

HILLEL TORAH NORTH SUBURBAN DAY SCHOOL

**Rita & Howard Geller Early Childhood Center
Alana Beth Stein Pre-School
Dr. Gilbert Lanoff Primary School
George & Barbara Hanus Middle School**

Mission Statement

Our school strives to develop responsible, self-reliant, Torah observant children whose identity is shaped by Orthodox Jewish values and culture. Respect for the unique qualities of each individual is encouraged in a creative co-educational setting where students develop self-esteem and the desire for continued personal growth through quality Jewish and general educational programs. Our Torah observant environment fosters a love for Israel and the Hebrew language as well as a strong commitment to community involvement.

Curriculum Objectives

Our day school is an affiliate of the Associated Talmud Torahs, Chicago's central agency for traditional Jewish education. It derives its basic instructional goals from the Torah: "Thou shalt teach them diligently unto thy children" (Deuteronomy 6:7).

Our day school is in complete compliance with the rigorous, high standards of the Illinois State Board of Education. Our academic curriculum has been evaluated and approved by the Illinois State Board and our school is subject to regularly-scheduled visits from the State Board of Education supervisors.

Our day school is accredited by and recognized by the North Central Association, which is a prestigious higher level accreditation than even the Illinois State Board of Education accreditation. Our school is under the constant supervision of NCA supervisors in order for our academic program to maintain its high standards.

Our intensive Hebrew studies program is open to pupils whose familial background and congregational affiliation cover the broad spectrum of practices in modern Orthodox communal life.

Our day school endeavors to develop knowledgeable and committed Jews through intensive exposure to Torah and Rabbinic tradition.

We introduce the child to the world of Torah studies and the Jewish faith, using traditional sources and Hebrew as the primary language of instruction. Innovative methods are employed in a learning environment replete with Judaic resources.

Our comprehensive General Studies instructional program is devised to help children develop proficiency in basic skills. In our commitment to excellence, a learning environment is provided with a variety of educational materials and instructional resources tailored to individualized needs, and cultivating knowledgeable individuals with a positive self image.

Differentiating Instruction

Not all students are alike. Based on this knowledge, differentiated instruction applies an approach to teaching and learning that offers students multiple options for processing and assimilating new information and making sense of ideas. Our teachers adjust the curriculum and presentation of information to learners rather than expecting all students to learn in the same way. Classroom teaching becomes a blend of whole-class, group and individual instruction. The intent of differentiating instruction is to maximize each student's growth and individual success by helping all students maximizing their potential, reaching and teaching each person according to his/her learning style.

HOME-SCHOOL PARTNERSHIP

Our Day School believes in a close and harmonious relationship between home and school. Such cooperation can help each child derive the utmost from his/her Day School experience.

Open School Night will be held early in the year to acquaint parents with staff, educational objectives and classroom routines.

Semester pupil progress reports are issued for all students twice through the school year. Observation of pupils' habits and impressions of their learning activities are conveyed by teacher's comments. Formal Parent-Teacher conferences will take place twice during the year.

Children's positive attitudes towards learning are enhanced by interested parents who express a positive opinion about school, staff and studies. Parents are encouraged to be in constant communication with their child's teachers. As the need arises, please feel free to call the Office to make arrangements to meet or confer with teachers or administration. Teachers, however, cannot receive phone calls or meet with parents during class time or during non-scheduled visits. Therefore, please leave a message for the teacher(s) and you will be called back in a timely fashion.

Classroom visits by parents are welcome when prior arrangements are made with the teacher and school administration. We encourage parent participation in our learning activities and invite active involvement and support.

SAFE USE OF TECHNOLOGY

Our school recognizes the valuable role of computers, the Internet, and other technology in today's learning environment. Unfortunately, with the good comes the bad, and the possibility of inappropriate use of computer technology warrants closer attention to how children access it. Our school has "acceptable use" policies for use of school computers and clear consequences for those who violate such policies. We have in place internet filters, students' log in access, and strong firewall protection that reduce safety risks. We recognize that parents can be the key to safe and rewarding online experiences for the whole family. We encourage parents to educate themselves about hazards in cyberspace, monitor children's internet activity and to use firewalls and filters with their home computers.

