



PARENT HANDBOOK

ADMISSION

For Kindergarten admission, a child must be five years old as of December 1st of the entrance year. Students entering from another school must submit records from their previous school. An application form, a \$500 deposit and a copy of the child's birth certificate should be submitted to the school office during the year preceding Kindergarten admission or as early as possible. To ensure busing, parents must have applied for admission by February 15, unless they are just moving into the area.

AFTERSCHOOL

Please use the afterschool information form to let us know your child's busing and afterschool plans. Please be sure to notify us should these arrangements change.

ASSEMBLIES

Assemblies are held every Friday at 11 a.m. in the auditorium. They give our students an opportunity to perform in front of their peers, to learn to be a good audience, to see special programs, to sing, and to learn about holidays, history and culture. Parents are welcome to come to assemblies whenever they wish. Class assemblies that are of special interest to parents are announced in the newsletter or through invitations created by the children for their parents.

ATTENDANCE

According to New York State law, children are required to attend school every day. The only legal excuses for absence or tardiness under Education Law are sickness, sickness or death in family, impassable roads, weather making travel unsafe and required presence in court. All other absences are illegal.

Any interruption in a child's attendance will have an effect upon his/her progress in school. If your child will be absent from school, please call the office at 446-1900 prior to 8:20 a.m. to notify us of the reason for absence. Upon return to school, New York State law requires a written excuse. When a child is absent and has missed work, the teacher will contact the parent and will send home missed assignments, if the teacher considers it necessary. For extended absences due to illness, teachers will make appropriate arrangements. Children who are absent for a long time must have a physician's note stating that the child is able to return to school.

Please do not ask that your child be dismissed during school hours unless it is absolutely necessary. Medical/dental appointments should be made after school hours whenever possible. If you must take your child out of school, please come to the office and sign him/her out. When your child returns, you should bring him/her to the office and again sign the log. This procedure assures the security of our children.

BEHAVIOR

A goal of the Day School is to have students become responsible, self-motivated and independent learners. Therefore, students are expected to:

- Assume responsibility for their own actions
- Respect the rights and property of others
- Solve problems in an appropriate way
- Treat others as they wish to be treated
- Support everyone's right to learn
- Take pride in their classroom and school appearance
- Share responsibility for maintaining a caring atmosphere

There is also a need for specific rules for particular areas of the building. They help ensure a safe and proper learning environment for everyone.

Lunchroom Rules:

1. Take seats upon entering the cafeteria
2. Stop talking when lights are turned out
3. Remain seated when eating
4. Keep own area clean
5. Use appropriate verbal and non-verbal language
6. Sing *Birkat HaMazon* respectfully and appropriately

Gym/Recess Rules:

1. Use equipment safely
2. Share equipment
3. Stay within school boundaries
4. Use appropriate verbal and non-verbal language
5. Leave objects on the ground (snow, stones, etc.)
6. Show good sportsmanship

Bathroom Rules:

1. Keep bathroom clean and quiet
2. Respect others' right to privacy

Assembly Rules:

1. Sit quietly in seat
2. Listen to the person on the stage
3. Applaud to show appreciation

Hall Rules:

1. Walk quietly in the halls
2. Walk single file on the marked lines
3. Always have a PASS
4. Go to and from destination promptly

To help maintain and enhance the positive learning environment at SHDS, students are NOT ALLOWED to:

- Bring toys or radios to school (unless asked to do so by a teacher)
- Chew gum in school
- Wear hats in school
- Leave shoelaces untied

BUS SAFETY

Each year school children are killed in school bus accidents. Most of these fatalities involve children run over by their own school bus or by a passing motorist. The Day School makes special efforts to educate our students about school bus safety, but parents have a vital role to play. It is essential to realize that, statistically, four to eight-year-old children who cross in front of school arising primarily from their own school bus and secondarily from passing motorists. The following points should be stressed to your children:

1. Look at the driver's FACE from in front of the bus before crossing;
2. Look BOTH WAYS while crossing in front of the bus;
3. Stop mid-way to check for oncoming traffic;
4. Carry books in backpacks, not loose in their arms.

