



בס"ד

JOAN DACHS BAIS YAAKOV

PARENT / STUDENT HANDBOOK

תשפ"א

2020-2021



ת"סב

JOAN DACHS BAIS YAAKOV

ELEMENTARY SCHOOL

Mrs. A. Wainhaus
Menacheles

Mrs. R. Wechsler
Principal
General Studies

Mrs. B. Kaufman
Assistant Principal
Junior High

Mrs. S. Cardash
Director
Early Childhood

Mrs. C.S. Atlas
Assistant Principal
Limudei Kodesh
Primary Grades

Mrs. B. Breitman
Assistant Principal
Limudei Kodesh
Middle Grades

Mrs. R. Levovitz
Assistant Principal
General Studies
Primary Grades

3200 W. Peterson Ave. Chicago, IL 60659
T: 773-583-5329 | F: 773-583-6530

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Dear Parents, שיחיו

We are excited to welcome you to a new school year. We have worked throughout the summer to prepare for a year of aliyah in ruchniyus and academic growth in a warm and nurturing environment.

This informative handbook has been prepared so that you can properly familiarize yourself with JDBY's regulations, policies and general guidelines. Adherence to them will enhance your daughter's education and growth. Please read through the material and review the contents of this handbook with your daughters and keep it for future reference.

It is our fervent hope that what is taught to our talmidos in JDBY will be a guiding light for them throughout their lives. May we be זוכה to a year of **דשמיא סייעתא** as we strive to nurture our talmidos into true Bnos Yisrael.

בברכת כל טוב,

Morah Wainhaus

Mrs. Wechsler

Mrs. Kaufman

Mrs. Cardash

Mrs. Atlas

Mrs. Breitman

Mrs. Levovitz

PHONE EXTENSIONS

JDBY Main Number	773-583-5329
JDBY Fax	773-583-6530
Morah Wainhaus Menacheles	x 401 menacheles@jdbyytt.org
Mrs. Wechsler General Studies Principal	x 402 rwechsler@jdbyytt.org
Mrs. Cardash Early Childhood Director	x 403 shelleyc@jdbyytt.org
Mrs. Kaufman Assistant Principal, Junior High	x 409 bkaufman@jdbyytt.org
Mrs. Atlas Assistant Principal, Primary Grades	x 426 csatlas@jdbyytt.org
Mrs. Breitman Assistant Principal, Middle Grades	x410 bbreitman@jdbyytt.org
Mrs. Levovitz Assistant Principal, Primary Grades	x 497 rlevovitz@jdbyytt.org
Mrs. Singer Director of Student Services	x 417 lsinger@jdbyytt.org
Miss Kaganoff Office Manager	x 406 ekaganoff@jdbyytt.org
Miss Piller Junior High Program Director	x482 epiller@jdbyytt.org
Mrs. Ehrman Junior High Administrative Assistant	x 472 tehrman@jdbyytt.org
Front Desk Secretaries	x 400 jdbyoffice@jdbyytt.org
Junior High Secretary	x 414 juniorhigh@jdbyytt.org
Snow /School Updates	x 444
SUGGESTION BOX	jdbyuggestionbox@jdbyytt.org

DERECH ERETZ

A focus at JDBY is the emphasis on Derech Eretz and personal conduct befitting a Bas Yisroel. Our students agree to comply with the following principles of behavior:

- We follow all school policies and procedures (attendance, homework, punctuality, etc.)
- We speak to all adults with “Derech Eretz”
- We treat all schoolmates with respect and kindness
- We treat school property with care and respect

ATTENDANCE

PUNCTUALITY

Tardiness is extremely detrimental to the individual student and disruptive to the entire class.

- If a carpool arrives late, the driver of the carpool is required to park, enter the building together with the tardy students, and sign them in at the front desk. Alternatively, a note written by an adult must be handed in to the front desk or the Junior High secretary.
- If either of the above procedures is not followed, the tardiness will be documented as unexcused.
- Children are expected to return to class on time following recess, lunch or specials. Chronic or unexcused lateness to class may result in an after school or Sunday detention.
- Parents are not permitted to pull siblings out of class in order to attend fairs or performances presented by other classes.