Safe Surfing Checklist: Ways to Keep Your Child Safe Online:

1. Place the computer in the most public room in your home.
2. Establish ground rules for Internet usage.
3. Encourage your child to share their online experiences with you, and share time surfing on the Internet with your child.
4. Instruct your child not to give out personal information without your permission.
5. Read the privacy policy of any site that asks for personal information before you allow your child to respond.
6. Instruct your child never to respond to e-mail or chat messages that make them feel uncomfortable. Ensure that your child reports such messages to you when/if they occur.
7. Know exactly what various parental control tools can and cannot do and how they work.

SCHOOL COMMUNICATION

Each Friday the **HILLEL TORAH HIGHLIGHTS** newsletter is distributed. School events of the past week are featured and upcoming events are announced. This newsletter is the primary means used to keep you informed of the school's activities. Please ask your child for the HIGHLIGHTS every Friday so that you can be aware of and involved in all of our programs.

In addition, a detailed monthly calendar of programs, events and important dates is distributed by the first of each month. Further information or clarification concerning any program may be obtained by calling the School Office.

SCHOOL TELEPHONE	(847) 674-6533
FAX	(847) 674-8313

HILLEL TORAH NORTH SUBURBAN DAY SCHOOL

SCHOOL RULES

The purpose of these rules is to ensure that each and every student attending Hillel Torah is (and feels) safe and secure, and receives a high quality education free of distraction.

A. GENERAL RULES:

1. Students will show respect towards teachers and other students at all times.
2. Students will stand (for 3 seconds) when an administrator, rabbi, educator or any visitor enters the room.
3. Gum chewing is not allowed anywhere in or around school or on the bus at any time.
4. Students are to dress according to the rules outlined in Daily Attire section.
5. No buying or selling between students.
6. Students may not be in any unsupervised classroom at any time.

B. INTERPERSONAL RELATIONS - *BEIN ADAM LACHAVEIRO*

1. Avoid hurting others physically and/or verbally.
2. Take time to reflect on the situation and your behavior.
3. Be polite - use "please," "thank-you," "you're welcome," "excuse me," "I'm sorry," etc.

C. ZERO TOLERANCE FOR BULLYING

Our school has taken a proactive and preventative approach to dealing with the phenomenon of bullying among students at all grade levels. Hillel Torah acknowledges that bullying cannot be tolerated on any level. Bullying encompasses many different types of behavior ranging from teasing, deliberately leaving an individual out of a social gathering, or ignoring them, to physical assaults and abuse. Sometimes it is an individual who is doing the bullying and sometimes it happens in a group. The important thing to consider is not merely the action but its effect on the victim. No one should ever underestimate the fear that a bullied child feels.

D. COMMUNICATION

1. Use appropriate listening skills.
 - a. Wait your turn
 - b. Listen courteously and attentively without interrupting others
2. Be sensitive and take care not to ridicule or use foul or abusive language.
3. Speak and question in a respectful manner.
4. Respond to inappropriate behavior in a calm, sensitive, dignified manner.

E. CARE OF PROPERTY

1. All property should be treated with care and respect.
2. Permission from the owner is needed in order to use other people's property.
3. Property should be returned to its owner at the agreed upon time and in the same condition.
4. Care of school property is everyone's responsibility. Keep all school areas clean, including playground, halls, bathrooms, classrooms, and lunchroom.
5. Damaged or misused property should be reported.

F. LUNCHROOM

1. Trading of food (except between brothers and sisters) is not allowed.
2. Each student will clean away the trash from his/her lunch.

G. CLASSROOM

1. Students are to arrive to class on time.
2. Students will sit in assigned seats.
3. School materials are to be brought by students.
4. Desks are not to be moved unless teacher requests it.
5. All books must be covered.
6. No writing on or marking desks, walls, bulletin boards, etc.
7. Each class should clean up and organize room after both a.m. and p.m. sessions.
8. No eating or drinking in classrooms without prior permission from teacher.
9. Students may not touch the air conditioner, thermostat, or telephone.