Also, please remember: **NEVER EVER pass a school bus with its lights flashing (this includes the loading zone in front of SHDS.)**

CALENDAR

The Day School calendar, which is determined by the principal and teachers in conjunction with the Education Committee, closely parallels those of area schools, with the exception that all Jewish holidays are observed. The calendar is finalized and given to parents at the close of the preceding school year. A copy of the calendar appears on the website.

CELEBRATIONS/PARTIES

A lovely way to celebrate birthdays at school is through PTO sponsorship of a party or Friday *kiddush* in your child's class. Arrangements **must** be made through PTO to have a birthday celebration in your child's class.

As a community day school, we serve families whose religious practices span a wide range. In order not to exclude classmates of your child(ren) from participating in any parties you plan, it is requested that parties not be held on Shabbat or Jewish holidays and that foods served should come from stores under *Kashrut* supervision. If you have any questions, please call the office.

CHANGE OF CLOTHING

With the high energy levels of our children and the Syracuse area's propensity toward rain, we find that recess and outdoor gym often involves large deposits of

mud on the clothing of well-intentioned children who slip. We, therefore, would like to ask parents to send in a change of clothes, in a plastic bag, including pants, shirts, underwear and socks.

CLUBS AND ACTIVITIES

The Day School sponsors many clubs (Chess, Science, Art, Media Production, Mitzvah Detectives) three Choruses and presents an annual full-scale dramatic production (which is an after-school activity). Students have the opportunity to sign up for clubs and activities at the fall Clubs Assembly; play auditions are held in December. We encourage our students to participate in neighborhood sports activities; links to such activities appear on our website.

COMMUNICATION

Good communication is a foundation for a good relationship. The Day School emails a weekly newsletter to parents to keep them up-to-date on in-school activities; it is also available on-line in the password-protected Parents section.

The school's formal Communication Policy states: It is crucial that we maintain open lines of communication in order to best meet the needs of the children and for the most effective operation of the school. To this end, parents should first speak to their child's teacher when they have a particular question relating to the class. If they feel their concern has not been re-solved, they should then contact the principal. If the parent feels that further discussion is necessary, the principal will refer the parent to the chairperson of the Education Committee.

CONFERENCES

Parent-teacher conferences are an important means of communication at the Day School. At Open School Night, held the Monday after school opens, teachers explain their curricula, goals and expectations for the year. Parent-Teacher Conference Week for all grades is held the week of Veterans Day; the first report card for grades 2-6 is distributed at this time. Individual conferences with parents may be scheduled as needed.

CURRICULUM

The Day School's General Studies curriculum parallels or exceeds that of area public schools. The General Studies curriculum includes reading, language arts, spelling, penmanship, math, science and social studies as well as instruction in computers, music, art and physical education. The Judaic curriculum at the Day School covers four major areas: Hebrew language, *Chumash* (Bible), *Dinim* (laws and customs), and Jewish Social Studies.

DISCIPLINE

Helping students learn to be responsible members of a group is an important part of our curriculum through all grade levels. Discipline is primarily the duty of the

classroom teacher. Classroom management is a broader term and includes the responsibility of the teacher to provide a positive learning environment, challenging and well-prepared lesson plans, clearly-defined expectations of behavior, consistent reinforcement of those expectations, and a sensitive ear for children's needs.

Teachers maintain class discipline as they deem appropriate. Whatever means of discipline is used, it allows both the student and the teacher to maintain self-respect. Suggested disciplinary methods within the classroom include (but are not limited to) the following: quiet, private reprimand; discussion either between the teacher and the student or by the class of inappropriate behaviors and suggested changes; removal to a quiet corner; filling out "quarrel forms" for self-examination and goals setting; conferences with the student and/or principal and/or parents; behavior contracts; as well as the many traditional ways of reinforcing positive behaviors and diminishing negative behaviors. A child may be asked to step outside the room for a short, limited amount of time (2-3 minutes) in order to gather his or her thoughts or to take a breathing spell. This is considered normal classroom disciplinary procedure and need not be reported to the principal or parents.

