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Seymour J. Abrams
Cheder Lubavitch Hebrew Day School

Master Policy Document

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Sec. 101: Policy Making Procedures and Planning

(Parent Handbook pg. 6, Admin Handbook)

The policies of Cheder Lubavitch are made by the Dean and the administration in consultation with the Board of Directors. Policies and policy-making procedure are reviewed by the administration and Board of Directors each July, and changes are made as needed. All policies are updated in appropriate handbooks.

The Board of Directors composed primarily of current parents and headed by co-chairmen, with the Dean and Administrator are responsible for the school's Financial and non-educational Administrative policies, as well as evaluation of staff and personnel. It has sub-committees for fundraising, PR, financial, and personnel matters. Minutes of Board of Directors meetings are kept on file in the school.

To ensure implementation of school policies, the Board of Directors and Administration work closely together. The co-chairmen of the Board of Directors meet regularly with the Dean and the principals. Both the Board and the Administration are attentive to the concerns and needs of the parent body, faculty and students.

Day to day financial operations are handled by the comptroller in daily consultation with the Executive Director. A certified public accountant reviews and assists with maintenance of appropriate bookkeeping procedures, and provides financial reports to the Board of Directors and Federation. The school is audited professionally on a yearly basis.

- Dean: Rabbi Yitzchok Wolf
- Executive Director: Rabbi Moshe Wolf
- Comptroller: Mrs. Menucha Gershon
- Preschool Director: Esther Greenspan
- Boys Principal: Rabbi Shneur Twersky
- Girls Principal: Esther Greenspan
- Director of Studies: Rabbi Reuben Deray
- Director of Buildings: Miguel Menendez

Rabbi Yitzchok Wolf's duties include chief fundraiser and Chief Executive Officer.

Rabbi Moshe Wolf operates as the COO, and is responsible for general oversight of the entire organization.

Communication with parents in matters of education and student progress is the responsibility of the principals.

Board of Directors meetings, which are held regularly throughout the year, include assessment and evaluation of progress in meeting the school's annual goals. Meetings are held on a regular basis between the Dean and principals to discuss educational issues including implementation of goals and student progress.

Advisory Board: The purpose of the advisory board is to represent the voices and opinions of the

constituents of the corporation while maintaining and improving the functions of the corporation by taking into account the corporation's mission with a full awareness of the needs of its constituencies. The advisory board is also in place as a public relations arm of the board of directors, to explain key decisions to its broader constituencies. The advisory board will gather ideas, suggestions, concerns, questions and topics of discussion and will meet with the board of directors to discuss these topics and hear from the board of directors.

Any decisions will be made by the board of directors. Individual advisory board members can bring things to the attention of individual board members at any time, and vice versa. The advisory board has no authority legal or otherwise in corporation decisions or function.

Sec. 102: Technology, Internet, Social Media

(Parent Handbook pg. 7, Staff Handbook pg. 17)

Students may not have an account or profile on a social networking website. Should it be found that a student is not in compliance with this school policy, the school still 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. Rather, the student will be required to close said account or profile in order to remain enrolled.

Sec. 103: Bullying

(Parent Handbook pg. 38, Staff Handbook Addendum)

Bullying Policy: Illinois School Code 105 ILCS 5/27-23.7

Definitions

From Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

“Bullying” means any severe or pervasive (repeated over time) physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

1. placing the student in reasonable fear of harm to the student's person or property
2. causing a substantially detrimental effect on the student's physical or mental health
3. substantially interfering with the student's academic performance; or
4. substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. When deciding whether inappropriate behavior constitutes bullying, administrators should consider the student's intent, the frequency or recurrence of the inappropriate behavior, and whether there are power imbalances

between the students involved. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the student's intent and power imbalances.

Cyberbullying, as defined in 105 ILCS 5/27- 23.7, is bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyberbullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying "Cyberbullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in [105 ILCS 5/27- 23.7(b)].

"Retaliation" means any form of intimidation, reprisal including but not limited to the submission of knowingly false bullying allegations, or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying. Retaliation is prohibited and will result in the imposition of appropriate interventions/consequences according to this Policy.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of student' behavioral health needs in order to keep students in school. Bullying is prohibited:

1. during any school-sponsored or school-sanctioned program or activity
2. in school, on school property, on school buses or other Cheder Lubavitch-provided transportation
3. when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school-related or sponsored program or activity or on Cheder Lubavitch provided transportation

Scope:

Bullying is contrary to Illinois law, Cheder Lubavitch policy, and is contrary to the Illinois School Code 105 ILCS 5/27-23.7. Nothing in this Policy is intended to infringe upon any expression protected by the First Amendment to the United States Constitution or Section 3 of Article I of the Illinois Constitution.