H. HALLWAYS

1. No running or playing in hallways.
2. Students must walk on the right side of the hallways.
3. No banging on lockers
 - A. Students may not put stickers on the inside or outside of their lockers.
 - B. Students may not write on the inside or outside of their lockers.
4. Games including hacky-sack may not be played and balls including basketballs may not be bounced in the hallways.

I. RECESS

1. All students in grades 1 – 4 must go with their class for recess, whether it be outside, or in the auditorium or gym.
2. If a student needs to remain indoors during outdoor recess, a note must be brought from home explaining circumstances.
3. Play equipment must be returned by those who take it out.
4. Students may play only in those areas set aside for play.
5. Students may leave these areas only with teacher's permission.
6. After recess, students must re-enter the building quietly.

J. DISMISSAL

1. All students must be at designated areas for dismissal (auditorium) at designated times (unless granted permission).
2. Safety Patrol monitors must be obeyed.

K. THE FOLLOWING ITEMS MAY NOT BE BROUGHT TO SCHOOL:

1. Weapons of any kind, including knives, hardballs, and any sharp or dangerous objects, even toy weapons.
2. Tape recorders, radios, headphones, I-Pods, walkmen, discmen, portable stereos, palm pilots, video games, playing cards, laser pointers, cameras, flashlights, etc., (except with the teacher's permission). If any of these items are brought to school, the items will be confiscated.
3. Inappropriate books or magazines.
4. Trading cards, pogs, or electronic games of any kind.
5. Roller blades or skates may not be worn in school.
6. Cellphones are not permitted to be seen or used during school hours. Students may use cellphones following dismissal time or during dismissal time with a teacher's permission.

L. AFTER SCHOOL DETENTIONS:

After school detentions are from 4 – 4:45 p.m. and will be served the same day as the infraction, if possible. The length of the in-school and out-of-school suspensions will be at the discretion of the administration depending on circumstances. Students who damage property will be expected to pay for all costs.

DRESS CODE

Our school has the responsibility of educating students who are actively involved in two cultures. As such, we understand that current fashion trends may at times conflict with the dress standards applicable to a *Torah* educational institution such as ours. *Tzniut* is more than a 'modest mode of dress.' It is a way of life, an attitude, sensitivity. As an outgrowth of *halachah*, it influences and guides our relationship with G-d and with peers and should guide us to develop personal values and priorities. Our educational process fosters a life guided by *tzniut*. It encourages specific behaviors and dress.

Educators have found that children who are appropriately dressed and well-groomed have a more wholesome attitude towards school and help create a successful learning environment. **It is the parent's responsibility to ensure that their children's attire conforms to the school dress code.**

DAILY ATTIRE

Boys and girls are expected to be well-groomed at all times. Torn, outlandish styles, inappropriate, excessively large, baggy or tight fitting clothing or clothing bearing inappropriate words or symbols may not be worn.

The school administration will determine, on a case-by-case basis, the level of acceptability of any and all styles of wardrobe and hairstyles.

Hairstyles are to reflect *halachic* considerations. Hairstyles must be of an appropriate length. There are to be no extra-long nor extra-short hairstyles. There is to be no dyeing or coloring of hair, **no two (2) level haircuts such as step or mushroom cuts**, no outlandish or inappropriate hairstyles, and no haircuts that do not conform to *Halacha*. Boys' sideburns must not be shorter than mid-ear. Students may not wear hats or caps in the school building.

The Following are required:

For Boys:

- A shirt, with a collar, that buttons in the front, a turtleneck or a sweater/ sweatshirt with a collared shirt underneath. Boys in grades 5 – 8 who wear full button-down shirts must keep them tucked in at all times. Jackets cannot substitute for a collared shirt and may not be worn in school.
- A neat pair of pants, no sweat pants, no athletic pants of any kind (i.e. pants with stripes down the sides), no break-a-way pants, no extremely oversized or ill-fitting pants. No army fatigue pants or blue jeans are permitted in grades 5 – 8. Jeans of other colors and blue pants of other materials are permitted.
- Hooded sweatshirts are not permitted at any time and hoodless sweatshirts are permitted only when worn with a collared shirt.
- No earrings, bracelets or necklaces may be worn by boys.