In all cases where the above-described measures prove to be ineffective, the principal is informed. In particular, no child is asked to leave the room (beyond the 2-3 minutes described above) without being sent to the office and the principal notified in writing of the nature of the inappropriate behavior. Parents may be notified either by the teacher or principal and the child may be asked to exhibit, in conference and/or in a written format, an understanding of the reasons for the conference and the steps s/he will take to prevent any repetition of the inappropriate behavior.

In cases of continuous, regular disruptive behavior, (either over 2 or 3 successive days or once or twice a week over the course of several weeks), testing and consultation with appropriate professionals (counselors, psychologists, or others) is to be undertaken in order to determine the nature of the problem and to formulate methods of dealing positively with it. Following such testing and consultation, a conference will be held with the parents, teachers, child, and principal which will result in a formal statement describing future expected behavior and the steps to be undertaken by all the parties to the conference, in order to achieve the desired behavioral change.

If the expectations for the behavioral change are not fulfilled, the child may be one whose special needs this school cannot adequately meet. In this case, the principal will consult with the chairperson of the Education Committee and with the parents to help them find an environment better suited to the needs of their child.

DISMISSAL

All children taking a school bus home are checked off before they are allowed to board. If your child is not taking a bus on a regular basis, please be sure to fill out the appropriate form and send it to the office. If you want to change a bus schedule on a given day, please call the office before 2:45. Also, please let the principal or teacher know if you take your child from the bus line.

DRESS CODE

Inherent in the values we teach at the Day School is school-appropriate attire. In order to encourage the children's respect for themselves, their school, and the study of Torah, we ask that good taste be used in their choice of clothing. From 8 am to 3 pm, we focus on learning, including Jewish learning. We ask that children come dressed in a manner that reflects this focus. School clothes should be neither too dressy nor too casual; they should be appropriate for school activities and for learning. To that end, the following specific guidelines apply: Boys are required to wear *kippot* at school. For those who forget or lose a *kippah*, replacements are for sale in the office for \$1. High heels, backless or open-toed shoes, halter tops and micro-skirts are considered inappropriate for school, as are t-shirts with "put-downs" or suggestive wording. Shorts may be worn to school when the weather forecast predicts 70 degrees and over. Shorts must be fingertip length when hands are at sides. On Physical Education days, children are required to wear a Day School t-shirt to school and **MUST** wear sneakers. Children in grades 5 and 6 should bring a second shirt to change into *following* gym.

On Fridays, there is no recess and children should dress to welcome Shabbat (skirts and dresses for girls; dress shirts and good slacks for boys; 6th Grade boys must wear ties).

EMERGENCIES

All children enrolled in the Day School must have an emergency information card on file at the office. The school has a full-time registered nurse on staff and is equipped with necessary first aid items for minor injuries. In case of a serious injury, parents are notified immediately. If parents cannot be reached, the family doctor will be consulted. Following this, a relative or friend, authorized by the parents, will be contacted. Also, please be sure that the office is aware of any special health problems. In the event a child becomes ill at school, his/her temperature will be taken. If there is evidence of fever, arrangements will be made to send the child home. No medication whatsoever will be given unless there is written authorization by **BOTH** the child's physician and parents on the appropriate form.

EMERGENCY EVACUATION

In the event of any emergency evacuation, the children will walk to the parking lot of Barnes & Noble on Erie Boulevard, where parents may pick them up.

FIELD TRIPS

Field trips are part of our curriculum. A field trip permission form must be completed so that your children may go on class trips. Notification of upcoming field trips is given by teachers and appears in the weekly newsletter.