ATTENDANCE

DAILY ATTENDANCE

Consistent, punctual school attendance is required unless illness occurs. Optimal learning is negatively affected by absence. Attendance is taken in class twice each day.

- Parents are urged not to schedule medical or dental appointments for their daughters during school hours.
- When an absence does occur, the parent or guardian must call the school office by 9:30 AM explaining the nature of the absence. A phone call must be made for each subsequent day of absence.
- It is the student's responsibility to make up any missed work.
- **A child should not return to school until fever free for 24 hours without medication.**
- If a student is not feeling well in school, the secretary or School Nurse will contact the home so that arrangements can be made for the student to be picked up.
- If a child is well enough to be in school, it is expected that she is able to participate in all activities, including recess. Please do not send notes excusing students from activities or academic work. Exceptions need to be arranged between home and school.
- Prior to planning any extended absence, the administration must be consulted. Teachers should be notified at least one week prior to the absence so that appropriate accommodations can be made.

AM CARPOOL GUIDELINES

Parents are asked to bring children to school between 8:10 and 8:25 A.M. Designated staff members are on duty to supervise and facilitate expeditious and safe carpool drop-off.

- The use of cell phones by drivers is not permitted on school grounds during carpool.
- Students may only be dropped off in the designated carpool area.

ATTENDANCE

LEAVING SCHOOL GROUNDS

- There will be no unauthorized departure from the JDBY campus during the school day.
- Any parent who needs to take a student out of school during the day should call the office and come personally into school to sign the student out.
- **Parents may not to go to their daughter's classroom. The secretary will call the student out of class once the parent has arrived.**

WALKING HOME

Any student who chooses to walk home at dismissal may only do so provided that she has a note of permission signed by a parent on file at the start of each school year. Students must also sign out before leaving the building at dismissal. Walkers will be led out of the building by the teacher on duty during dismissal.

SCHOOL CLOSING

It may be necessary to close the school on certain days due to inclement weather or other emergency situations. In such an event, a message will be put on the JDBY snow hotline by 6:15 AM. Parents are encouraged to call the hotline when inclement weather is predicted. The emergency closing hotline number is (773) 583-5329, ext. 444. Additionally, you may request to be put on the email emergency closing list by e-mailing the business office at businessoffice@jdbyytt.org.

PARENT-TEACHER COMMUNICATION

Teachers and parents are encouraged to maintain open lines of communication. If a parent has a concern, he/she is asked to call the school office and leave a message on the teacher's confidential voicemail. Please specify the best time and number for future contact. A list of voicemail extensions will be distributed at the beginning of the school year. Generally, teachers should not be called at home.

PARENT-ADMINISTRATION COMMUNICATION

Administrators are interested in hearing parents' concerns or suggestions. Every administrator can be reached by calling the front desk secretaries at 773-583-5329, extension 400, 407 or 408, or by leaving a message on the administrator's extension listed at the opening of this handbook.

- For your convenience, you may prefer to email your comments, questions or suggestions to jdbysuggestionbox@jdbyytt.org. Please indicate which administrator is being addressed.

SCHOOL-PARENT COMMUNICATION

- Parent Orientation Night:

Our school's Parent Orientation night is held at the beginning of the year. It affords the teachers an opportunity to present their class goals, programs and activities and to greet parents. It provides an opportunity for parents to enjoy the classroom setting and clarify general questions.

- Parent-Teacher Conferences:

There are two scheduled Parent-Teacher conference nights. One is held in December, over two evenings, and one is in March. These conferences provide opportunities for the parents and teachers to discuss the progress of each child individually.

- Report Cards and Communication Updates:

Computerized report cards are distributed twice a year, in January and in June. Communication Updates on every student precede the first report card.