- No athletic or team shirts, shirts with team names or numbers, shirts with school or college names (including Hillel Torah), army, khaki, bowling, workman's or maintenance shirts are allowed.
- A **kippah** and **tzitzit** must be worn throughout the day.
- Tee-shirts, shorts and shoes without socks are not permitted.

For Girls:

- Girls' blouses' sleeve lengths must reach the halfway point between the elbow and the shoulder.
- Dresses or skirts should cover the knee when standing and sitting, and be designed for modest appearance. Tight or form fitting skirts are not permitted at any time.
- Slits in a skirt may not be 'open' above the knee. This refers to slits with buttons located on front, back or side, or slits without buttons. Slits with buttons must be buttoned to the knee. Skirts with slits without buttons need to be pinned or sewn so as to be closed to the knee.

The following are not permitted:

- For grades 5 – 8: Shirts of any kind that contain team names or numbers, shirts with school or college names (including Hillel Torah), messages, expressions, pictures or slogans with the exception of small brand name logos below the shoulder area such as "The Gap", or "Tommy Hilfiger".
- For grades 5 – 8: No athletic or team shirts, army, khaki, bowling, workman's or maintenance shirts are allowed.
- For grades 5 – 8: No hooded sweatshirts that are designed as "outside" clothing.
- **For grades 5 – 8: Pants are not to be worn under a skirt or dress.**
- Wrap-around skirts.
- Tight fitting tops such as spandex t-shirts, leotards or similar attire.
- No low-cut neckline, below the collarbone or v-neck shirts.
- Sleeveless, capped sleeves and low-cut blouses.
- Any variety of pants-type outfits (e.g. slack, jeans, culottes, shorts, minis).
- Make-up, eye shadow, lipstick, etc.
- Shoes with no backs including, but not limited to, slippers, clogs, gym shoes, & beach shoes.

Please note that extra shirts that conform to the school dress code will be kept in the office to be used if students' tops violate the dress code regulations. Students needing to wear the shirts will end up purchasing these shirts for \$5.00 each.

It may be necessary for parents to be contacted to bring a change of clothes should students, boys or girls, not abide by any aspect of the dress code policy. Students may also not be admitted to class until a change of clothing is obtained. The decision of the School Administration in these matters is final and is to be adhered to by parents.

GYM ATTIRE

Students should dress in a manner that allows for full movement during any activity. Gym shoes are required for all activities. We request that your child keep a separate pair of gym shoes in their locker in the event that they forget to wear gym shoes on gym day, and in order to prevent students from bringing in mud to the gymnasium if they have gym after recess. It is recommended that students in grades K - 8 bring a separate tee-shirt for gym and that girls wear shorts or pants under their skirts or dresses. They may cut the sweatpants down to the knee if they desire. Students are to change in the gym washrooms.

SPECIAL ATTIRE

In observance of the festive and special nature of *Yom HaAtzmaut* and *Yom Yerushalayim* we expect 'blue and white' attire (solid white tops/blue bottoms) to be worn by all students on these days.

SCHOOL TELEPHONE

The school telephone is reserved for official business. Children are not permitted to use it except in emergencies. There is a pay phone in the front lobby that children may use at lunch or recess.

Parents should make all necessary dismissal arrangements directly with their children before sending them to school. If an emergency arises during the day and you must inform your child/ren of a change in plans, please call the Office before 3:00 p.m.

Telephone messages cannot be conveyed to students except in emergencies. Please do not call the office to convey personal messages. The fax number (847) 674-8313 is available for parents' use to direct information to the business office.

SCHOOL HOURS, GRADES K - 8

	ARRIVAL	SCHOOL BEGINS	SCHOOL ENDS	FRIDAY DISMISSAL
Grades K-6	8:20 a.m.	8:25 a.m	3:50 p.m	1:30 p.m.
Grades 7-8		7:35 a.m. for mandatory <i>minyan</i> .		

Teachers remain in school until 3:30 p.m. for staff meetings on Fridays in September, October, April, May and June.