FOOD

Only foods that are kosher may be brought into the school building. Lunches must be dairy or parve. No meat or products containing meat may be brought to school. Those eating meat provided through the school's lunch program must bring a *parve* (non-dairy) dessert from home. In order to assure the kashrut of foods, please check for a recognized symbol of *kashrut* supervision or buy from local stores which are under *Va'ad* supervision. If you have any questions, please consult the principal. The Day School provides an optional food service as a convenience for parents. A form is provided to sign up for any or all of these items.

In addition to the Jewish dietary restrictions, the Day School follows the standards set by the Onondaga County Health Department to minimize the spread of Hepatitis A and other diseases in the school setting. Teachers emphasize the importance of personal hygiene (particularly handwashing after using the bathroom, after coughing or sneezing and before handling or eating food.) In addition, there is NO sharing of individual food and beverage items at school. We also have children with severe food allergies – please emphasize to your child that NO food should be shared.

FUNDRAISING

Fundraising activities are vital to the financial well-being of our school. Our most important events is our Goods & Services “Blizzard Bash” Auction, held in the early spring (with the likelihood of snow; hence its name). Parent support of and assistance with the Auction is greatly needed and appreciated. Each Day School family is also required to purchase or sell raffle tickets for our annual Chanukah Raffle.

GOVERNANCE

The Syracuse Hebrew Day School is governed by a Board of Directors approximately 1/3 of which is elected annually for a three year term by parents and current members of the board at the annual meeting each spring. The board in turn elects a President, three Vice Presidents and a Secretary. The Board is responsible for the overall direction of the school and, in particular, for engaging its staff and providing for its fiscal needs.

The Education Committee is responsible for formulating educational policy, approving curricula and school structure, and making recommendations to the Board regarding the employment of teachers, under the professional guidance of the principal. The Education Committee of the Board of Directors consists of nine members, including parents of current students, parents of former students,

educators not affiliated with the school, the principal, and a teacher. The term of office is two years. The Vice-President for Education is elected by the Board of Directors and selects the other members of the committee in consultation with the president and principal. Those interested in serving on this committee should contact the Vice President for Education.

GRADING

Grades 1-3 use an E, VG, G,S, N system, with an I [Improving] grade used after an N [Not Satisfactory] if performance is improving but is not yet satisfactory. In Grades 3-6, academic subjects are evaluated on an A,B,C,D,F basis, and behavior/work habits are graded on a Satisfactory/Unsatisfactory system.

HEBREW

You don't have to know Hebrew if your child is studying at SHDS. No homework is ever given that requires parental knowledge of Hebrew.

HOMEWORK

Homework is to enrich the school experience at home, to afford opportunities for increasing independence, to provide practice for the mastery of skill areas, to train pupils in good work habits and to promote growth in responsibility. Children can and should do their homework THEMSELVES. If parental assistance is necessary, the teacher will clearly define the kind and amount of assistance needed. The frequency and amount of homework is up to the discretion of the individual teacher who will coordinate assignments with other teachers so that no child is overloaded. Homework assignments will vary according to the individual student's needs. Under no circumstances is homework used for disciplinary purposes. Students are expected to know what each day's homework assignment is before leaving school, to do their homework themselves and to avoid letting television, play or other activity restrict them from doing a good job.

Parents can help their children by:

1. providing materials and a comfortable, quiet, and well-lighted place in which the child may do home assignments (with TV and radio turned off)
2. checking with the child daily to be sure homework has been completed
3. encouraging the child to accept homework as a part of education
4. arranging a flexible time schedule for homework, household chores, sports and recreation
5. supervising the child's homework so that good study habits will develop
6. assisting the child if some misunderstanding of terms arises, but under no circumstances doing the assignment for the child

7. assuring that the child has homework and supplies ready for school the night before to avoid the “morning jitters”

It is important to remember that students differ widely in the time it takes them to perform various tasks. Some students will finish a 30-minute assignment in 15 minutes; others may need more time. In the event that a homework assignment seems inappropriate to parents, they should immediately send in a note to the teacher. In general, you may assume that homework should take 10 minutes per grade: e.g., 10 minutes in 1st Grade and 60 minutes in Grade 6.

