deborah Noah	Hebrew/Jewish Studies, Kindergarten
Lisa Pedemonti-DiPietro	Lower School Art
Rivka Pe’eri	Hebrew/Jewish Studies, grade 2 & 4
Briana Polan	Music, K-8
Meryl Rich	General Studies, grade 4
Pamela Roberts	Librarian
Lauren Santeusanio	Learning Center – Speech Language Pathologist
Barbara Sidman	General Studies, Kindergarten
Carole Skowronski	General Studies, grade 2
Beth Tassinari	Hebrew/Jewish Studies, grade 1
Lea Winkler	General Studies, grade 3

### **Office Staff**

Gayle Barbero	Bookkeeper
Ali Freedman	Administrative Assistant
Jessica Herrick	Development Associate
Kerri Scanlon	Administrative Assistant
Shannon Scotina	Office Manager
Michelle Unterborn, RN	School Nurse
Richard Perkins	Custodian

## **The Friends of the Hillel Library**

Maura and Paul Copeland, Co-chairs

The Friends of the Hillel Library is our community library outreach and educational program sponsor. It is comprised of parents and members of the community dedicated to maintaining a dynamic and educational facility for students at Hillel Academy. Its function is to raise capital to purchase books, media and material and enriching the library through educational programs. Staying current both in print media and technology remains an important priority. The Friends annually present the Edith Bloch Award to a member or members of our community who has demonstrated outstanding commitment to learning and the pursuit of knowledge.

Parents who wish to honor their child's birthday through the library may purchase a "birthday book". Birthday books receive a special birthday bookplate with the student's name. Bookplates in honor of or in memory of, may also be purchased by going online to our website ([www.cohenhillel.org](http://www.cohenhillel.org)) or by calling the school office.

## **HAMISHPACHA -- THE HILLEL FAMILY ORGANIZATION**

### **Hamishpacha Executive Leadership Council 2011-2012**

Jamie Farrell	(781) 289-7088	jamiemariefarrell@hotmail.com
Bari Johnson	(978) 524-0062	bmjohnson@comcast.net
Heidi Rubin	(781) 639-3075	ruby77@comcast.net
Laurie Mulzman	(978)740-1031	laurmulzman@aol.com
Stacey Comito	(978) 538-0406	scomito@hotmail.com

Hamishpacha, which means "family", is our school's parent organization. Through its numerous volunteers, Hamishpacha provides support for many programs for our students. Every parent is invited to help plan these events by volunteering for one or more committees. Your participation in Hamishpacha not only helps the school and your children, but also helps you be an integral part of the Hillel Academy Family. The Director of Recruitment, Marketing, and Admissions is the administrative liaison to Hamishpacha.

The following is a partial list of programs that Hamishpacha oversees:

- Room Parents
- First Day of School Coffee
- Parents' Breakfast in the Sukkah
- Chanukah Activities
- Purim Basket Fundraiser
- Teacher Appreciation Week

### **Policy for Use of School Facilities for Family Programs Supported by Hamishpacha and All Other School Programs**

When planning a family program or other school program in cooperation with a member of the faculty or administrator, please begin the process by obtaining an **Event Request Form** from the office. Please follow the steps on the form and fill out all the information requested, including the name(s) of the cooperative staff member(s). **We are very conscientious about our commitment to kashrut, and Ken Schulman must approve all food brought into the school prior to use.**

(For more information on kashrut, please see the section on Jewish Living.) Food preparation times and kitchen time must be reserved with the office well in advance. No food or ingredients may be opened or prepared in private homes, even if the home is kosher. Any room setups for an event must be discussed with the teacher in charge of the event. Filling out the Event Request Form fully and carefully will help ensure your successful event. Hamishpacha provides paper goods for some events. Please check with a council member before purchasing paper goods. If you have any questions, please call a member of the Hamishpacha Executive Council.

*Room Parents* -- Parents volunteer each year to serve as room parents for each class. Room parents assist in contacting other parents with important information, requests for field trip chaperones or drivers, obtaining volunteers for classroom projects, and in helping to plan their grade's family program. All room parents are required to attend a meeting in September to discuss their responsibilities for this position. A list of room parents for the school year will be on our website.

*Holiday and Special Family Programs* -- Scheduled throughout the year, these social and educational events bring parents, students and siblings together for programs based on the traditional celebration of Jewish holidays and milestones. These events provide families with the opportunity to get to know one another by

celebrating aspects of Jewish life together. Each month's events are listed on the school website, and details will be sent home as the event approaches. When a family program occurs during the school day, siblings must obtain permission from their teachers to attend. They cannot miss tests, field trips, or other important class activities. We do try to avoid schedule conflicts.

## **SCHOOL PROGRAMS**

*Upper School Program* -- Students in grades 6-8 are part of the Upper School. Our Upper School provides a learning environment that is developmentally appropriate for students of this age. Students learn through an interdisciplinary approach, using time flexibly. The teachers work in teams and ensure that the curriculum is challenging, integrative and authentic.

*Community Service* -- All students participate in community service projects at school. We collect money for charitable causes and have clothing and food drives throughout the year. Students in grades 6-8 are required to individually complete a specified number of community service hours: grade 6- 6 hours, grade 7- 8 hours, grade 8- 12 hours. Students can do a variety of projects that include volunteering at a nursing home, working at community sponsored programs, volunteering at a soup kitchen or shelter, etc. Larry Lodgen, as student council advisor, will identify opportunities for volunteering throughout the school year. Advisors will discuss opportunities with students and will keep track of the students' progress in completing this requirement. We encourage students to find a volunteer situation they enjoy and can stay with all year. Students are required to complete their hours by late May.

*Chavurah Program* -- Each student in grades 6-8 is assigned to an advisor who will work with him/her all year. The purpose of this program is to explore and nurture positive social relationships, emotional development, and academic progress among students. It also gives each student a relationship with a personal adult advisor. The *Chavurah* Program will include working on organizational skills, socialization, community service projects, problem solving activities and discussions. To further enhance the sense of community among the Upper School, students from all *Chavurot* will come together for morning meetings. Each advisor will maintain close contact with his/her advisees in all areas of their school life. Students will come Parents are encouraged to contact their child's advisor if they have concerns regarding their child. Parents will meet with advisors during parent conferences in September.

*Student Council* -- The Student Council, made up of students from Grades 5-8, meets each week to discuss issues facing the student body and to plan programs for the Upper School students. The officers and Student Council members are elected each year by the Upper School students. Student Council officers include a president, vice-president, secretary, and treasurer. The Student Council will be directed by Larry Lodgen.

*Tefillot*-- Classes meet daily with their Jewish Studies teachers for a T'fillah activity. The Upper School gathers together for prayer services on Thursday mornings and for Kabbalat Shabbat on select Friday afternoons. Students are welcome to wear a tallit as well as t'fillin (both provided by the school) during services. A generous grant from Federation has allowed us to purchase t'fillin for any student who does not own them already. In keeping with Jewish tradition, the Torah is read or studied on Mondays and Thursdays. Often the students who will be celebrating their Bar or Bat Mitzvah on the following Shabbat will read a section of their Torah portion during these services. Parents are invited to attend when their child is reading and are welcome to attend services at any time. All students are expected to participate and behave appropriately during all services.