ARRIVAL

Parents driving to school should use extreme caution when children are present. Children should be dropped off and picked up on the school side of the street so that they need not cross traffic to get to and from their car. Students should be escorted when they need to cross the street.

Children may arrive at school beginning at 7:30 a.m. as there is supervision beginning at that time. Parking is **not** permitted in our circular driveway on Monday - Friday from 8:15 - 8:45 a.m., 1:45 – 2:15 p.m., and from 3:15 - 4:30 p.m. and on Fridays from 1:00 - 2:00 p.m.

DISMISSAL

Dismissal will be assumed to be by the usual route and routine, unless the parent provides the child with a written request for a change. When children leave school early they must first be signed out by a parent in the School Office. At that time, the child will be called to the office. Students are not permitted to wait in the Office or in the front lobby to be picked up.

Information regarding the arrangements for school bus transportation and carpool number assignment is outlined in a separate transportation memo.

CARPOOLS

Parents picking up students by carpool must park their cars in a legal space on or near Laramie and then come into the school auditorium to retrieve the students going home in their vehicles. Students will not be permitted to leave the building until picked up and accompanied by their carpool drivers.

BUSES

Students taking the school buses will remain in the auditorium until their bus is called and then they will exit through the school's main front doors. The buses will pick up the students while parked in the front circular driveway.

•BUS TRANSPORTATION

The school is very concerned with safety and behavior on the school bus. When problems do occur the safety of all passengers is jeopardized. It is important that bus drivers not be distracted by student behavior. At the beginning of the year, safety rules and regulations are discussed, bus evacuation drills are held and a Safety Patrol, comprised of 8th grade students, is appointed.

Teach your child to follow traffic safety regulations and bus safety guidelines as well as to obey the safety patrol guards. Children should know their full name, address and phone number. Please review the following bus safety information with your children:

•BUS SAFETY GUIDELINES

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay on the sidewalk at all times while waiting for the bus. Be careful in approaching the place where the bus stops. Do not move towards the bus until it has come to a complete stop.
3. Remain seated. Keep your hands and feet to yourself. Do not throw anything out of the bus windows.
4. Remain in the bus in the event of a road emergency until instructions are given by the driver.
5. Remember that fighting, noise and confusion is unsafe. This diverts the driver's attention and could result in a serious accident. Use appropriate language and speak at a proper level. Be quiet when approaching a railroad crossing.
6. Treat bus equipment as you would furniture in your own house. Never tamper with the bus or any of its equipment.
7. Assist in keeping the bus safe and clean at all times. Keep books, coats, packages and all other objects out of the aisles.
8. Be courteous to fellow pupils and the bus driver. Help look after the safety and comfort of younger children.
9. Do not ask the driver to stop at places other than the regular bus stops. The driver is not permitted to do this, except by proper authorization from a school official.
10. Observe safety precautions at discharge point. Where it is necessary to cross the street, proceed to a point at least 10 feet in front of the bus on the right shoulder of the street where traffic may be observed in both directions. Wait for a signal from the bus driver.
11. Listen to and follow the instructions of the bus driver and the student safety patrol monitors.

ATTENDANCE-LATENESS

It is the parents' responsibility to ensure that their child attends school on a regular and punctual basis. Lateness and excessive and/or inappropriate absences influence your child's education.

Please call the office to inform your child's teachers if your child is out for 3 or more days. Please make arrangements in the morning with the secretary to have the teachers submit the homework to the office for pickup.

After an absence or tardiness, a child must present a written and dated note signed by the parent explaining the absence or tardiness before he/she may be admitted to class. If your child arrives before 9:00 a.m. he/she should present the note to the teacher, and after 9:00 a.m. he/she should present the note to the secretary in the office. Children without such a note may not be admitted to class until the parent is contacted.

SCHOOL NURSE

We have a full time nurse on staff to oversee the medical and health needs of our students and staff. All health procedures, regulations, and requirements will be coordinated by the school nurse.