INDIVIDUALIZATION

The Day School seeks to provide each child with a learning program based upon his or her individual learning style. To that end, we have defined “individualization” as the homogeneous grouping of children (sometimes in groups of one), by level of achievement and ability in specific subject areas so that instruction will be appropriate to each child, as determined by ongoing teacher’s assessment. The grouping will change for different subject areas and within different subject areas as children make progress at different rates. We further seek to have children achieve the goals of their individual programs and not in comparison to others.

JUDAIC PHILOSOPHY

As a community day school, the Syracuse Hebrew Day School represents *klal Israel*, the unity of the Jewish people, amidst the diversity of Jewish life. The school, governed by the Torah and the traditions of Judaism, develops within its students an appreciation of their rich dual heritage as Jews and Americans. The Day School offers Jewish children an integrated program of intensive Jewish and general studies from Kindergarten through sixth grade. The school is committed to excellence in both its secular and Judaic programs. Our philosophy of education endeavors to nurture the uniqueness and individuality of each child and thereby to help all children reach their full potential. In our secular program we strive to present more than the mandated curriculum, as well as to enrich the school day with music, art, and physical education. Our Judaic program is what sets us apart from other schools in the area, both public and private. We aim to help our students acquire the tools and skills necessary to be functional Jews by understanding our classical texts and history, by fostering a love for the state of Israel, by providing a setting that, by its example, encourages the practice of Jewish traditions, and by developing a sensitivity to and understanding of the variety of Jewish practices.

LEARNING DISABILITIES

The Day School is committed to the success of all of its students and is further committed to working with parents and school district personnel to assure that the educational needs of all students are met. The following definitions and procedures follow New York State guidelines. As in all aspects of our

educational program, we seek to work together with parents for the benefit of our students in a positive and collegial framework.

Definition:

A learning disabled student has a psychological processing disorder that causes him/her to have a problem in understanding or using language. A child who is learning disabled has difficulty listening, thinking, speaking, reading, writing or doing arithmetic. This child is learning at only about half or less than half of the level expected for him or her in that subject or skill area. A learning disability is not primarily due to a physical, mental or emotional disability or to environmental, cultural or economic reasons.

Procedures:

If you suspect that your child has a learning disability, you should confer with your child's teacher. You may then chose to make a referral for a full evaluation, that is, a comprehensive assessment of your child's skills and abilities. This will include a physical examination, an individual psychological evaluation, a social history, an observation of the student in the classroom and appropriate educational evaluations and assessments relating to the areas of the suspected disability.

The Day School will provide the necessary information to the parent to facilitate the referral. The booklet, "A Parent's Guide to Special Education for Children Ages 5-21" is available in the School office to provide complete information about all phases of the evaluation process and the appeal process if needed.

LIBRARY

The Day School's 3500 volume library contains books relating to curricular studies, literature for reading enjoyment, books of Jewish content, and Hebrew books as well as audio-visual and computer software. The library is open during school hours and children may check out books for one week. The library stresses the children's responsibility for the books they take out and the need to return them promptly so that they may be shared with others. Parental cooperation is requested in this matter. Children may not take out new books unless they have returned books already on loan. SHDS students are also required to have a public library card.

LOST AND FOUND

A lost and found box is kept in the office. Please put your child's name with indelible laundry marker or attach name tapes to all outer clothing apparel, especially hats, gloves, and jackets/coats. All lost items are kept for a month and then given away.

MEDICATIONS

Any student required to take medication in school MUST store the medication (including over-the-counter drugs) in the School office. Students MUST have the following to have the medication dispensed:

1. A note from a physician ordering the medication to be dispensed.
2. A note from a parent or guardian requesting the medication to be dispensed according to the doctor's orders.
3. A pharmacy-labeled bottle containing only enough medication for use in dispensing in school. (We cannot send medicine back and forth between home and school.