## **ADVENTURE ON THE HILL**

*Extra Curriculum Programs* -- After school programming has become increasingly recognized as an important adjunct to standard educational opportunities for students. These programs provide a comfortable, safe and nurturing environment for students to relax, learn, socialize and grow in many ways. We are very excited about the continued expansion of our extra-curricular programs and look forward to the participation of all our students in one or more of our offerings. Ellen Lodgen serves as Director of Collaborative Programs and is responsible for the development and implementation of each of the activities in our extra-curricular program for students in grades K-8. She welcomes ideas, suggestions and yes...even criticisms...from parents and students. You are encouraged to be in touch with her by email at [pelzo@cohenhillel.org](mailto:pelzo@cohenhillel.org) or by phone at school.

*Adventure on the Hill* – We have just completed another successful year for our Adventure on the Hill program. Adventure on the Hill is a collaborative program that combines the excellent offerings of CHA and the JCC for K-8 students in our community. A bus service visits schools in Swampscott and Marblehead to bring students to Adventure on the Hill to participate in after school clubs and programs. Programs take place at both CHA and the JCC. Adventure on the Hill staff supervises the movement of students between buildings. You can register for Adventure on the Hill by filling out the registration form on our website.

Adventure on the Hill is centered in The Place. The Place is certainly the place to be. Located in Room 215, The Place is a vibrantly painted room with the special requirements of an after school program in mind. Students can climb into the loft to do homework, read or play quiet games. There are comfortable chairs to sit in and places to pursue individual interests. Reference books, enrichment activities, art supplies, sports equipment, sewing machines and games are easily accessible. Students are able to begin projects and leave them to complete at another time. In addition to The Place, our after school programs use classrooms for after school clubs, the multi-purpose room for indoor play, the playground and field for outdoor play and many other spaces such as the computer lab and kitchen. Additional programs take place at the JCC in the gym, pool and aerobics studio.

The following programs are planned throughout the year. Details, schedules, fees and registration forms will be sent to parents as each program or event approaches. Information will come in mailings, emails and on flyers. The best place to keep track of events and details is always on our school website [www.cohenhillel.org](http://www.cohenhillel.org). Look for upcoming events on the homepage “On the Calendar” and be sure to click on the Adventure on the Hill icon. Many of the calendar listings will be links to details and registration forms. Adhering to registration deadlines is vital as reservations must be made, tickets purchased, supplies purchased and staff hired.

*Bridge the Gap* – It is common for even the best of students to lose a little ground in the summer. We have developed this program for one week in August prior to Labor Day. The goal is to get students ready to come back to school. Each child will participate in a variety of informal classes and activities in math, writing, reading, Hebrew, science, PE, art, etc. to help them get back up to speed for school in September. The activities are designed in a fun and productive manner. Older students can get help completing their summer reading projects and will work on organizational and study skills. We are excited this year that the Science from Scientists program will be running a special science program for our grade 3-6 students. We also offer a sailing program for students in grades 5-8.

*Staff/Conference Days* – Trips and programs are planned for students on all days off from school, including staff days, parent conference days, early dismissal days at both CHA and local public schools. We have a lot of exciting plans in store and are always open to interesting suggestions of places to visit. Our trips in past years have included Fenway Park, various museums, bowling, Duck Boat tours, skiing and much more.

*After School Clubs* – Our popular after school club program continues to expand each year to include many more enrichment opportunities with both our CHA faculty and teachers from outside our own school community. Students registered for clubs will meet together at dismissal time for a quick snack before proceeding to their individual clubs. The exciting offerings include such clubs as SCRATCH! computer programming, computer animation, science, book clubs, art, sports, Aikido, drama, digital photography, chess, sewing, cup stacking, drumming, homework, computer keyboarding, cooking, scrapbooking, dance, puppetry, newspaper, math, knitting and board games. There is a charge for each club that will be determined by the number of times the club meets and the type of supplies necessary. Students who are not picked up on time from the clubs will automatically be signed into our extended day program and charged for each half hour that they stay.

*CHA School Show* – Our tradition of a student production continues with the participation of students in grades 5-8. Our show is always a unique experience, sometimes written and choreographed by our own upper school students. Students in grades 5-8 are given the opportunity to participate and encouraged to share their own unique talents. Auditions will take place in December and rehearsals begin in January. The show is in May.

*Early Drop off* – School policy states that students cannot be dropped off at school before 7:40 a.m. due to supervision and liability concerns. An early drop off option is available for those parents who do need to leave for work or have an appointment earlier than 7:40. Parents are welcome to use this option on a regular basis or when a need arises. Students can be dropped off at school as early as 7:00 am. All students who participate in the early drop off will have the opportunity to get extra help with last minute homework problems. Any student who arrives at school prior to 7:40 will automatically be signed into the early drop off program, and parents will be billed accordingly. Early drop off is staffed only on days requested so be sure to contact Ellen Lodgen at [pelzo@cohenhillel.org](mailto:pelzo@cohenhillel.org) or at 781-639-2880 to make arrangements.

*Extended Day* – Having an extended day option here at Hillel Academy is one of our most exciting initiatives in the extra-curricular program. Every student who remains at school for extended day will be required to register for a club or other program for the first hour and then can be part of the extended day program. After clubs end, students will use The Place and the multi-purpose room for the rest of their stay. During this extended day period, students can choose to participate in an optional daily activity which will include math, science, crafts, PE and cooking. There are quiet places to do additional homework and time to relax and play with friends. Our participants get a lot of exercise playing a variety of

physical games. Parents are encouraged to have their children join in the fun even if coverage is not needed. The friendships formed and the exercise the students get make it an important part of each child's day, especially in colder weather. Parents will be charged by the half hour for this extended day option. Extended day will end at 6:00 p.m. Monday through Friday. Participants are welcome to sign up with a regular schedule or on an as needed basis. Any student not picked up on time after school or after clubs will be signed into our extended day program and parents will be billed accordingly.

*Birthday Parties* – We have held some of the most exciting birthday parties right here at school which have included themes such as Spiderman, basketball, sports, jewelry, fashion, hockey, science, Red Sox, Sponge Bob, mock sleepovers, Hebrew, dances, Hawaii and flowers. Each party is different and is custom-designed for your child to include his/her interests. We take care of everything – invitations, activities, crafts, games, prizes, paper goods, cake and ice cream. The only thing parents need to provide is a goody bag if desired. Having a party at school will eliminate the stress parents have of arranging transportation from school to a party and will also leave weekends free. Parents are encouraged to share parties with classmates whose birthdays are close together. Be sure to book parties early. Dates are limited and they fill up quickly.