GRADES K- 8

Uniform Skirts:

- Grades K-8 – navy blue pleated uniform skirt
- Grades K-4 – may wear a navy blue pleated uniform jumper as an alternative to the skirt.
- Skirts must be of sufficient length that the knee is always amply covered and remains covered while sitting, climbing steps, crossing one's legs, etc. A student dressed in a skirt that does not amply cover the knees will be sent to the office to receive a replacement skirt.

Uniform Blouses:

- Grades K-5 – light blue uniform blouse with navy collar and cuffs.
- Grades 6-8 – navy and white checked uniform blouse.
- Blouses should be comfortable and not tight-fitting
- Blouses must remain buttoned up to the neck (covering the collar bone) throughout the day.
- Uniform blouse sleeves must always cover elbows.
- For added comfort, a shell may be worn under the blouse:
 - * The shell may be any color.
 - * The shell must cover the collar bone.
 - * Up to two top buttons may be opened to expose the shell.
 - * The shell may not extend below the uniform blouse.

Uniform Sweatshirts:

- During the school day, only the official JDBY uniform sweatshirt or hooded jacket may be worn.
- K – 5 may also wear a V-neck, velour top with the JDBY logo. Sixth - eighth graders have a velour navy blue uniform jacket as a 3rd option. Coats may not be worn as an alternative to the uniform sweatshirt.

DRESS CODE

Socks:

- Our Talmidos are required to wear knee socks or tights to school. This includes school trips and extra-curricular activities.
- Socks with words or logos may not be worn.
- Leggings may not be worn.

Hair, Make-up and Jewelry:

- Hair that is below shoulder length must be pulled back.
- Colored nail polish, colored lip gloss, or make-up of any kind may not be worn in school or at any school function.
- Excessively large earrings may not be worn.

Shoes:

- High-heeled boots/shoes or backless shoes may not be worn to school.
- Crocs, natives and slippers are not permitted.
- Shoes with wheels are not permitted.

Rosh Chodesh:

- In honor of Rosh Chodesh, our girls are given the opportunity to wear special clothing. Girls in grades K-6 may wear a plain white button-down blouse with their uniform skirt.
- Girls in grades 7 and 8 may wear their own tops with a uniform skirt. Please note that on Rosh Chodesh, as well as during all extra-curricular school activities, the school dress code applies.

DRESS CODE

Kedushas Hamakom

As partners in the chinuch of our children, we turn to our devoted mothers to join us in this noble effort. As the role models for your children, we are certain that you wish to keep in harmony with the school's Tznius policies. To that end, we respectfully request that the following guidelines be maintained when entering the Joan Dachs Bais Yaakov campus or when driving carpool:

- Married women's hair must be completely covered at all times.
- Stockings must be worn at all times.
- Skirts must amply cover the knees and should not be tight or clingy.
- Slits are not permitted.
- Shirts must cover the collar-bone and elbows and should not be tight or clingy.
- Leggings may not be worn even under the skirt at carpool or in the building.

SCHOOL POLICY

GRADUATION REQUIREMENTS

JDBY has received full recognition status by the Illinois State Board of Education. In addition to the successful completion of the Limudei Kodesh requirements, JDBY mandates the following requirements for graduation, in accordance with the state's standards: All students must study American History including the Declaration of Independence, Principles of Democracy, and the proper use and display of the American flag. In addition, students will study the constitution of the state of Illinois. All graduates must complete the study of the US Constitution and pass the Constitution Test prior to graduation. All fees must be paid prior to graduation and all classroom texts and library books must be returned to the school or the school must be reimbursed for replacement costs. When a student's academic/emotional needs necessitate an individualized program, completion of that program fulfills JDBY's graduation requirements as established by professionals and/or our resource department.

HOMEWORK

Homework is a necessary ingredient in achieving academic success. Nightly review solidifies the material that was taught in class and enhances the student's retention.

- It is the policy of the school to have each teacher assign homework in accordance with the specific needs of the class. In primary grades, there may be about 10-15 minutes of homework per teacher. We encourage the practice of reading if time allows. The amount of homework increases gradually and proportionately in the higher grades. Only one test per day will be assigned.
- Please do not send a note excusing your daughter from homework or tests without indicating a specific and serious reason. This practice should be used very infrequently and only when absolutely necessary. The teacher will determine whether or not a test will be given. A follow-up conversation will take place with the parent.