This Policy is based on the engagement of a range of school stakeholders, including students and parents/guardians. The Executive Director or its designee will reevaluate this Policy every two (2) years based on an assessment of its outcomes and effectiveness, including, but not limited to, factors such as the frequency of victimization; student, staff and family observations of safety at school; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation. The information developed will be made available in Cheder Lubavitch's various handbooks for different level users.

Reporting Bullying:

Any student(s) who feels bullied, harassed, or has witnessed bullying or harassment is encouraged to immediately report the incident. A report may be made orally or in writing to the Dean or Principal, (all of whom may be contacted via the individual contact information provided in the beginning of the handbook), or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Cheder Lubavitch administration or any staff member. Anonymous reports are also accepted by phone call or in writing, however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report unless the investigation finds it founded.

Procedure:

- a) Fill out a grievance or anonymous report as thoroughly as possible and turn into an assigned counselor.
- b) The principal or the principal's designee (Assigned Counselor) shall inform all parents of the students involved in the "alleged" incident (not only if it was founded).
- c) The principal or the principal's designee (Assigned Counselor) shall conduct a prompt, thorough, and complete investigation of each alleged incident (see procedure below). The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.
- d) Cheder Lubavitch prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.
- e) Cheder Lubavitch prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Notification:

On the same day the investigation is initiated, the principal/designee shall report to the parent/legal guardian of all involved students, via telephone, personal conference and/or in writing, the occurrence of any alleged incident of bullying, and shall document these notifications in the student file. When the investigation is complete, the principal/designee shall notify the parents/legal guardians of all students involved of the outcome of the investigation. Parents/legal guardians of the students who are parties to the investigation may request a personal conference with the principal/designee to discuss the investigation, the findings of the investigation, the actions taken to address the reported incident of bullying, and any resources available in or outside the school to help the students address the underlying reasons for the bullying.

If the investigation results in the imposition of consequences, the principal/designee may advise the parent/legal guardian of students other than the perpetrator that the situation was addressed accordingly. He may not advise them of the specific consequence imposed, as that would violate the confidentiality of school-record information required by law. When communicating incidents of bullying to the target's parent/guardian, the principal/designee should consider whether the student may want to keep certain information confidential. The principal/designee shall comply with the Procedural Safeguards for Discipline of Students with Disabilities/Impairments when considering interventions and consequences for students with disabilities.

Investigation:

The principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the district's jurisdiction and shall require that the district provide the victim with the information regarding services that are available within the district and community, such as counseling, support services, and other programs.

The principal or designee shall use interventions to address bullying, that may include, but are not limited to, restorative measures, social emotional skill building, counseling, and community-based services.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

- 1) The principal shall select a designee, knowledgeable about bullying prevention and intervention, to perform the investigation.
- 2) Notify the principal or his designee of the report of the incident of bullying as soon as possible after the report was received.
- 3) Investigation of a bullying incident shall be initiated within five school days of receipt of a report and completed within 10 school days.

The principal/designee shall document the extension in the investigation report and shall notify the parties involved.

The investigation shall include:

1. Identifying the perpetrator(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
2. Conducting an individual interview in a private setting with the alleged perpetrator and target. The alleged perpetrator and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with student and adult bystanders. Students have the option to speak to a specific staff or include another staff as a witness for the comfort of the student.
3. Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan that will restore a sense of safety for the target and other students who have been impacted.
4. When appropriate, prepare a report identifying his/her recommendation for individual consequences.
5. Comprehensively documenting the details of the investigation.
6. When the investigation is complete, the principal/designee shall ensure the investigation report is entered in the student file.

Sec. 104: Student Attendance

(Parent Handbook pg. 12)

Cheder Lubavitch offers a minimum of 880 hours of instruction or 176 5-hour school days. Cheder requires daily attendance and punctuality. Students are to be excluded from school by October 15th if requirements for health examinations and immunizations have not been met.