*Monthly Parties* – About once a month, we hold a themed party after school. These themes have included The Great Race (a back to school party), Red Sox, Patriots, Winter Beach Party, Thanksgiving, Chanukah, an in-school sleepover and more. Students participate in games and activities and win fabulous prizes. Some of our parties have been attended by as many as 90 students.

*Simchah on the Hill* – Simchah on the Hill is currently completing its second successful year in Marblehead on the CHA and JCC campus. This exciting camp combines the best elements of both traditional day and specialty camps. Each specialty camp is under the supervision of our experienced camp director, Scott Kaplan. Scott works with a staff of dedicated and experienced specialists and counselors. Each camp day includes group activities, swim lessons, free swim and concentrated time in a specialty such as baseball, art, tennis, cooking, basketball, drumming, science, sports, chess, photography and more.

*Intern Program* – We are beginning our second year of this successful new program for a limited number of students in grades 7 and 8. Students can apply to be interns in our after school program. The intern program will help our students develop responsibility, sensitivity to others, time management and a strong work ethic. Each intern will commit to a minimum of one afternoon per week to help with clubs and our extended day program. Interns will plan and lead activities for

our students after school. The program will also include training in basic first aid, conflict resolution, social and academic development of children and more. In addition to the one afternoon of volunteer work, there will be a monthly meeting of all interns that will happen during a lunch and recess period during the school day. Information will be sent to all grade 7 and 8 parents.

*Volunteers* – Student volunteers are among the greatest resources of our extra curricular programs. Grade 7 and 8 students (and some 6<sup>th</sup> graders) are invaluable during all the after school activities. Many of our graduates come back during high school to volunteer as well. Any student who wants to become a volunteer should contact Ellen at [pelzo@cohenhillel.org](mailto:pelzo@cohenhillel.org). This volunteer work can be on an as needed for parties or on a regular basis during a club or extended day. We are always in need of homework tutors for individual students during homework clubs. Volunteer opportunities can also be found on the bulletin board outside The Place.

*Parent Involvement* – There are many opportunities for parents to get involved in our extra-curricular programs. Parents can volunteer as chaperones on trips or offer after school clubs.

*Sports* – Our successful sports program for upper school students continues to expand with soccer, cross country, basketball, track and volleyball included in our offerings. Last year we participated for the first time with the Marblehead Charter School in their ski team. The students trained at Pats Peak and will participate in races. This ski program will continue this year. For your planning purposes, please note that the sports teams will meet primarily on Tuesdays and Thursdays. Cross country and track will meet on Mondays and Wednesdays. There may be games planned on other days, based on the schedules of opposing teams.

## **JEWISH LIVING AT COHEN HILLEL ACADEMY**

*Synagogue affiliation* -- All families are encouraged to be members of a synagogue in the community at the time of enrollment and to remain members as long as their children attend Hillel Academy. We believe that participation in a synagogue is an essential aspect of a child's growth as a Jew and complements a Hillel Academy experience.

*Services* -- Students in (grades K-5) participate in and lead T'fillah services in Hebrew with their class or grade. Each morning, students in grade 6-8 come together for a communal T'fillah activity. Students share responsibility for leading prayers and reading Torah.

*Blessings before and after meals* -- At the beginning of lunch, students recite hamotzi, the blessing before eating bread. Following lunch, students chant birkat hamazon, the blessing following the meal. Students are taught the meaning and importance of all our prayers and blessings in Jewish life.

*Holiday celebration* -- Both Jewish and American holidays are celebrated at Hillel Academy through special programs, assemblies, or classroom experiences. Although school may not be in session during the actual date of the holiday, the students learn about and/or celebrate the holiday either immediately preceding or following the holiday. School vacation holidays are listed on the school calendar. Information about holidays and celebrations will be on the website.

*Rosh Chodesh* – (the beginning of the new Jewish month) All students celebrate Rosh Chodesh by participating in special services and programs, followed by a healthy snack.

*Kabbalat Shabbat* (the welcoming of Shabbat) -- Shabbat begins before sunset on Friday and ends approximately one hour after sunset on Saturday night. Each Friday afternoon, our students gather by grade or in multi-grade groups to welcome Shabbat. This ceremony includes the reciting of the traditional blessings and prayers to welcome Shabbat, the singing of Shabbat songs, and other relevant activities.

*Kippot* (yarmulkes) -- Kippot are traditionally worn by Jewish boys and men. Girls and women may wear kippot as well. Each boy is provided with a kippah at the beginning of the school year, and any girl who requests a kippah will be given one. The wearing of kippot is required of all boys throughout the school day, except during recess and physical education. As indicated on the school supply list, all boys must have extra kippot in their backpacks or cubbies in case they misplace one. Parents are requested to provide additional kippot. Names should be written inside each kippah.

*Kashrut* -- Kashrut is the Hebrew term for “keeping kosher” — practicing the Jewish dietary laws. Hillel Academy maintains high standards of kashrut on the school premises, and all foods served by the school are certified kosher. In addition, all Hillel Academy functions conform to dietary laws.

All lunches brought to school must adhere to the following dietary guidelines. To minimize confusion, for parents and students, please note the following guidelines:

1. Only dairy or non-meat/non-shellfish lunches and snacks are allowed. Fish, pasta, yogurt, eggs, cheese, peanut butter, etc. are good choices. Although please note that peanut butter may be banned in certain classrooms to keep an allergic classmate safe. Parents will be informed of classrooms in which this is the case.
2. No meat may be brought to school by students, staff or parents, even if it is kosher. (This includes soup and other food items that start with a meat base.)
3. On days that meat has been served as part of the Hillel lunch program, a 3-hour wait period until dairy can be served is observed.
4. On meat-lunch days, students who eat meat sit at separate tables. Juice only is served on these days. No milk is available.
5. Out of respect for all families and their different levels of kashrut, we discourage children from sharing snacks and lunches from home.

We would be happy to provide you with more information on keeping kosher. If you are interested, please contact Ken Schulman. We request that all families show sensitivity to the fact that observant children in the school may feel uncomfortable or be unable to eat if kashrut is not adhered to at birthday parties, Bar/Bat Mitzvah celebration and playdates. The dietary laws should be observed at these events. The quality of life of the Hillel Academy community is most directly affected by the way in which its member treat one another. While it is not mandated how families practice Judaism in their homes, consideration of others' feelings and practices should be respected. Efforts to educate children as committed and caring people are most successful with parental support.

*Birthday Parties* -- Birthday celebrations should not be scheduled on Shabbat or Jewish holidays, and the food should be dairy or pareve. Parents often provide a treat in school in honor of their child's birthday. This may be arranged by calling the teacher to set up a convenient time, in order to avoid more than one treat coming in on any given day. Be reminded that this is intended to be only a small treat, not a substitute for a birthday party. The treats should be individual cookies, cupcakes or other small items that can be distributed easily. There can be no cakes and no ice cream that has to be scooped out, as they are too time consuming to distribute during the short snack break. Due to our commitment to kashrut, home-baked refreshments may not be brought to school. Store purchased snacks in closed containers must have a certified label of kashrut. U or "KVH" are appropriate. A plain "K" must be checked with Ken first. A "K" with

a circle, triangle or star around it is fine. Items from local Dunkin' Donuts are not deemed kosher. Fresh baked foods can be purchased from Newman's and Stop & Shop Bakery in Swampscott, or other kosher bakeries. Please ask if there are children with allergies who may require special consideration.