FIELD TRIPS

Trips and activities are considered an integral part of the learning experience. In addition to the eighth grade graduation trip, field trips will be scheduled for other classes during the school term. Notes will be sent home prior to each trip. Volunteer parent supervision is often required for a class field trip. Give or Get is offered to parent chaperones. No student may participate without written permission from a parent.

ENRICHMENT PROGRAMS

There are several special activities offered to various grade levels on a regular basis. Physical education and library are offered on a weekly basis to grades 1-8. All students must participate in the weekly PE classes. Students in grades 4-7 participate in a skating program during 6 weeks of the fall/winter months. The annual school-wide field day is a highlight of the PE program. Our computer lab offers students the opportunity to learn and improve their computer skills. Student-generated computer presentations are done in Computer Class at various grade levels to support the curriculum including state reports, country reports, and research projects.

SCHOOL POLICY

LUNCH/SNACK

- Every class has a half-hour lunch period.
- KIWI KIDS HOT LUNCH OPTION – JDBY provides a hot lunch option Monday-Friday; MONDAYS and WEDNESDAYS are FLEISHIG DAYS. The other days of the week are milchig or pareve
- Please do not send glass bottles or containers.
- A hot water urn is provided for Jr. High use only. Students in grades 1-5 are not permitted to bring lunches that require hot water from the school.
- Two microwaves are provided for 8th grade use only. Students in grades 1-7 are not permitted to bring lunches that require warming or cooking in a microwave.
- **Sharing snacks is not permitted.**
- JDBY is a gum-free campus. Gum should not be sent to school and is not permitted anywhere on the JDBY campus or on the bus.
- All dairy lunches and/or snacks must be Cholov Yisroel.
- Fleishig or pareve lunches may be brought on Mondays and Wednesdays to correspond with the hot lunch schedule.

BIRTHDAY PARTIES

Birthday parties in kindergarten, 1st and 2nd grade may be held in school with prior arrangement with the classroom teacher. These parties will be scheduled at an appropriate time during the school day. Mezonos served at the party must be store bought, Pas Yisroel and Yoshon,* with a recognized hechsher. Home baked goods are not permitted. Other treats must be Pareve or Cholov Yisroel. **Handing out “pekalach”/goodie bags is no longer permitted in JDBY.** From 3rd grade and up, birthday parties in school are NOT PERMITTED. In order for a sibling to attend a birthday party during the school day, permission from an administrator must be obtained.

*Please note: Jewel cakes are Pas Yisroel but not necessarily Yoshon.

PERSONAL PROPERTY

The school closely oversees food, reading material and toys brought on school premises:

- All food brought into the school for personal consumption must be either Cholov Yisroel or pareve. In respect to all standards, no home-made food may be shared with classmates. Food that is sent to school to be shared with other students must be packaged or labeled with proper certification and should be either pareve or Cholov Yisroel. Hamotzi and Mezonos products that are to be shared must be Yoshon and Pas Yisroel.
- Treats, such as slurpees, may not be dropped off at school for specific students or small groups during the school day, following field trips, special activities or performances.
- **Students may not bring books from home.**
- The school provides board games and activities for use during recess. Only games that are approved by the school may be brought from home. Decks of cards may not be brought to school.
- Battery operated or electronic devices are not permitted.

ILLINOIS ACTION FOR CHILDREN

The State of Illinois provides daycare assistance to families who meet the criteria through the Illinois Action for Children program. Application forms are available in the Business Office or online at the Illinois Action website <http://www.actforchildren.org>. In addition to meeting the income requirement, families are eligible if both parents are either attending undergraduate school (not graduate or professional school), working or commuting to work or school at the same time, which is coincident with the hours of childcare. Childcare hours are prior to 8:30 AM or after 3:45 PM when children need to either arrive before school begins or stay after the school day ends.