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NO MEDICATION WILL BE KEPT IN SCHOOL EXCEPT THAT ORDERED BY A PHYSICIAN. Medications will be normally dispensed at noon. Parents should not give children aspirin, cough drops or any other medication to take by themselves.

NEWSLETTER

The Day School's weekly newsletter is sent home via email each Friday. Please be sure to check for the newsletter every week. It is our best means of communicating on a regular and timely basis with parents regarding school activities.

PARENT-TEACHER ORGANIZATION (PTO)

Annual dues of \$50 enable the Parent Teacher Organization to provide students with Friday kiddush, transportation for trips, holiday celebrations and refreshments, and special school materials. Participation in PTO helps the school provide a supportive environment for the children's learning. PTO also provides kosher refreshments for in-school birthday celebrations for a moderate charge.

PARKING LOT SAFETY

Parents who pick up their children at 3 pm are to park in the LOWER LOT ONLY. Under NO CIRCUMSTANCES will a parent be permitted to pick up a child in the bus lane, nor will a child be allowed to go to a parent's car unless the parent is parked in the lower lot. Please use extreme caution when passing stopped school buses to reach the lower lot. DO NOT PASS A BUS IF ITS RED LIGHTS ARE FLASHING. For security reasons, no cars may be left in front of the building.

RECESS

Recess is held outdoors every day except Friday, weather permitting. Children should have appropriate outdoor clothing, including warm coats, sweaters, boots, mittens or gloves and hats. All children will be sent outdoors for recess unless the office is sent a signed request giving a valid reason for the child to remain indoors on a given day. Blanket excuses for recess will not be honored.

RELIGIOUS OBSERVANCE

As a community school, we are guided by a desire to teach respect for the broad range of Jewish observance and the differing customs within Judaism. In this spirit of respect, boys and men wear *kippot* in school and the laws of *kashrut* are observed in all school activities. Students are only allowed to bring dairy or *parve* lunches to school. ***No meat (not even kosher meat) or products containing meat are to be brought into school.*** Kosher lunches may be ordered from the JCC kitchen for a nominal amount. Please be sure to check with the Principal if you have any question regarding food or other matters.

Fridays are special days at the Day School because we welcome Shabbat with a special *kiddush* and *challah* and grape juice. Children are requested to dress up on Fridays and to welcome the Sabbath with joy.

REPORT CARDS

Report cards are issued four times a year in Grades 2 through 6 and three times for Kindergarten and Grade 1. The first report card is given to parents at the fall parent-teacher conference; subsequent report cards are either given to the children directly or mailed. Report cards should be signed and returned promptly to the classroom teacher. Conferences can be arranged whenever desired to discuss a child's progress.

RESPECT

"Kol Yisrael areivim zeh bazeh - All Israel are guarantors for one another." At the Syracuse Hebrew Day School, we think of ourselves as a family, a Jewish family. As in any family, there is sometimes disagreement and conflict, but our love and respect for one another should triumph over any differences that exist. Because of our commitment to Torah, Jewish law and Jewish ethics, we affirm the following belief and ask that you join with us in communicating it, in word and deed, to our children: The Syracuse Hebrew Day School does not condone behavior which is damaging to any individual, whether by gossip, rumor, discrimination or scapegoating. As Jews who have experienced the tragedy that results from such behaviors, we have an even more compelling moral and ethical responsibility to assure that our own children, and all children, are allowed to thrive in an environment free of discrimination, bigotry and enmity.

SCHOOL CLOSINGS

All unscheduled school closings on TV stations 3, 5, 9 and 10 and on their websites. We announce as "Syracuse Hebrew Day School" – we are NOT part of any other system. The Day School NEVER delays opening; we are either open or closed. Special procedures for early closing due to snow will be sent to parents as winter approaches.