Sec. 105: Nondiscrimination

(Parent Handbook pg. 25, Teacher Handbook pg. 8, Admin Handbook pg. 2)

“Cheder Lubavitch admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, employment opportunities, admissions policies, scholarship and loan programs, athletic and other school-administered programs.”

The above statement is published once a year in “Only Ads”.

“Only Ads” is published bi-monthly. It has a readership of 18,000.

The school complies with applicable federal and State laws prohibiting discrimination, including, but not limited to:

- Title IX of the Education Amendments of 1972 – No person is, on the basis of sex, excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity.
- The Individuals with Disabilities Education Improvement Act –

All children with disabilities have available to them an appropriate education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment and independent living; the rights of children with disabilities and parents of such children are protected.

- The Age Discrimination in Employment Act of 1967 –

The school's policies with regard to all potential and current employees are in compliance with The Age Discrimination in Employment Act of 1967, specifically in that it is unlawful –

(1) to fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's age;

(2) to limit, segregate, or classify its employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's age; or

(3) To reduce the wage rate of any employee in order to comply with The Age Discrimination in Employment Act of 1967.

- Title VI of the Civil Rights Act of 1964 –

No person is, on the basis of race, color, or national origin, discriminated against in programs and activities.

- Title VII of the Civil Rights Act of 1964 –

Federal law that prohibits employers from discriminating against employees on the basis of sex, race, color, national origin, and religion. It generally applies to employers with 15 or more employees, including federal, state, and local governments

- The Americans with Disabilities Act of 1990 –

The nation's first comprehensive civil rights law addressing the needs of people with disabilities, prohibiting discrimination in employment, public services, public accommodations, and telecommunications.

- Cheder Lubavitch does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

The Dean is responsible for ensuring that these policies are followed.

Sec. 106: Student Records

(Admin Handbook pg. 5 and pg. 2)

Cheder Lubavitch follows the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of

any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

Certified copies of transfer students' records must be requested within 14 days of enrollment; Cheder Lubavitch sends unofficial records of students transferring to other schools within 10 days of the request. The school may withhold official transcripts due to unpaid tuition/fees.

Sec. 107: Firearms, Drugs, Battery & SIRS

(Parent Handbook pg. 8, Staff Handbook Addendum)

Upon receiving a written complaint from any school personnel, the principal shall report an incident of battery committed against teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in our school or on school owned or leased property, the principal or his designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

The principal immediately notifies the parents or guardians in the event of students in possession of firearms on school ground, which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity.

Cheder Lubavitch follows the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the principal shall immediately report all verified instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located. Reports must also be made to the Illinois State Police through the School Incident Reporting System ("SIRS").

A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

- A person who knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or
- A person who delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or
- A person, who knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in

standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

Sec. 108: Staff & Student Support

(Staff Handbook p. 8, Addendum)

The school monitors the performance of each employee who provides or assists with instruction or has other instructional responsibilities via meetings and classroom observations.

Students' needs for support services such as counseling and social work are evaluated when any school staff member believes consideration is needed, such as when there are changes in the student body or stresses within the surrounding community. When any change in a student's environment that would warrant the need for any such services occurs, or if a student displays behaviors that may indicate the need for such services, the principal must be consulted. Any such outside service referrals to a mental health professional or resource must be made by the principal. The school has as Student Services Coordinator, who assists the principal in making a proper referral. All instructional staff is aware of this process.

Sec. 109: Federal and State Meal Program

Cheder Lubavitch does not participate in the National School Lunch Program or Illinois Free Lunch Program, or the [National] School Breakfast Program or Illinois Free Breakfast Program. The school also does not have student workers that are allowed in the food service area.

Sec. 110: Concussion and Sports

Cheder Lubavitch students do not participate in interscholastic athletic activities.

Sec. 111: Student Medical Rights

(Parent Handbook pg. 9, Sample Registration Form)

A parent must submit written consent to administer any prescription in Cheder that acknowledges that Cheder and Cheder personnel incur no liability for injuries occurring when administering any medication. All medication that needs to be administered during the Cheder day must be given in to the office, except for asthma/diabetes/seizure medication and epinephrine injectors. These may be self-administered and/or self-carried upon receipt of the necessary documents. In the case of administration of a medical cannabis infused product to a student who is a registered qualifying patient, Cheder Lubavitch allows a parent or guardian or other designated caregiver to administer the product subject to the restrictions outlined in 105 ILCS 5/22- 33. A school administrator or school nurse may also administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 ILCS 5/22-33.