TECHNOLOGY GUIDELINES

JDBY only registers families that do not have television in their homes. Based on the psakim of our Gedolim, the policy of the school is ideally that there be no internet access in the home. If a family requires internet access in the home, and are so advised by their Rav, all devices with internet access must have comprehensive, approved filters and monitors. Even with an approved filter, children may only use internet with constant parental supervision and oversight. Devices must be located in a public area of the home, and proper safeguards must be installed to prevent unsupervised use. **NO ASSIGNMENTS WILL BE GIVEN THAT REQUIRE INTERNET ACCESS RESEARCH.** The school will provide all resource material needed to complete the assignment. The following guidelines have been established by our Vaad HaChinuch:

- No child may be a member of a social networking site including but not limited to Facebook, Twitter, WhatsApp, Snapchat, Instagram, etc. Any student who is using a social networking site will be immediately suspended.
- Ipods, ipads, iphones, mp3 players, smartwatches, or other assorted technology tools are not permitted in school. Cell phones may not be brought to school.
- If a Talmida has access to a cell phone, ipad or any technological device outside of school, it must have a TAG approved filter and may only be used with parental supervision.
- Cameras may be brought to school on special activity days, such as color war, Chanukah activities, field trips, or fairs, as determined by Administration. JDBY is not responsible for lost, stolen, or broken cameras.
- Unauthorized devices found in school will be confiscated by staff. Parents will need to pick up such items from the administration.

ALL PARENTS ARE URGED TO DISCUSS THE SERIOUSNESS OF THESE MATTERS WITH THEIR CHILDREN. JDBY WILL STRICTLY ENFORCE THE SCHOOL'S TECHNOLOGY GUIDELINES, THEREBY ENSURING THE SAFETY AND WELL-BEING OF ALL OF OUR STUDENTS.

SOCIAL MEDIA ACCOUNTS

Although students are prohibited from having social media accounts, as part of the nonpublic school recognition process, we are required to inform students and parents of the following:

A: The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website

B: The school administration may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy or any policies specified in this handbook

C: The school may require the student to share content in the course of such an investigation. The school may request that content be shared in an investigation but not the student's username and password.

RESOURCE DEPARTMENT

The Resource Department provides academic support for students to maximize their achievement in the mainstream classroom. The Director of Student Services coordinates all resources including: Limudei Kodesh and Limudei Chol Resource, Title I services, Academic Coaching, IDEA, OT and Speech consultation and tutoring.

REACH

JDBY works collaboratively with REACH (Resources for Educational Achievement, Collaboration and Health) to be able to meet the needs of all students. REACH provides us with specialized professionals who consult with the school staff and offer direct services for our students. If your child is to receive a direct service from REACH, parents will be notified in advance. REACH is a collaboration of the Jewish Federation of Metropolitan Chicago and the Associated Talmud Torahs.

SCHOOL COUNSELOR

JDBY employs mental health professionals on a part-time, weekly basis. They visit classes, observe children during recess, lunch, specials and transitional times, and provide professional development to our staff. The school counselors may do class level workshops with an entire class or may work with individual students. Students may also approach staff to self-refer for help.

SCHOOL SECURITY

Doors and school grounds are monitored by video cameras. Children are not to leave school premises during the school day until an adult enters the building and officially signs the student out. All visitors to the building must check in at the front desk, hand in their I.D., and obtain a visitor's pass in order to walk through the building. All gates and doors are locked during the school day except during carpool times.

Firearms are prohibited on the school premises. All instances of violations are reported to local law enforcement officials, state police, and the student's parents or legal guardians if applicable.

SCHOOL NURSE

The JDBY school nurse is responsible for supervising the health of our student body, promoting health and wellness education, and maintaining compliance with governmental medical requirements. Students who require first aid will be referred to the office or school nurse. First aid is limited to cleaning wounds and applying a bandage. In the case of an emergency, Hatzalah and 911 will be called and parents will be notified.