*Bar/Bat Mitzvahs* – Because children should be able to eat all the food served at Bar/Bat Mitzvah celebrations, it is required that the religious practices and Kashrut observances of all Hillel Academy families be considered. Children who do not ride on Shabbat can arrange to sleep with friends near the synagogue. However, daytime receptions immediately following the service, held in a restaurant or facility far away from the temple, present major conflict for families who refrain from riding on Shabbat and therefore should be avoided.

*Party Invitations* -- When inviting guests to birthday parties or Bar/Bat Mitzvahs, please be considerate of the feelings of children in the class. While we understand and fully support the notion that children have special friends, it is very difficult to be one of a few children excluded when almost all others are invited to a party. This policy is consistent with other non exclusionary practices encouraged in our school community.

## **SCHOOL-HOME COMMUNICATION**

Set the home page of your browsers to <http://www.cohenhillel.org>, the school's website, and check it often. There you will find information about school-wide and classroom events, daily homework and long-term assignments and newsworthy stories. Check the calendar regularly for updates and changes. Teacher email addresses and telephone extensions are also listed on the website. Tributes, honors, memorials and donations can now be made online and many forms and requests may be made through the website.

In early fall, all parent receive a Student and Parent Directory booklet of all CHA families. **Please note: this directory may not be used for solicitation purposes.**

*Back-to-School Nights* are held each fall for grades K-4 on one night and for grades 5-8 on a different night. The evening is provides an opportunity to become more acquainted with classroom activities and routines, the curriculum, the faculty, and school-wide programs.

*Parent Conferences* -- The first parent/teacher conference of the year is scheduled in September. This Intake Conference is early in the year in order to give parents an opportunity to share their goals for their children for the year with the teachers.

This is also an ideal opportunity for parents to share information which will help the teacher to better serve their children. You will receive a letter with instructions for making appointments prior to the intake conferences and an email for subsequent conferences.

In addition to these early intake conferences, each parent has additional opportunities to meet with teachers as the year progresses. Conferences for all grades (K-8) are scheduled in November and in April. Additional parent teacher conferences may be arranged upon request.

If you or your child perceives a problem in school or with a teacher, the following are the appropriate steps to take:

1. Write a note, email or make a phone call to the teacher to discuss your concern.
2. Make an appointment to meet with the teacher, as needed, to talk face-to-face about your concern and create a plan of action.
3. Give the plan time to work.
4. If you have gone through the above steps, and you feel that progress is not being made, please contact the Principal.
5. As needed, maintain communication with the Principal who consults with the Head of School.

*Report Cards* – Report cards are sent home twice per year (December and June) for K-5, and three times per year (December, March, June) for grades 6-8.

Teachers spend substantial time preparing these progress reports which help parents understand students' accomplishments and needs. Letter grades are given beginning in grade four. Parents who have any questions regarding their student progress reports should contact the child's teacher at school.

*Parent Communications* -- It is very important that parents inform the school when situations arise that is not routine; e.g. business trips or vacations, a family member's illness, changes in dismissal, etc. as these situations do affect children. Teachers welcome all communication from parents.

To contact a teacher or to arrange for a meeting, call or email the teacher at school between 7:45 a.m. and 3:15 p.m. The teacher will respond at his/her earliest opportunity by email or phone.

*Legal Matters* -- From time to time, parents ask us to comply with special requests and/or court orders regarding to whom to release children. Since this is a legal matter, please be certain that you provide the school with all current documents

and that they are kept current throughout the year. Please give these documents to Ken Schulman. They will be kept confidential.

### **SCHOOL HOURS and STAFF DAYS**

(Please refer to the section on Extra Curricular programs for information on Extended Day and Early Drop-Off Options.)

The day begins at 7:55 a.m. for grades K-5 and at 7:50 for grades 6-8. Upper school students enter the building earlier in order to check in with their advisors and get organized for their day. School ends at 3:00 p.m. Monday through Thursday for all students. On Fridays, school will be in session until 1:45 p.m. during Eastern Standard Time and until 3:00 p.m. during Daylight Savings Time for all students. The calendar and website will include any changes in these hours. Please have your children at school, ready to enter the building no later than 7:50 a.m. for grades 6-8 or 7:55 for grades K-5. It is vitally important that students arrive at school on time. Anyone arriving after the designated time is marked tardy. Tardiness and absences are recorded on report cards. Supervision of students begins at 7:40 a.m. and students should not be dropped off before 7:40 a.m.

On designated staff days, students do not attend school. These days allow faculty and staff to engage in a full day of workshops, discussions, and other professional development activities. All staff days are listed on the school calendar. There are extra curricular programs and trips planned for each of these days off.

### **ARRIVAL AND DISMISSAL PROCEDURES**

The safety of our students is our first concern, and we need the cooperation of every parent in following our procedures. You must complete a school transportation form, which indicates how your child will be transported to and from school. It must be returned prior to the first day of school.

*Arrival* -- Please drop your child off in the morning in front of the plaza. Pull your car as far up as possible before you stop. Please be considerate of people attending morning Minyan at Temple Sinai by not blocking their parking lot exit. Please do not drop off or pick your child up in random areas of the parking lot. Stay in the carpool line or park your car in a designated parking spot. Children may not exit cars until the car has reached the area by the sidewalk. Children must exit their cars only through the right-hand side passenger doors so other cars can go around safely. Our teachers will assist children at the curb. Once your child has exited the car, please move out of the carpool line. Do not leave a car unattended while in carpool line.

Students who ride their bikes should use Garden and Cushing Road (rather than the Community Road hill) and lock their bikes on the rack near the side door facing Cushing Road. By agreement with our neighbors, **no cars are allowed on Cushing Road to drop off or pick up students.**

You may not park your car along the curb at the building. This is a fire lane. Park your car only in designated parking spaces in the parking lot. In inclement and cold weather, all students will enter the building through the front doors and will wait in the multipurpose room until 7:50 or 7:55.

*Dismissal* -- If you are driving to pick up your child or carpool, pull forward along the curb as far as possible. If you are first in line, stay back until the bus arrives. You may then pull up. Only the Peabody and Beverly buses and vehicles approved by the school may back into the driveway near the Kendell Gardens prior to 3:00 p.m.

If you get out to help a child into your car, please be sure that the ignition is off and that the car is shifted into park. Children will not be allowed off the curb or entrance plaza and into the parking lot unless accompanied by an adult. Again, park only in legal spaces and “live park” only in the line. Parents who park illegally cause traffic problems and will be asked to move.