Teachers, administrators, and school support personnel who work with pupils must receive required health-condition training within six months of first being employed by the school. This training must include current best practices regarding the identification and treatment of attention deficit hyperactivity disorder (ADHD), as well as instruction on how to respond to an incident involving life-threatening bleeding and, if applicable, how to use the school's trauma kit. The required training

must be renewed at least once every five years, unless State or federal law requires more frequent renewal subject to ILCS 5/10-22.39

Sec. 112: Administration of Undesignated Medicine

Cheder Lubavitch does not allow the administration of undesignated epinephrine injectors, opioid antagonists, asthma inhalers, or glucagon.

Sec. 113: General School Compliance

Cheder Lubavitch agrees to comply with any other applicable State or federal law or regulatory requirement.

Sec. 201: Overall Instruction

Instruction is in the English language, except as otherwise permitted pursuant to 105 ILCS 5/27-2. Instruction includes the branches of education taught to children of corresponding age and grade in the public schools, including the language arts, mathematics, the biological, physical and social sciences, the fine arts, and physical development and health.

Cheder Lubavitch will provide instruction as outlined in the Critical Health Problems and Comprehensive Health Education Act, with options to opt out of curriculum that is permissible under state law.

The mission of Cheder Lubavitch is to:

Provide our students with a first class bi-cultural educational program consisting of Jewish and General Studies, which will prepare them to function as knowledgeable, concerned, committed, and learned individuals in our community and society. Imbue our students with character, respect for one's fellow man, and a sense of values in consonance with the heritage of Judaism, and train them to conduct themselves with integrity and morality. Provide a warm, positive and safe environment that is conducive to social, emotional, and spiritual growth. Guide our students in developing their intellectual, emotional, and social potential to their utmost ability. Prepare our students to successfully enter secondary education by providing them with the necessary tools, skills, learning and information. Educate students who qualify for admission without regard to their family's ability to pay tuition.

Admission Process

1. Parents have the option to tour the school.
2. Parents fill an online application.
3. A file is opened with a list of all parents who have requested an application.
4. Registration is open first to current parents.
5. Parents must give permission to previous/current school to share information with Principal.
6. Principal meets with parents.
7. Administration determines eligibility.
8. Acceptance/non-acceptance is determined and shared with the parents.
9. Upon acceptance a permanent student file is opened in our management system. ID numbers are then generated and an account is setup in Magnus.

Nondiscrimination

The Illinois School Code – Sec. 1-102. Declaration of Policy. It is the public policy of this State:

1. (A) Freedom from Unlawful Discrimination. To secure for all individuals within Illinois the freedom from discrimination against any individual because of his or her race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.
2. (B) Freedom from Sexual Harassment-Employment and Elementary, Secondary, and Higher Education. To prevent sexual harassment in employment and sexual harassment in elementary, secondary, and higher education.
3. (C) Freedom from Discrimination Based on Citizenship Status-Employment. To prevent discrimination based on citizenship status in employment.

4. (D) Freedom from Discrimination Based on Familial Status-Real Estate Transactions. To prevent discrimination based on familial status in real estate transactions.
5. (E) Public Health, Welfare and Safety. To promote the public health, welfare and safety by protecting the interest of all people in Illinois in maintaining personal dignity, in realizing their full productive capacities, and in furthering their interests, rights and privileges as citizens of this State.
6. (F) Implementation of Constitutional Guarantees. To secure and guarantee the rights established by Sections 17, 18 and 19 of Article I of the Illinois Constitution of 1970.

Billing and Collection of Tuition

Tuition contracts are sent out during the summer thru FACTS Management System. Parents are required to set up payment arrangements by min-August. A week before school starts all parents who have not made arrangements are contacted. Families who have not made arrangements will not be cleared for admission.

Tuition payments are reviewed on a monthly basis. If there are any delinquencies or stopped payments the school office will contact the family to update the payment plan.

Nomination of Advisory Board Members

The Board of Directors will consult with the full Board and the Dean about the qualities of background, experience, and temperament that are needed to fill vacancies on the Board.

It will lead and facilitate a recruiting effort that includes other Board Members, school staff, and school supporters. This recruiting effort will, if necessary, be carried out throughout the year. The Committee Co- Chairmen will consult informally with the full Board and the Dean prior to submitting the name of any prospective new member for election to the Board.

