

ב"ה

בנין אהלי יוסף יצחק  
ליובאוויטש  
Oholei Yosef Yitzhak-Lubavitch Cheder



# Parent /Student Handbook

5783



# Parent/Student handbook 5783

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ב"ה

Dear Cheder Parents שיחיו ,

Welcome to the school year תשפ"ג!

To help your children succeed this new year, it is important that you and your children be aware of important school system policies and procedures, as well as academic and behavioral expectations.

We ask every student and parent to review the contents of this handbook and to work with the school staff to achieve our goals so that all students may enjoy a quality and effective education.

Best wishes for a healthy and successful new year of learning and Chassidishe Hanhagos!



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## REGISTRATION

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1. Registration and immunization forms are required for admission into Cheder. For any question about registration, please email [mrsstein@lubavitchcheder.com](mailto:mrsstein@lubavitchcheder.com)
  2. Please check your children's hair for lice before the first day of Cheder.
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## BASIC CHEDER REGULATIONS

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1. **Recreation:** No watching TV or listening to the radio. No reading Goishe books, no Goishe videos.
  2. **Internet:** Safety guidelines and precautions must be taken for our children when it comes to internet usage. Even *pareve* use has been proven to be harmful in gashmius and ruchnius. In view of this:
    - a. Parents are responsible to protect their computers with proper filters as well as child protection and to place computers in visible open place.
    - b. Class "chatting" is not allowed. Students should communicate by calling.
    - c. No Facebook accounts, Twitter, or any social networking accounts.
    - d. No browsing or searching the internet. Parents that need their child to view a specific site need to access that particular site for them.
    - e. We rely on each parent to limit the time that their child spends on the computer.
    - f. Parents agree for photos or videos of their children to be used in marketing material or in the news without mentioning their names.
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## SCHOOL HOURS

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1. Cheder doors will be open at 9:10 a.m. **Please do not drop off children before this time as it leaves them without supervision.** If you arrive earlier, please remain with your child until the doors open. If for any reason, your child needs to come earlier, please contact the office.
2. Students will go the playroom upstairs at 9:10 a.m. At 9:20 a.m. they will go to their classrooms. Lineup is at 9:25 a.m.
3. Dismissal is at 3:55 p.m. Monday thru Thursday and 12:25 p.m. on Friday. If you are running late, please call the office.

Our website [www.lubavitchcheder.com](http://www.lubavitchcheder.com) informs parents of Cheder's early dismissal or closing due to bad weather conditions.



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## **PICK-UP AND DROP-OFF**

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1. For pick-up or drop-off, enter from the driveway on Balfour and exit on Ludlow. Drive **slowly** straight down to the end, and DO NOT turn in front of the building. **For safety reasons, all cars must wait in line and cannot go around the car in front of them.**
2. No bikes are permitted at the Coolidge Building.
3. Children must be picked up from inside the school building. Notify the school if you need to pick up your child during school hours. If the absence is justified, an authorization slip will be given to the teacher by the office. Students must hand that same slip back to the secretary prior to leaving the building.
4. Parents should notify the office if there is a change in the carpool driver.
5. **Students need to bring a signed note from parents when walking home. Once the bell for dismissal rings, these students should not linger.**
6. **Students need to bring a signed note from parents when going to a friend's house.**

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## **ATTENDANCE AND PUNCTUALITY**

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1. Students need to be ready to enter their classrooms at 9:25 a.m.
2. **Unplanned absences** or lateness must be accompanied upon return by a note from the parents, justifying the absence.
3. Parents need to contact Cheder in advance for a **planned absence or lateness**.
4. Students are responsible to make up the work that they missed within 3 days of their return.
5. Parents who are considering enrolling a child in any activity outside of school which conflicts with school time (even if the activity requires minimal time), need to ask permission from the principal BEFORE enrolling the child. The same applies if the activity will have an impact on homework time.
6. No report cards will be issued for the term in which students had more than four days of unexcused absences. If this happens, parents will be contacted.
7. **Pink notes** will be issued to girls from Kitos Zayin through Yud each time they come late to class during the day (does not include 9:25 a.m.) If the student received 3 pink notes during a term, she will not be allowed in school the day following the last issued pink note.



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## **ILLNESS**

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1. Students that show signs of illness should remain at home. Parents will be asked to pick up their child from school if the child shows signs of illness.
2. Any **contagious condition** should be reported to the school as a courtesy to the other families in the class and in school. The child should be kept home under the direction of a physician. (i.e. strep, lice, etc.)
3. Parents will be contacted when a child complains of a headache and such. Cheder cannot administer any medication without a written or verbal consent from the parents.

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## **DRESS CODE**

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Students in Cheder must dress in a way that mirrors the atmosphere in a classroom where Torah is being learned. The following guidelines are in place to help maintain the decorum and Chassidische standards that are essential in Cheder.

1. **Hair:** Students must come to school with their hair done properly and neatly in place. Shoulder length hair may be worn as long as it is brushed, clean and neat. However, if the hair is longer than that it must be done neatly and tied in a pony.
2. **Shoes:** Students' shoes must be appropriate for Cheder girls. Shoes should fit well, stay firmly on the feet so that they don't come off when your child runs. No crocs or slip-ons, no neon colors .
3. **Boots:** Students must remove their snow boots and replace them with shoes when they arrive in school.
4. No nail polish or make up allowed in Cheder. Only aidel jewelry allowed i.e. no chokers.
5. Sweaters and cardigans should be solid grey, black, blue or light pink.
6. Tights are required at all times in **solid** white, grey, black, blue or light pink. No long or short socks are allowed. No socks over tights allowed.
7. Students play outside during recess. Parents are required to send along weather appropriate garments i.e. Coats, hats, scarves and gloves.
8. Students who are unable to wear their uniform on a certain day, will need to bring a note from home for that day. The student should wear her uniform the following day.