HEALTH PROCEDURES AND REGULATIONS

•HEALTH EXAMINATION AND IMMUNIZATION

The State of Illinois Department of Health and Department of Education requires a complete health examination for all new students and all students entering Kindergarten or Fifth Grade. All students entering the pre-nursery - 1st grade program will also need a lead screening. Law requires immunization for communicable diseases for all students. State law mandates that no student be allowed entry to school without proof of immunization. **The State of Illinois has mandated the use of a new medical form that must be filled out front and back. Please make sure that you sign your side of the form.**

Medical forms and Emergency Information Forms must be submitted before school starts.

No child will be admitted to classes without these forms. Parents will be called to pick up their children who do not have their form turned in.

•ILLNESS

The school office must be notified immediately if your child contracts a contagious disease (e.g., chicken pox, measles, mumps, flu, strep, head lice, etc.). In turn, the School Office will notify the families of all children who are known to have been exposed to a contagious disease at school. A child who has been ill may return to school only after he has been free of fever or symptom-free for twenty-four hours. Check with your own doctor for specific directions.

All children are required to take part in physical education and outdoor recess activities. They may be excused from such activities only if a satisfactory medical reason is clearly stated in a written note.

•PREVENTIVE MEDICINE

If a child shows symptoms of illness prior to leaving for school, we advise keeping him/her home, rather than having others exposed. When in doubt about your child's health, the precaution of keeping your child at home should be taken.

When called to pick up a child who is ill, please do so as soon as possible. Children who do not feel well cannot learn in class and may infect other students.

•MEDICATION

Should your child need to take medication during the day we ask that you adhere to the following procedures:

1. All medications are to be sent to school in their original container and given to the school nurse.
2. Written directions (i.e. a copy of the prescription) are to accompany the medication.
3. All medications, including over-the-counter ones, are to be kept in the nurse's office.
Parents must give written permission for their child to receive any medication.

4. Parents whose children require daily medication: please send a 30 day supply in medication envelopes, with your child's name, date to be taken, and dosage clearly written.

•HEAD LICE

Lice infestations may occur in any age category but are more frequent among elementary school children. Though not a disease, students identified as having head lice are excluded from school until they are 're-screened' and determined to be 'nit free.' It is recommended that parents discuss this with their children.

Students should be careful about exchanging clothing such as *kippot*, hats, scarves and earmuffs. Students should also avoid using combs or brushes used by other students.

As a precautionary measure, there will be a mandatory school-wide screening for head lice prior to the start of school, and following each vacation. **Students cannot attend classes without having been screened.**

RECESS

All students participate in outdoor recess except on rainy days or days that are extremely cold. Proper clothing for outdoor activity, such as boots, mittens, scarves and hats, will protect your child's health. It is expected that all students follow the requests of all supervising staff.

For safety reasons, students are not allowed to bring hardballs or bats to school. Throwing snowballs is not permitted at any time.

KASHRUT

Our school maintains fixed standards of observance. The Chicago Rabbinical Council (cRc), (773) 465-3900, will gladly supply current *kashrut* information. A list of *kosher* food products and distributors, including bakeries and caterers, is available from them.

In-school lunches, snacks and treats, as well as all food served at parties, both in and out of school, must be in accord with these *kashrut* guidelines. **No home baked or home cooked food items can be brought or distributed in the school at any time.**

LUNCH

Parents must provide lunches that are in keeping with Jewish dietary laws. Children are to bring either dairy or meat lunches made of food products that are certified as Kosher. This applies to all edible items: bread and contents of sandwiches, as well as cakes, cookies and candies. **Children are not to share their lunches due to varying kashrut standards.**

At lunch, milk **(\$.40)** and apple juice **(\$.40)** may be purchased. Parents may prepay on a yearly basis, at the cost of **\$65** for milk or juice. Refunds will not be made on the unused portion for prepaid milk and juice.

As the school does not provide cups, plates or utensils, students are expected to bring these items from home. The school does not maintain cooking or heating facilities for student use.

Hot Lunches will be sold at school on designated Tuesdays and Thursdays by the P.T.A. on a pre-order basis. For further information, contact the P.T.A.

•FORGOTTEN LUNCHES

Parents are encouraged to check that their child takes his/her lunch bag daily. If your child forgets his/her lunch, please bring it to the Office.