At a pre-determined board meeting the Co-Chairmen will present the new members for approval.

Philosophy

The following statement of philosophy, purpose and objectives was approved by the Board of Directors.

Early Childhood and Preschool

Our preschool is a place where young Jewish children receive an exciting, creative and nurturing experience that will provide them with the foundation to grow educationally, socially and spiritually. We offer small classes with excellent teacher/student ratios, a professional staff of early childhood

specialists and a facility equipped with the most educationally sound early childhood equipment and manipulatives. Most importantly, your child will receive a well rounded, enriching education, filled with Jewish traditions and customs intertwined with a wide array of academic subjects, personal development, values, socialization and learning skills.

At Cheder we welcome every Jewish child regardless of background or affiliation. Our goal is to make learning interesting, exciting and stimulating through a hands-on approach. We provide for physical, intellectual and emotional growth through drama, visual aides, manipulatives and the use of centers within the classroom.

Our teachers are carefully chosen not only for experience and credentials, but most of all for their warmth and caring. Our teachers take delight in the children, care for their individual needs, and work tirelessly to provide the children with the greatest gift of all, a love for learning.

Our classes are conducted in a warm and friendly environment that fosters learning and creative expression. In our program, we utilize an extensive supply of early childhood toys, games and manipulatives to give our children hands-on experiences to expand their imaginations as well as to develop their fine and gross motor skills.

Elementary School

We believe each child is born with a unique set of gifts and talents, which, if properly nourished, will lead to a deeply rewarding, productive life. With this in mind, the Cheder will create a nurturing, child-centered, value-oriented environment dedicated to academic excellence. A uniquely integrated

of General and Jewish studies, combined with hands-on experiences, will guide each student toward the fulfillment of his or her individual potential.

The guiding philosophy of Cheder Lubavitch holds that in the innocence and sincerity of children there is the immeasurable potential for goodness, for leadership, and for appreciation of the sanctity of life. To guide each child with clear moral direction is every teacher's focus, stressing the values that suffuse all that is cherished in our tradition. Students are shown that secular and religious education can be compatible and learn that a Jew may lead a traditional Jewish life without compromise, even in a secular environment.

Seymour J. Abrams Cheder Lubavitch Hebrew Day School seeks to offer its students the warmth and love of the traditional Yiddishe cheder, while utilizing modern technology and teaching techniques. Since its founding with five students in 1979, the school's separate programs for boys and girls (Pre-K-8) have provided an integrated religious and secular education under the guidance of highly qualified teachers in both arenas.

Policy Making Procedures and Planning

Formal teacher meetings are required before and during each marking period. Informal reporting on student progress is done on a weekly basis, as a good portion of the principals' day is spent in conference with teachers and students. Formal meeting to discuss student progress occur regularly throughout the school year.

Formal written evaluation of students is done three times yearly through report cards sent home with each student. Students are given a letter grade in each subject based on performance. There is a uniform grading system (as set forth in the student and faculty guides). During the first and second semesters parent-teacher conferences are held and parents have the opportunity to speak to all of their son's teachers. Prior to those conferences, parents receive progress reports to give them a synopsis of their son's progress to date. In addition, parents are informed of academic and disciplinary progress and problems by letter and telephone when the need arises. Grades are recorded onto each student's permanent record card which is kept in the school building.

Care is taken to ensure the continuity of the program of studies in every subject area. Curriculum guides are available across all academic learning areas. Teachers and administration meet regularly to discuss curriculum and make adjustments when necessary. In addition, the principals make every effort to acquaint themselves with the courses of study at the other Jewish elementary schools in the area to ensure that the Cheder Lubavitch's curriculum presents a logical progression of study.

The school provides for the progression of students and their records within and between schools. Transfer of student records are made on request. Graduates are provided with all necessary transcripts once all financial obligations have been met.

Student records are maintained in the school office. Both permanent and temporary records are maintained for each student. A health record is on file for every student. The office manager is responsible for maintaining all records.

Professional Development

- Monthly staff meetings focused on professional development, updating curriculum and reinforce focus on skill development.
- Bi-weekly one on one meeting between teacher and principal.
- Professional consultant comes periodically throughout the year to observe and evaluate staff.
- Principal observes teachers on a regular basis and records his observations to discuss at bi-weekly meeting with teachers.
- Staff members attend courses given at the ATT for continuing education.
- Teachers are given a self-evaluation check list twice a year.