All students will wait on the plaza. Please do not get out of your car to pick up your children. We will make sure that they are properly and safely escorted to your vehicle. **Please be reminded that the JCC requires that our parents not pick up children in the JCC circle as it is their fire lane and doing so blocks entry to their building.** The school cannot take responsibility for the safety of students who are not picked up in the proper place. Also, we have agreed with the neighbors not to use Cushing Road for vehicular access to our building. Please help us maintain good relations with all our neighbors, including the JCC. You must adhere to all procedures to alleviate potential difficulties.

*Inclement Weather Dismissal* -- If it is raining, snowing, or extremely cold, we will have an inclement weather dismissal. Students wait in the multi-purpose room, and a staff member will announce carpools with a two-way radio. Please remain in your car and wait for your passengers.

*After-School Plans* -- Children will be sent home with their regular carpool or bus unless we are notified in writing by parents. We recognize that in our busy lives we sometimes forget to write a note. In this case, please make sure to call the office **by 1:30 p.m. (or 12:00 on Fridays)** to ensure that your child and our staff receive the message. Without the written note or this call, the child will not be permitted to change his/her standard plans.

*After School Programs at the JCC* -- Children attending after-school programs at the JCC will meet with Adventure on the Hill in the multi-purpose room for snack and will then be walked over to the JCC by Adventure on the Hill staff. Please be sure to send a note indicating which days your child will be attending after-school activities at the JCC and in what classes or activities they are enrolled. Please notify us of any changes in this schedule as they occur during the school year.

*After School Supervision* -- Students enrolled in our after-school programs should proceed directly to the multi-purpose room or other designated place promptly at 3:00, 1:45 on Fridays, for a quick snack. Students who are not picked up on time at dismissal will automatically be signed into our after school program and parents will be billed accordingly. Unless accompanied by a parent, all other students are not allowed in the building.

*Snow Days/Emergency Closings* -- There are occasions when school needs to close due to dangerous driving conditions. In the event of a snow day, parents can get information on school closing or delay in four ways:

- You will be called by our Alert Now system.
- Radio and Television Broadcasts- Tune in to channels 4, 5, 7, 25 and WRKO AM 680 and WBZ 1030.
- CHA Website- Log on to [www.cohenhillel.org](http://www.cohenhillel.org)
- Telephone Message Service- Call the office at 781-639-2880 for recorded information.

In the unlikely event that another type of emergency forces us to close school, we would communicate such through the above means (except radio and television.)

Occasionally school is already in session when the weather turns bad and the snow or ice begins to fall quickly. We will not dismiss school early once we are in session. It is too difficult to contact parents who have already gone to work. On days when you feel the driving is getting progressively worse, you are welcome to come and pick up your child early. The buses may leave our building a little early in hopes of keeping the regular stop schedule.

## HEALTH

We are extremely fortunate to have a school nurse, Michelle Unterborn, on staff. Michelle will work directly with the administration to oversee all health practices at school. She will be overseeing the dispensing of medication, application of first aid and will be in contact with parents about health concerns. She will be doing vision, hearing and scoliosis screenings. The office staff will dispense medication when Michelle is not in the building and will provide basic first aid as necessary.

*Medication* -- Any students requiring medication of any kind during school hours must leave this medication in the original container in the school office with written instructions signed by the parent. **No medication is to be kept by any student.** All medications must be clearly labeled with the student's name and dosage. Prescription medication must be sent in the original bottle with the prescription label attached. Ask your pharmacist for a separate bottle for school. No prescription medications will be administered until completed Parent Consent forms and Medications Order forms signed by the physician are on file in the office. See Michelle or the office staff for these forms. These forms can be faxed to your physician if necessary. Occasionally, your child may require over the counter medication such as Tylenol, Motrin or Tums. Health forms are being sent with parent authorization and consent for this. We will still make a reasonable effort to contact you as well. This policy which has the school physician's approval and signature on file will be in effect for grades 6-8 only. Students in the lower school will still need parent consent at all times for OTC medication. Any requests for dispensing medication different from the manufacturer's recommended dosage must be accompanied by a physician's order. Please note the Department of Public Health that governs medication administration in all schools has banned the dispensing of cold medication i.e. Sudafed. If your child requires this type of cold/allergy medication, it must be sent in from home.

*Significant Food Allergies* – Some of our students have significant, life-threatening food allergies that require that the Cohen Hillel community to respond in ways that demonstrate the concept of *piknach nefesh*, the saving/preservation of life. The nurse is very careful to communicate significant food allergies to faculty and staff and to help arrange for whatever accommodations are necessary for every child to be safe and to have access to emergency medication if needed.

We encourage parents of children with significant food allergies to instruct their children to only eat food brought from home specifically for their personal consumption, including having a supply of non-perishables in a labeled box in the

classroom and labeled freezer treats to be stored for special occasions. We also ask parents to send in all medical paperwork and emergency medications promptly at the start of the year.

We sometimes need to ask parents in a particular class to accommodate a very allergic child by not sending in food for their own children's snack consumption that may contain the allergens that are problematic, i.e. avoiding having peanuts/nuts or their products in snacks that are eaten in the classrooms. We make every effort to accommodate both the allergic child and the other children in the class and their parents in ways that will keep the allergic child safe and cause a minimal amount of disruption to others.

We are generally able to accommodate very allergic children in the lunchroom by washing down the tables carefully before use and by strategically placing the allergic child away from children who are consuming the allergen-containing foods. We also supervise the children who ate the allergen-containing foods to wash their hands well with soap and water or soapy wipes after eating (not with waterless hand soap, which does not remove allergens) to further protect the allergic child.

Out of respect for students who might have significant, life-threatening peanut/tree-nut allergies, *we request that food brought in for food consumption contain no obvious peanuts/tree nuts or their products*, even as we encourage the allergic children themselves to not partake of food brought in for public consumption unless it has been specifically approved by their parents.

*Health Records* -- All students in kindergarten, grades 4 and 7, and new students of all grades must return the necessary health records prior to the opening of school.

*Immunization Policy* -- Each student attending Hillel Academy is required to have on file a completed Massachusetts School Health Record indicating that all generally recommended immunizations appropriate for the student have been administered and are current.

*Illness, Accidents, and Medication* -- Please keep your child at home if he/she shows signs of illness. Your child should be fever free for 24 hours prior to returning to school. The school will inform the parents of any accident or illness that occurred at school. The school will send a student home if it appears necessary, after contacting a parent. If we are unable to reach a parent, we will call the emergency contact listed on your child's school forms.

Any contagious disease or conditions such as lice, conjunctivitis, or chicken pox should be reported to the school. If your child has a contagious disease, please keep him/her home until your physician deems it safe to return to school. If your child is absent from school due to illness or arrives late due to a doctor's appointment, please send a note to the teacher with an explanation of the absence or late arrival.

Students who are absent from school due to illness should not attend after school programs such as clubs and sports.

Parents are encouraged to check their children's heads for evidence of lice before school begins. We suggest that all parents check their children's heads weekly during the school year. Diligent head checks and combing hair with a special lice comb are recommended to prevent major outbreaks. These are extremely important health practices. Parents bear the major responsibility for preventing lice outbreaks.