MEDICAL CONDITION NOTIFICATION

The School Nurse should always be notified about existing medical conditions or ongoing medical treatment. Significant medical issues must have a medical action plan on file, which includes signatures of the child's doctor and parent.

CONTAGIOUS DISEASES

If your child contracts lice, strep, pinworms, or any other contagious disease, the School Nurse and the hygiene committee must be notified. Lice checks are required on a routine basis throughout the school year.

SCHOOL VACCINATION POLICY

The policy of the school is for all students to have all state-required vaccinations and immunizations. Only state-recognized medical exemptions will be considered, and must be submitted and accepted by the school prior to admittance.

MEDICATION POLICY

Students are not permitted to bring medication to school or to take medication in school without written parental authorization. The school does not allow the administration of undesignated epinephrine injectors, asthma inhalers, glucagon or opioid antagonists to students. JDBY does not provide over-the-counter medications such as Tylenol, Advil, or Benadryl etc. If a parent wishes to send medication to school, it will be locked in the school medicine cabinet and will be administered to your child under the following guidelines:

- All prescription medications and non-prescription medications must be in the original container labeled with the child's name, date, instructions, and the physician's name. Parents will be called by the school secretary or school nurse before any medication is administered.
- A daily log will be kept in the school office to record the date and time that the child received the medication.

SAFETY DRILLS

Fire drills are conducted frequently to ensure that students know how to vacate the building within a minimum period of time in a quiet and orderly fashion. These are done in conjunction with the Fire Department on a monthly basis. Tornado drills and lock down drills are also practiced during the year. Once a year, a bus evacuation is practiced as well. Cooperation to ensure safety is essential.

ANTI DISCRIMINATION POLICY AND PROCEDURE FOR THE RESOLUTION OF STUDENT AND STAFF DISCRIMINATION COMPLAINTS

STATEMENT OF POLICY

Joan Dachs Bais Yaakov- Yeshivas Tiferes Tzvi is committed to providing a learning environment that is free from illegal discrimination based upon an individual's race, ethnicity, national origin, age, religion, gender, sexual orientation, physical or mental disability, or veteran status. Illegal discrimination in any form will not be tolerated at the School.

PROCEDURE

In the event a student or staff member believes that they have experienced illegal discrimination they can report the matter following the steps outlined below. In view of the sensitivity of such charges, all School officials investigating discrimination complaints will exercise care to observe and protect the dignity, rights and privacy, and interests of all parties involved to the maximum extent possible.

STEP 1: OFFICE OF THE PRINCIPAL

If a student or staff member believes they have experienced unlawful discrimination, the person should promptly file a written report of the incident with the Office of the Principal. The Principal or his/her designee will conduct a confidential investigation to determine whether the alleged conduct has in fact occurred and will attempt to resolve the issue in a satisfactory way with all individuals involved.

STEP 2: PRESIDENT OF THE BOARD OF DIRECTORS OR CEO

If, in the student's or staff member's opinion, the issue has not been satisfactorily resolved by the Principal, the individual may file a written appeal to the president of the School or the CEO. This person will review the findings from the Principal's investigation and render a finding.

STUDENT SAFEGUARDS

Joan Dachs Bais Yaakov has an Anti-Bullying Policy in place. In addition, a Safer Schools Policy has been adopted to protect students and staff. "Safety Kid®" education and training for staff, parents, and students takes place every other year. Training for new staff members is done every year.

HEALTH EDUCATION

Health education is taught in a variety of ways including, but not limited to our science curriculum and physical education program. School practices and policies regarding food, parties and snacks are designed to motivate and assist students, families, and staff to maintain and improve their overall health, prevent disease, and reduce health-related risky behaviors. Our school nurse meets with our preadolescent and adolescent girls to discuss hygiene and related age-appropriate topics.

IN CLOSING...

Thank you for entrusting your daughters in our care. With Siyata Dishmaya, we will work together to raise happy, healthy young ladies who will become the next generation of N'shei Chayil.

**With heartfelt wishes for a
successful year for all,**



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