Protocol for Hiring New Personnel

Potential staff needs to complete a w-2 for current year, as well as an I-9.

A fingerprint-based criminal history records check has been conducted for each certified and non-certified employee hired on or after July 1, 2007. Cheder Lubavitch does not knowingly employ any individual for whom a criminal history records check has not been initiated. Cheder Lubavitch will not hire any person who has been convicted for committing attempted first degree murder or for

committing or attempting to commit a Class X felony or any one or more of the offenses enumerated in the IL code. Cheder Lubavitch performs a check of the Statewide Sex Offender Database, as authorized by the Sex Offender Community Notification Law, for each applicant for employment, after July 1, 2007, to determine whether the applicant has been adjudicated a sex offender. Only after determination that personal is clear can he or she be hired.

School personnel are informed that they are mandated reporters of child abuse and neglect and all school personnel hired on or after July 1, 1986 have signed the statement required by the Department of Children and Family Services acknowledging this obligation. Certified copies of transfer students' records must be requested within 14 days of enrollment; Cheder Lubavitch sends unofficial records of students transferring to other schools within 10 days of the request.

Cheder Lubavitch requires each new employee, evidence of freedom from communicable disease, including tuberculosis. This evidence shall consist of a tuberculin skin test and, if appropriate, an x-ray, performed by a physician licensed in Illinois or any other state to practice medicine in all its branches, an advanced practice nurse who has a written Collaborative agreement with a collaborating physician that authorizes the nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health Examinations by his or her supervising physician. Not more than 90 days preceding the date on which the report of the test results is presented to the school's chief administrator.

Cheder Lubavitch monitors the performance of each employee who provides or assists with instruction or has other instructional responsibilities. Principals shall formally evaluate all educational employees on a yearly basis.

Each individual first assigned to a full-time teaching or administrative professional position at or after the beginning of the 2011-12 school year shall hold a bachelor's or higher degree. Teachers assigned prior, who does not hold a bachelor's or higher participates annually in professional development that is demonstrably designed to strengthen his or her knowledge and skills in areas directly related to job duties, given by the Associated Talmud Torahs of Chicago.

Security

The security of our students is of utmost concern. We are constantly updating the protocols of our safety drill. Cheder Lubavitch holds fire drills at least 3 times a year. Maps and protocols are posted in all classrooms and are updated yearly. Other drills that we perform at least one a year include bus drills, tornado drills and lockdown drills. We work with personnel from the police and fire departments to ensure that our procedures are the most up to date. Periodically students are given instruction as part of the curriculum of how to comply with all safety rules, to ensure the safety of all students. The emergency and disaster manuals are made available to teachers.

Student Records

School personnel are informed that they are mandated reporters of child abuse and neglect and all school personnel hired on or after July 1, 1986 have signed the statement required by the Department of Children and Family Services acknowledging this obligation.

Child Nutrition and Food Distribution Programs

Cheder Lubavitch currently does not participate in any food programs. When we did or if we will ever in the future, Cheder Lubavitch will comply with Child Nutrition and Food Distribution Programs as follows:

- I. To comply with the intent and purpose of the regulations governing the National School Lunch, School Breakfast, Special Milk, Child and Adult Care Food, Summer Food Service, hereafter referred to collectively as "Child Nutrition Programs" and Food Distribution Programs, the Illinois State Board of Education, hereafter referred to as the "State Agency" and the School Food Authority (SFA) whose name and address appear on the application for participation, covenant and agree as follows:

The State Agency agrees, to the extent that funds are available, to reimburse the SFA for the programs operated by it as designated below, in accordance with whichever of the following regulations are applicable to such programs: National School Lunch (7CFR Part 210), Special Milk (7CFR Part 215), School Breakfast (7CFR Part 220), Child and Adult Care Food (7CFR Part 226), Summer Food Service (7CFR Part 225) and Food Distribution Programs (7 CFR Part 250), and any amendments thereto.

The SFA agrees to accept federal funds in accordance with the applicable regulations and amendments thereto, and to comply with all provisions thereof, and with any federal instructions or OMB Circulars issued in connection therewith.