Students whose parents want them to remain indoors during recess or be excused from physical education due to health reasons, must bring a note from home to give to their morning teacher. Extended absences from physical education should be accompanied with a physician's note and discussed with the nurse.

Please be aware that we are in compliance with all HIPAA (Health Insurance Portability and Accountability Act) regulations. Copies of the complete regulations are available in the office.

## **SCHOOL POLICIES**

*Attendance* -- Our academic program is demanding, and all available time is needed to meet our goals. We realize that at times it is absolutely necessary to have your child miss school, and we respect the right of a parent to make this decision. Nevertheless, if you find it necessary to have your child miss school for a family vacation, please contact Sandy Freiberg directly, in advance, to discuss the specific circumstances. Attendance and tardiness figures are part of your child's permanent school record.

*Discipline* — Hillel Academy encourages students to uphold the principles of honor, respect, honesty, and trust. We do so in the context of the Jewish value of *Derech Eretz*, which connotes respect and courtesy for others. The rules we have established are essential to maintain this spirit. Disciplinary offenses may result in a wide range of progressive consequences including but not limited to: conference with parents, detention, exclusion from activities or programming,

suspension, and in cases that are severe or particularly persistent, expulsion. Please also refer to Hillel Academy's Anti-Bullying Policy, enclosed in this mailing for new families. (Returning families requiring a new copy may request one from the main office.)

Some general rules for all students:

1. Be respectful to all people in our school — students, staff, adults and visitors.
2. Speak kindly to one another, using appropriate language and tone of voice. Swearing and cruel comments are unacceptable.
3. Use a natural voice when indoors. Do not yell.
4. Be honest and work independently on all tests and quizzes.
5. Respect people's property and privacy. You may not take things from other students' or teachers' desks or students' cubbies/lockers without permission. Lesson books and teacher notes are the teacher's private property and are confidential.
6. When you leave a classroom, leave it in good order with chairs pushed in, desks arranged as is customary for that classroom, and paper or books picked up off the floor.
7. Running in the hallways is not permitted.
8. Climbing on the rails along the stairwells inside the building or outside is not permitted.
9. Walk up and down stairs on the right side.
10. Standing on window sills, desks, chairs and/or tables is not permitted.
11. The teachers' lunchroom and work room are for teachers and staff only.
12. Chewing gum is not allowed.
13. Help keep our school, your classroom, cubby and locker clean. Clean up after snacks.
14. Computers and the Internet are to be used only with permission of teachers. Computers and Internet are to be used for appropriate educational activity.
15. All school property is to be used properly and with respect. You are to clean up when finished with any activity.

*Illegal Drug and Smoking Policy* -- The use or possession of any illegal drugs or alcohol by Hillel Academy students on school premises, or at any school-related event, is strictly forbidden before, during, or after school. Violators of this prohibition may be dismissed or suspended from school. Cigarette smoking by Hillel Academy students on school premises or at any school-related event before, during, or after school is forbidden.

Among the items that may not be brought to school are: fireworks, knives, handcuffs, guns, toy guns, squirt guns, electronic games, skateboards, rollerblades, sledding equipment, paintball guns and accessories and laser pointers.

*Recess Rules* -- Outside games are encouraged, but tackling, “contact games”, and playing with sticks, snowballs, or rocks are not permitted. Students must include any students in their games who wish to participate.

*Sexual Harassment* -- Our school has developed a policy for Sexual Harassment. This policy is reviewed in depth with teachers who will assist students in understanding its reasons and implications. Any parent who wishes to see a complete text of the policy should speak to Ken Schulman, who will be happy to share it.

*Snacks and Recess* -- Kindergarten students have a morning snack of crackers and juice (provided by the school) and a midday recess period. Children in grades 1-5 have a daily recess and a morning snack time. Students in Grades 6-8 have recess at lunchtime and a working snack. Students should bring an appropriate and healthful morning snack. No candy is allowed in school for morning snacks. Children go outside every day, except for rainy days, and days when the temperature is below 25°F, when recess takes place indoors. In the winter, please make sure that your child is dressed appropriately for outside play with boots, hats, and mittens. For your child’s safety, please consider removing all drawstrings from the hoods and collars of sweaters, sweatshirts and jackets.

*Hot Lunch* -- We have a hot lunch program on Monday-Thursday and a bag lunch on Friday. Marla Golding runs this program. Marla sends home a lunch order form every six weeks. Parents should sit with their children and choose lunches the children will enjoy. In addition to the order form, Marla sends home a convenient lunch calendar for your refrigerator. This will help you record what lunches were ordered and to quickly identify which days you need to send lunch. Your children can also check what they are eating each day. It is vital that the order forms be returned to school by the listed due dates to enable Marla to appropriately plan her shopping and cooking. In the event of a snow day, the missed lunch will be provided on Friday of that week. In the event of multiple snow days in one week, the first missed lunch will be provided on Friday and a credit will be issued for the remaining missed lunches. If you have any questions about the lunch program, Marla can be reached at 781-576-9361 or by e-mail: [lunchlady@cohenhillel.org](mailto:lunchlady@cohenhillel.org).

If your child forgets lunch on a hot lunch day, they will receive a lunch provided by Marla Golding and you are expected to pay the cost of the lunch. You will receive a bill for any lunches that were provided over and above those originally

ordered. There may be instances when you might be called to provide food for your child when no other option is available.

*Homework* -- Beginning in the first grade, homework is assigned to help students reinforce and improve their learning. Although parents should provide support and encouragement, students should complete assignments independently. If you find that your child is spending too much or too little time on homework, please contact your child's teacher. Your feedback on this matter is important to us.

An important part of doing homework is the responsibility of bringing it to school the next day. Families should establish a routine of packing backpacks in the evening when homework has been completed. Students who forget homework will not be able to call home to have it brought to school.

Parents will be informed, in writing or by telephone, if a student is demonstrating a pattern of missing assignments. In grades 5-8, students who demonstrate a pattern of not turning in homework assignments on time may be assigned to Homework Club or detention.

Homework assignments are posted on the school website, <http://www.cohenhillel.org>, under Student Life. Click on the appropriate grade. If a student is absent and needs materials, such as books, notebooks or special papers that he/she does not have at home, please make arrangements to have another student bring these home or contact the school office by 9:00 a.m. to have them available in the school office at 3:00 p.m.

It is not expected that students will make up all missed homework while they are home sick, but many students prefer to keep up with their class. Teachers are not obligated to provide advance work for children whose families choose to take them out of school during a non-vacation time.

*Personal Appearance and Clothing* -- Hillel Academy expects a standard of dress at school and school-sponsored events that are in the spirit of Jewish attitudes towards modesty and respect. We believe this standard helps self-esteem and is conducive to good behavior and the business of being a student.