•LUNCHTIME RULES

Students are responsible for cleaning up after themselves and reciting *birkat hamazon*. In the lunchroom students should:

- wash their hands for *hamotzi* and recite the appropriate *brachot*
- use appropriate table manners
- remain seated except when throwing out garbage
- not bring glass containers to school

PARTIES AT HOME OR SCHOOL

In planning parties at home for our students, it is expected that parents conform to school *kashrut* standards. Not only will this assure that everybody will be comfortable, but in the long run, an important service will be done for one's own child.

Parents should make sure not to exclude students when planning home parties. If you wish to invite the majority of the class (or of one gender of the class) then the entire class (or gender) should be invited.

Birthday parties at school may be conducted only in Pre-Nursery, Nursery and Kindergarten. Items for any class party must also meet *Kashrut* requirements.

Refreshments served at home parties and meetings must be **Chof K, cRc, OK** or **OU** endorsed and served on paper or plastic ware. The school strongly recommends not serving home-made food at birthday parties or other social gatherings. This applies to all homes.

HOMework

Independent work done at home can be valuable as review and reinforcement. Personal growth in the areas of self-discipline, time management, and responsibility are also developed through the medium of assigned work from the school. The amount of homework that is deemed appropriate varies according to the age of the student, his/her ability, and the specific subject matter. Parents can best assist by establishing set routines for the completion of homework and providing an atmosphere conducive to study. Please feel free to contact your child's teacher/s to discuss any aspect of a homework assignment.

Students are to have an assignment notebook as noted on the supply list. Parents should familiarize themselves with the nature and extent of the homework in all subjects by checking it daily

While readings may be assigned, no written assignments will be given to be completed over Jewish holidays. Tests will not be assigned for the first day of school after a Jewish holiday.

CO-CURRICULAR SERVICES AND ACTIVITIES

Regular physical education and computer classes are scheduled for grades K - 8. The Shirlee Lennon Computer Lab and our Judaic Studies Computer Lab provide our students with the finest state-of-the-art technology available. Our students learn the use of computers as well as how to use computers as a tool in their academic pursuits, both in General and Judaic studies.

Students in grades 1-4 have weekly library classes as well as a weekly music period integrating both Jewish and American songs. A 'hands-on' art program staffed by parent volunteers takes place throughout the year. Students participate in cultural experiences, field trips and on-site programs funded in part by the Allswang Fine Arts Center.

EXTRA-CURRICULAR PROGRAMS

Throughout the year, the P.T.A. coordinates a variety of after-school programs that are available for an additional fee. Such programs may include Judaic Computer Club, Science Club, Intramural Sports, Mishmar/Sport, Math Enrichment, MathCounts, Israeli Dance, Chess, Cooking, Tiger Scouts and Cub Scouts. Parent volunteers, as well as Hillel Torah staff, lead these programs.

SPECIAL SERVICES

Various instructional programs at selected grade levels and in determined content areas are available for students who require either remedial support or enrichment beyond the standard curriculum of their grade level. Please contact the Resource Department Directors for more information.

Counseling services are available to aid students in developing the attitudes, knowledge, and insight necessary to make judicious decisions. These services include academic, personal guidance, and group counseling, as well as individual educational and intellectual assessment.

The counseling program is based on the principles of care, respect, responsibility, and confidentiality. Within this framework, the counseling staff works together with the teachers, administration and parents in an effort to enable each student to take full advantage of the school's educational program.

All involvement with our professional staff is done with the highest degree of confidentiality. Parental permission is obtained prior to the administration of special assessments deemed necessary by the Resource Department Directors.

TZEDAKAH

Tzedakah is collected at *tefillah* daily. Students are encouraged to develop the habit of fulfilling this *mitzvah* as often as possible.

COMMUNITY SERVICE — *CHESED*

Eighth Grade students participate in a variety of activities at local community organizations such as nursing homes, The Ark, Maot Chittim and the Kagan Home For The Blind as part of their in-school *chesed* program.

MONEY

Any monies that need to be turned in to the school for payments for trips, plays, book orders etc., should be placed in an envelope and clearly marked with the student's name, amount and the purpose. These should be given to the child's morning teacher unless the instructions read otherwise.