### Uniforms skirts and jumpers:

1. Uniforms should be purchased at Fit For a Kid 248-905-1884.
2. The uniforms should be worn **mid-calf**. Parents will be contacted if the uniform does not comply with Cheder's tznius standards.
3. The following is a description of the uniform needed for the different

#### Kitot: **KITOT GIMEL-VOV:**

- *Freilich* solid light grey jumper with the elastic around the waist and pleats all around.
- Buttoned down shirt or blouse: Light blue, light pink, light yellow, navy.

#### **KITOT ZAYIN-YUD:**

- *Freilich* solid light grey pleated skirt
- Buttoned down blouse: light blue, light pink, light yellow.

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## **LUNCH, SNACK AND FOOD ITEMS**

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1. Lunches should be planned with your child to make sure they are consumed.
2. Parents who bring lunches (or homework) that are left behind, should leave the items with the office and they will be delivered to the students.
3. For Kitot Dalet-Ches: At lunch time, students are required to wash and bentsh together. Please send you child with bread or matzo. Salads alone are not enough for lunch.
4. We recommend healthy foods for lunch and snack.
5. **Restrictions:**
  - a. **NO NUTS AT ALL** or anything made from nuts (almond milk...) is allowed in the entire Cheder building on Coolidge.
  - b. **NO GUM** chewing allowed in Cheder.
  - c. **NO SHARING** foods allowed.

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## **BIRTHDAY CELEBRATION**

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1. Birthdays are celebrated with the morning teacher for 15/20 minutes. Parents must let the teacher know in advance so she could plan her morning accordingly.
2. Prepare with your daughter a dvar torah or a story that she could share in class.
3. The Birthday Girl should bring along extra coins for Tzedokoh for her classmates.
4. The Birthday Girl from Kitot Dalet, Hey, Vov and Zayin should wear her shabosdike clothes (please make sure that they go along with the Cheder standards).
5. Simple refreshments should be served. Please serve not more than 2 food items and a drink or 1 food item and 1 inexpensive party prize of your choice.
6. Students from Kita Dalet may receive permission to join a sibling's birthday in a younger grade. However, this applies only if the teacher feels that the student will be able to make up her work easily.
7. When the Birthday falls on a school day, the birthday should be celebrated in school. No class party (except Bas Mitzva celebrations) will be celebrated at home.
8. When a parent wants to include the classmates in the Bas Mitzva celebration of her daughter, the date of the celebration and the schedule of the event should be approved by the school. A form will need to be filled out prior to inviting the classmates.

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## **VALUABLE ITEMS & VISITING**

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1. No extra money should be brought to school other than the coins for tzedaka.
2. No camera or cell phones or any other expensive items should be brought to school.
3. Neither visitors nor Parents are permitted to roam the building without permission.

## **HOMEWORK & TUTORING**

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- 1- Parents are urged to check their child's homework for quality and neatness. Homework must be completed and signed when requested. Parents who have concerns about the homework their child is getting should discuss it with the teacher.
- 2- We do our best to adjust the classes to the need of all our students, however if the school mandates tutoring for a child it will be the parents financial responsibility. The same applies if the school mandates any type of therapy or mental support. The school will guide towards finding the right tutor or professional.

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## **COMMUNICATION**

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1. Communication between parent and teachers (via email, notes, and phone or in person) is an important tool for the student's success in school. We encourage communication even when there is no problem.
2. **Report cards** will be issued three times a year. Each report card will summarize three months of your child's achievements.
3. Cheder will have one Parent-Teacher Conferences. Please mark the dates on your calendar.
4. **Process for conflict resolution:**
  - A. If a parent has a concern or complaint about something that has occurred in Cheder, the parent should firstly contact the teacher. A non-accusatory and solution oriented conversation is usually effective and resolves most issues.
  - B. If a parent has been unsuccessful in resolving the child's problem through dialogue with the teacher, the parent should contact the principal, who will try to resolve the issue.
  - C. If the issue has still not been resolved after a discussion with the child's principal, the parent should contact the Vaad (Mrs. Itty shemtov, Mrs. Bassie Shemtov, Mrs. Tzippy Mishulovin, Mrs. Devorah Lea Stein) or the menahel of the moisad (Rabbi Stein), who will try to resolve the issue.
  - D. In the event that the issue is still not resolved, the parent has the right to present the case to a Zablaa of the Shluchim of Michigan, who are recognized by the Lubavitch Foundation of Michigan.

- E. In the event that a parent feels that a serious injustice was done to them, the parent has the right to take the Moisdad to a Din Torah. The Din Torah can only be presented before the Vaad Rabonei Lubavitch. The parent does not have the right to take the Moisdad to secular court.
- F. In the case of any disagreements, parents may not publicize their disagreement to anyone, aside for their personal confidant or consultant. Parents are not to discuss their disagreements with fellow parents, call group meetings or publicize their views on social media or on any public or group forum.

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## **SOCIAL WORKER**

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Mrs. Chana Mina Forta is Cheder's social worker. Parents should contact the office if they feel their child would benefit from private sessions.

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## **CONTACTS**

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| 1. Cheder:      | 248-541-1010   |
| 2. Rabbi Stein: | <a href="mailto:rabbistein@lubavitchcheder.com">rabbistein@lubavitchcheder.com</a> |
| 3. Mrs. Goldman | <a href="mailto:mrsgoldman@lubavitchcheder.com">mrsgoldman@lubavitchcheder.com</a> |
| 4. Secretary:   | <a href="mailto:sec@lubavitchcheder.com">sec@lubavitchcheder.com</a>               |

**It is understood that by sending your child to Cheder, you have accepted all of the above rules and regulations.**