While we do not have a formal uniform, we ask families to adhere to the following guidelines in an effort to foster the above ideas and create a sense of community:

- Short pants should be at or below mid-thigh; shorter shorts, gym/bike similar shorts designed for exercise and nylon/flannel/sweat or similar pants designed as sleep/loungewear or exercise apparel may not be worn to school. Students may bring and change into gym shorts or sweatpants for physical education.
- Skirts and dresses must similarly be at or below mid-thigh.
- All types of shirts may be worn with the exception of tank tops, leotards cut like tank tops, halter tops, crop tops and off-the-shoulder tops. They must be long enough to cover the midriff.
- Clothing should not be torn or contain any offensive or otherwise inappropriate messages. Any writing or logos should be minimal and unobtrusive.
- Footwear must be functional, safe, and properly laced. Open-toed footwear should be fastened in the rear, hence, flip-flops may not be worn to school. Students need to wear appropriate sneakers on the days they have physical education classes. This schedule will be on the website.

The administration of the school reserves the right to determine whether or not a particular student's attire conforms to the dress code. When students are deemed to be dressed inappropriately, they may be asked to change into clothes delivered from home or provided by the school. We look forward to and appreciate your support of this important matter and will communicate further with families on an as-needed basis.

*Phone calls* -- Students are generally not permitted to call home during the day except in case of emergency. If they must call home, they need to get permission from the office. Students may not call home to change after school plans but will be allowed to do so for academic reasons. We discourage students from bringing cell phones to school, however, should you feel it necessary for your child to carry one for use after school, please understand that students may not use a cell phone in school **for any reason** during school hours. Phones must be turned off during the school day. Students using phones will have them confiscated by administration returned only to a parent.

*Gifts* -- Hamishpacha collects contributions from parents and presents the faculty and staff with Chanukah gifts. We feel this is an appropriate gesture and recognize that gifts from some families and not others can prove embarrassing to both our students and our teachers. Therefore, we discourage individual gifts to teachers. A personal note to teachers is always appropriate and very much appreciated. Thank you for your cooperation.

*Babysitting* -- Babysitters are not generally provided at evening meetings and programs that have been designed for parents. This includes parent conferences. Please arrange to leave your child(ren) at home or with a friend as they may not be in the building unsupervised. If you are looking for babysitters in your area, call Ellen Lodgen for suggestions.

*Lost and Found* -- Lost-and-found is kept in a cabinet outside the Teachers' room. Please label jackets, hats, gloves, lunch boxes, etc. to facilitate the return of lost items. Parents and students should check the lost-and-found box periodically. Unclaimed articles will be given to charity before each vacation.

*Class Placement* -- In determining appropriate class placement, each grade's team works with the administration do what is best for each individual child. What is best for the individual is often influenced by the individual's learning style and the dynamic of the class as a whole. In order for each child's unique needs to be addressed effectively, the chemistry of the class must work well. Therefore, it is important to look closely at both the needs of individual students as well as the composition of the entire class. Parent input is also strongly considered in making these decisions.

## **VISITING SCHOOL**

We welcome and encourage parents to visit our school. We want to make this as easy as possible while maintaining appropriate security in the building. As you know, our outside doors are locked and you must ring the bell and identify yourself for admission.

We have established an easy-to-follow procedure for everyone visiting the building, including parents:

- When you enter the building, please go directly to the office and indicate the purpose of your visit.
- If you are dropping off a forgotten lunch or something for a teacher, please give the item to the office and they will see that it is delivered.
- If you are at school for a meeting, the office will notify the person that you are waiting in the lobby.

While the teachers and staff know each student by sight, they may not recognize every parent as quickly. As you would expect, we want to know who is in our building at all times. All visitors, including parents, will be given visitor tags to wear while they are in the building.

## **PEABODY/BEVERLY TRANSPORTATION**

To facilitate transporting students from the Peabody and Beverly areas, Hillel Academy has arranged for daily bus service. Students riding the Peabody and Beverly buses will be picked up along a route which is determined prior to the beginning of each school year. There is an additional cost for this service. Parents who wish their children to ride either bus and who have not yet signed up for this service should contact Colin Codner in the business office.

## **SCHOOL SUPPLIES**

School supply lists for all grades are available on our website.

Textbooks -- All textbooks should be covered and handled as carefully as possible. If a textbook is lost or misused, parents will be billed for replacement costs.

## **FINANCIAL MATTERS**

### **Tuition**

Each year the Finance Committee sets a tuition which is then approved by the Board of Directors. As part of our commitment to making a Hillel Academy education accessible, we offer financial assistance to those families whose financial profile meets the criteria of the program. This profile is based on the FAST model, by Independent School Management (ISM). Parents who wish to apply for financial assistance must complete an online application on the Hillel Academy website. All applications must be completed by December 31<sup>st</sup>. The

Financial Assistance Committee then reviews all information and a family's tuition is set. **In addition, a family's 2011 complete tax information is due to ISM by March 15th.** Application information can be found on the Hillel Academy website.

Enrollment and Tuition contracts will be mailed the middle of March. Once you receive your contract, you must indicate your choice of payment plan, sign the contract, and return it to our office with the appropriate deposit by April 1st.

### **Capital Improvement Fund**

A building fund was originally established to raise the money necessary to finance the construction of our school building. This fund is now used for maintenance and capital improvements. Each family has a \$3,000 capital improvement fund obligation, which is payable over three years, beginning in first grade.

### **Payment**

Prompt payment of all financial obligations is required. Be sure to take note of all applicable due dates on your tuition contract. Late fees may be assessed for contracts and any financial obligations overdue by 30 days. As noted in your tuition contract, the policy of the Board of Directors states, "If an account is in arrears for more than two months, the children will not be permitted to attend school until the bill is paid". Returned checks are subject to a service fee of \$50. If you have any questions or concerns about your balance, please don't hesitate to call Colin Codner.

### **SHARE**

Our SHARE program (Support Hillel Academy's Revenue Enhancement) is an important way in which our school generates necessary funds. Each Hillel Academy family is required to contribute or raise for our school at least \$800 in new funds (that is, increased donations) in this academic year. You must fulfill this obligation by the first week of May each year. There are many ways this can be accomplished, as detailed below:

1. **Make a donation to the Parent Campaign of the Annual Fund.**  
Receive full credit in that amount towards your SHARE obligation. Gifts to the Parent Campaign of the Annual Fund are tax-deductible to the extent allowable by the IRS.

## 2. **Solicit for the Annual Fund.**

Participate in Annual Fund phonathons that will take place throughout the year. Contact the Development Office for details and to register as a volunteer.

- A. Solicit a new or increased gift and receive credit for 100% of the increase toward your SHARE obligation.
- B. Solicit a renewal donation from a Hillel supporter and earn credit for 25% of the amount of the renewal, up to a maximum of \$25 per gift.

Please note that SHARE credit can only be given after solicited gifts are collected. **In order to be eligible, all solicitations need to be coordinated with the Development Office prior to approaching a Hillel supporter.**

## 3. **Recruit a new family to Hillel** and receive \$800 SHARE credit for the year in which the new family matriculates.