SCHOOL SUPPLIES AND SCHOOL STORE

Students are responsible for their own school supplies. The school provides lists of required supplies. These items may be purchased locally or at the School Store, which is open prior to the beginning of school in the fall.

SNACKS

Morning and afternoon snacks are allowed in Grades K-3. Only healthful kosher foods should be sent in for snack. Please be sure your child is aware of which foods are for lunch and which are for snack.

STUDENT COUNCIL

The Day School Student Council is elected at the beginning of each school year. A representative from each class and an elected executive committee of president, vice-president, secretary and treasurer make up the Student Council. The Student Council plans special school activities and serves as the official voice of the student body. Through Student Council, students learn to take responsibility and develop leadership skills.

TELEPHONE

Telephone messages to children during school hours impose a hardship on the office staff and interrupt classes. Parents are, therefore, asked to arrange all necessary meetings, appointments, etc., with their children prior to school hours. Children will not be permitted to use the school phone except for the most urgent situations. Cell phones are not permitted in school. The school's telephone number is 446-1900.

TESTING

The Day School participates in the standardized testing programs of the State of New York according to the calendar set by the State. Parents will be notified in advance of the testing dates, and results will be given to parents as soon as the school receives them.

TEXTBOOKS

Textbooks are distributed at the beginning of the school year and collected at year's end. Students are expected to take good care of their books. They are not to be written in or decorated in anyway except for mandatory removable book covers. Parents will be charged for lost or damaged books.

TRANSPORTATION

Transportation to and from school is provided at no charge by local school districts within a 15-mile radius. However, notification of the need for busing

must be submitted by March each year. Forms will be sent to you in February. The districts will send out a bus schedule approximately one week prior to school's opening. If you do not receive a schedule, please call your district's transportation office.

TRIBUTE CARDS

The Day School will send tribute cards on your behalf to recognize happy occasions or for a memorial. Small cards are available for a minimum donation of \$10 and larger cards are sent for donations of \$18 and up.

TUITION AND FEES

Tuition for the 2007-8 academic year is \$6750. In addition, there is a mandatory contribution of \$1000 per family for raffle tickets, which may be resold to others. Tuition reduction is available on the basis of financial need. Please request a form from the office. Information supplied in connection with a request for tuition reduction is kept strictly confidential.

TZEDAKAH

Money for *tzedakah* is collected from children who wish to contribute to charity. You may wish to arrange for your child to have money for this act of kindness on a daily or weekly basis as you see fit. The Student Council decides monthly how to distribute the funds collected.

VIDEO COLLECTIONS

The Day School has an excellent collection of educational videos for both General Studies and Judaic Studies. In addition, students may borrow videocassettes from the Evers Video Collection in our Library. These videos correlate with good children's books, which are also available in the Library if your child's appetite has been whetted by the video.

VISITORS

ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE. Parents as well as prospective parents are welcome to visit the school with the permission of the classroom teacher and the principals. Parents are not permitted to wander the corridors. These rules apply to arrival and dismissal times as well. As much as parental participation is welcomed, it must not disrupt the learning process. Parents of prospective students are encouraged to visit the school. Arrangements can be made by calling the school office at 446-1900.

VOLUNTEERS

The work of volunteers is very valued and appreciated at SHDS, as their assistance makes it possible for us to do our job even better. Volunteers at the school are functioning in a professional capacity and we rely upon their

professionalism. We would like to make explicit certain guidelines and restrictions to help clarify the volunteer's situation and to guard against any breaches of confidentiality regarding students. 1) Volunteers are expected to dress, act, speak and perform as professionals at all times and are entitled to the respect accorded to professionals from students, staff and all others. 2) Volunteers are expected to maintain strict confidentiality about SHDS students both within and outside the school. Discussion of student academic, social, medical, familial or other issues is **STRICTLY FORBIDDEN**. 3) Volunteers do **NOT** have access to student records.