LOST AND FOUND

All clothing and personal belongings should be clearly labeled with your child's name. Apparel carelessly left on the floor in hallways, in classrooms or washrooms will be retained in the 'lost and found' for a limited time before being donated to charity. Large quantities of clothing and belongings are disposed of each year as a result of the inability to identify them. To avoid lost or missing lunches, lunch bags, and lunch boxes should be labeled.

SIMCHA CALENDAR

The P.T.A., in conjunction with the school, maintains a '*simcha* calendar.' To avoid *Bar* and *Bat Mitzvah* scheduling conflicts, either in the same grade or cross-grade, parents are requested to clear and register dates on this calendar. This year, the P.T.A. chairperson is Mrs. Morrine Sweer (733) 743-3525.

BAR AND BAT MITZVAH

There is a separate booklet explaining the school rules and offering advice when planning a bar or bat mitzvah celebration. All 6th - 7th grade parents will receive the booklet at a parent meeting regarding Bar/Bat Mitzvah celebrations during the school year. Please make every effort to conform to the guidelines presented in the booklet.

LIBRARY/MEDIA LEARNING CENTER

Our computerized Library/Media Learning Center houses over 18,000 volumes, which comprise the Philip A. Newberger Memorial Library of Judaica and the John Hanus Library of General Studies, which includes computers with CD ROM and Internet access. These resources are available to students for research, reference and pleasure during regular Library classes and individual student visits. Students are encouraged to borrow books throughout the year, and should return them on time. Students will not be issued final Progress Reports until all outstanding library obligations have been cleared.

The Media Learning Center resources include a large number of audio-visual resources such as videos and DVDs. These resources are supplemented through affiliation with other local lending organizations.

The Library/Media Learning Center is funded primarily by donations. A personalized card of appreciation acknowledges donations in any amount. Permanent donor plates are affixed to books, videos or cassettes for donations of \$18 or more. Give/Get credit applies to Library donations.

The Hillel Torah Birthday Club invites parents to make a donation in honor of their child's birthday. A book plate is affixed to the book and the birthday child is the first one allowed to check out the book. For more information contact the Birthday Club Coordinators: Mrs. Rachel Blumenthal, (847) 674-4950 or Mrs. Judy Mendelsberg, (847) 673-5364.

Parent volunteers also assist in a variety of Library projects. Give/Get credit is available.

Library book donations can be excellent centerpieces at *Bar* and *Bat Mitzvah* celebrations. Give/Get credit also applies to these donations. These can be arranged by calling Mrs. Carol Rosen or Mrs. Robbin Katzin at the school.

FIRE AND EMERGENCY DRILLS

Staff and students practice fire and other emergency drills in order to become familiar with safety procedures. Instructions are posted in each room giving explicit directions for such drills. Absolute silence is to be maintained during fire and emergency drills.

P.T.A.

The P.T.A. is an important link in our school community. Raising funds and organizing programs for parents, teachers, and students, is both an avenue for home-school communication as well as an opportunity for parents to work with the school. Activities spearheaded by the P.T.A. which benefit our entire school community and need the involvement and support of the parent body include: organizing the Hot Lunch program, conducting the annual Book Fair, distributing holiday treats, supporting and assisting in the Library, preparing the Parent Directory and staffing the lice screenings. Parents are encouraged to become annual or lifetime members. Paid members benefit by supporting the many P.T.A. programs and by receiving the Parent Directory.

TUITION AND FEES

Tuition, Give/Get obligation and Building Fund are set by the Board of Directors and coordinated through the School Administrator. A variety of opportunities exist for Give/Get. These include:

Ad Journal	Happy Day Cards
Lice Checking	Hot Lunch Volunteer
Concert	Library Fund Donation
Direct Donation	Library Volunteer
Fine Arts Center Donation	Office Volunteer

Subbing Hebrew and General Studies

Further information regarding any of these may be obtained through the School Administrator, Mr. Dov Shandalov.

•SCHOLARSHIPS

Scholarship information may be obtained by contacting the School Administrator, Mr. Dov Shandalov.