## 4. **Support the Annual Gala**

- A. You will receive SHARE credit of 50% of the purchase price of Benefactor or Patron tickets for our Annual Gala.
- B. Solicit ads for our Gala Tribute Book and you will receive SHARE credit for 50% of your purchase price.

## 5. **Tributes and Memorials**

- A. Celebrate a birthday, life cycle event, pay tribute or honor the memory of a loved one with a personalized tribute card from the school. Beautiful cards with original student artwork are mailed out to recipients acknowledging your thoughtful donation. Please visit [www.cohenhillel.org](http://www.cohenhillel.org) to make your donation and provide all applicable information. All donations will be credited to CHA's Annual Fund and you will receive SHARE credit for your donation.

### B. Every Brick Tells a Story -- *Danny's Way*

Purchase a personalized, engraved brick that will be permanently placed in the school's front entrance plaza. *Danny's Way*, for all to see and enjoy. Bricks make thoughtful, unique and creative Bar or Bat Mitzvah, graduation, anniversary, birthday or holiday gifts, that last a lifetime. Donations will be credited to Hillel Academy's Annual Fund and you will receive SHARE credit for you donation.

**6. Participate in earning “passive income” for the school.**

- Participate in our Scrip Program. By purchasing scrip or gift cards for use at area retailers, families can earn varied percentages of every purchase for Hillel Academy.
- Apply for the Jewish Federation of the North Shore Platinum Visa Card. Metropolitan Credit Union, the card issuer, will done ½% of every purchase to Hillel Academy if you so designate.
- Earn SHARE credit of 3% with a credit card and 5% with cash purchases when you shop at the Butcherie (Kosher butcher in Brookline) and submit your Butcherie receipt to the school office.

**7. Solicit donations as part of Jewish Federation of the North**

**Shore’s community campaign** through phonathons (Super Sunday) and receive credit for 50% or any increased pledges that you obtain. Parents are responsible for submitting to Hillel Academy a verification form, signed by an authorized representative of Federation, within one week of the solicitation.

- 8.** There are also a limited number of **“work-it-off”** opportunities that can reduce your SHARE obligation. Working off your SHARE obligation must result in the school actually not spending money it has otherwise budgeted to spend in order to qualify. One example of these opportunities is serving as a substitute teacher.

## **DEVELOPMENT AND FUNDRAISING**

As in the case in most independent day schools, tuition does not cover all the costs of providing the outstanding education offered at Hillel Academy. The balance of our operating budget must be raised through additional revenue streams. We depend on support from parents, grandparents, board members, trustees, alumni, alumni parents, community friends, corporations and foundations.

All parents are asked to participate and contribute to Hillel Academy to the best of their ability. The cornerstones of the school’s development effort include:

- Annual Fund Campaign
- Annual Gala
- Winter Fun(d)Raiser
- Friends of Hillel Library Annual Educational Forum
- Planned Giving Opportunities

### **Annual Fund Campaign**

The Annual Fund Campaign is our yearly fundraising drive that helps bridge the gap between tuition income and the actual costs of operating our school. Tuition costs are determined so that we can be both fiscally responsible and able to attract as many families to our school as possible. When you donate to Hillel Academy's Annual Fund you will receive full credit in that amount towards your SHARE obligation. Gifts to the Annual Fund are tax-deductible to the full extent allowable by law.

Your gift helps:

- provide financial aid for students
- attract and retain the best teachers
- expand the role of technology and the arts
- institute innovative programs that enhance the education offered
- maintain a state of the art building and facility, and
- help build Jewish continuity and community

Each year Hillel Academy conducts a community-wide Annual Fund Drive by way of a direct mail campaign, Phonathon, and personal solicitations. Our goal is 100% participation by our parents. An annual gift (beyond tuition) from every family is vital, as is assistance in identifying new supporters of our school.

The campaign runs from July 1 through June 30 each year. All pledges to the school must be paid before June 30.

### **Annual Gala**

The Annual Gala is a joyous, community-wide celebration of Hillel and the integral role the school plays in our community. Each year the Dr. Bennett I. Solomon Community Leadership Award is presented to an honoree or honorees. The award was established to honor the memory of Hillel Academy's beloved principal, and to recognize extraordinary commitment made by individuals to our school and the community. Proceeds from the Gala enable Hillel Academy to provide an outstanding education and financial aid to students. As detailed in the SHARE section of this section of this handbook, you can receive SHARE credit with the purchase of tickets and ads.

## **Friends of Hillel Library (FOHL) Annual Educational Forum**

The FOHL Committee is comprised of a group of parents and community members dedicated to maintaining a dynamic education facility for the students at CHA. Its main function is to raise capital to purchase books, media and material for the school. The Edith Bloch Award is presented annually at an event open to the entire community.

## **WAYS TO GIVE**

### **Checks**

Checks should be made payable to:  
Cohen Hillel Academy  
Six Community Road  
Marblehead, MA 01945

### **Credit Cards**

We accept MasterCard and Visa.

## **PLANNED GIVING**

### **Stocks and Appreciated Securities**

Gifts of stock and securities may also provide additional tax advantages to you while greatly benefiting our school. If your gift is of stock that you have owned for more than one year, you may qualify to deduct the fair market value of the stock as a charitable contribution, while bypassing capital gain.

### **Matching Gifts**

Many companies support education through matching gift programs. Please inquire at your place of business to see if your employer offers a matching gift program to approved 501(c)(3) charities.

### **Life Insurance**

Consider donating existing life insurance policies or purchasing a new policy insuring your life, designating Hillel Academy as a beneficiary. You would be responsible for the cost of the insurance premium. If Hillel Academy is the owner and irrevocable beneficiary of the policy, the payment of premiums is deductible by you as a charitable contribution.

### **Retirement Plans**

Please consider naming Hillel Academy as the beneficiary of your IRA, 401(k) or retirement plan. The assets remaining at your death will pass to Hillel free of income and estate taxes.

### **Charitable Bequests**

Please consider Hillel Academy in your will or revocable trust. This is a simple way to create a legacy that will make a difference in the lives of our students. The bequest may be for a specific sum or a percentage of an estate.

### **Endowment Gift**

You may consider endowing your annual Hillel Academy gift so that day school education on the North Shore can remain available and affordable to future generations.

### **Planned Gifts**

Gifts made by will, trust or other planned giving arrangements can leave a lasting legacy for the donor, the donor's family and Hillel Academy. Gifts of this type may be made using virtually any existing asset without the need to incur new out of pocket expense and without great complexity. They include:

*Bequest by will*

*Beneficiary Designations*

(within life insurance policies, stock and bank accounts, and retirement accounts)

*Charitable Gift Annuity*

*Charitable Trusts*

*Retained Life Estate Contract*

(which permits one to gift a principal residence, vacation home or farm and retain occupancy for life as well as retain income if the property is income producing)

Those who make provision in their estate plans for Cohen Hillel Academy are eligible for membership in the Hillel Academy Legacy Society.