- II. The SFA also agrees that for each school listed on the annual application and approved as participating in these programs, it will conduct the indicated program(s) in accordance with the respective regulations and specifically, will conform to the following requirements in the conduct of each program unless the requirement is restricted to one particular program. Breakfasts, lunches, and suppers are hereafter referred to as "meal". Milk refers to milk served through the Special Milk Program. Provisions for all Child Nutrition Programs

Provisions for all Child Nutrition Programs

1. Make meals, supplements, or milk available to all children.
2. Maintain a nonprofit school food or milk service and use revenues received by the nonprofit school food/milk service only for the operation or improvement of such service, except that such revenues shall not be used to purchase land or buildings or to construct buildings.
3. Maintain a financial management system as prescribed by the State Agency.

4. Serve meals, supplements, and milk that meet the requirements prescribed by the regulations.
5. Serve meals or supplements during the periods designated by the SFA and approved by the State Agency.
6. Price meals and supplements as a unit, except in nonpricing programs where no separate charge is made.
7. Maintain necessary facilities for storing, preparing and serving food.
8. Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
9. Count on a daily basis the number of free, reduced-price (if non-CEP site) and paid meals, supplements, and free or paid milk, served to eligible children at the point of service, or through another counting system if approved by the State Agency. After-school care snacks do not need to be counted at the point of service; however, individual child's daily attendance must be documented.
10. Claim reimbursement at the assigned rates only for reimbursable free, reduced-price (if non-CEP site) and paid meals, supplements, or milk served to eligible children in accordance with the respective program regulations. Agree that the SFA official submitting the claim shall be responsible for reviewing and analyzing meal, supplement and milk counts to ensure accuracy as specified in accordance with the respective program regulations governing claims for reimbursement. Acknowledge that failure to submit accurate claims will result in the recovery of an over-claim and may result in the withholding of payments, suspension or termination of the program as specified in accordance with respective program regulations. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity, the penalties specified in Child Nutrition Program regulations shall apply.
11. Claim reimbursement for no more than one of each meal type (breakfast, lunch, supper) per child per day that the SFA is approved to serve except for the Summer Food Service Program when second meals are allowed under specific conditions.
12. Submit claims for reimbursement in accordance with procedures established by the State Agency and in accordance with the respective program regulations.
13. Retain individual applications for free and reduced-price meals, supplements, or free milk submitted by families for a period of three years (four years for CEP sites) after the end of the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit.
13. Maintain files of currently approved and denied free and reduced-price (if non-CEP

site) applications respectively, and the names of children approved for free meals, supplements or milk based on documentation certifying that the child is included in a household approved to receive benefits under Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF). If applications are maintained at the SFA level, they must be readily retrievable by school.

14. Make all accounts and records pertaining to its school food service available to the State Agency and USDA Food and Nutrition Service for audit or review, upon request, at a reasonable time and place. Such records shall be retained for three years after the date of the final claim for reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit.
15. Make no discrimination against any child because of his/her inability to pay the full price of the meals, supplements, or milk in accordance with such approved Free and Reduced-Price Policy Statement.
16. Comply with the requirements of the USDA's regulations respecting nondiscrimination (7CFR Part 15, 15a and 15b).
17. Conduct the necessary onsite reviews of program operations as specified in the respective regulations.
18. Submit the Free and Reduced-Price Meal Policy Statement as part of this agreement. Each school food authority must implement the policy statement in determining students' eligibility for free and reduced-price meals, supplements, or free milk and providing benefits.
19. Issue a public release to local media, local unemployment offices, and any major employers contemplating layoffs, announcing the availability of free and reduced-price meals (former only if CEP site), supplements, or free milk and eligibility criteria. The Illinois State Board of Education does submit a statewide press release on behalf of all participating SFAs.
20. Make no permanent change of location of any meal or milk service unless changes are approved by the State Agency.
21. Obtain annually a signed statement (ISBE 85-34) from each contractor assuring that they are not suspended or debarred from conducting business with federal agencies.
22. Agrees to conduct procurement of goods, services, and equipment in accordance with respective program regulations, Office and Management Budget Circulars, and 7CFR Part 3015, 7CFR Part 3016, and 7CFR Part 3019, as applicable.
23. Accept final financial and administrative responsibility for the conduct of the

Child Nutrition and Food Distribution Programs.

24. Sites participating in National School Lunch and/or School Breakfast Programs will have in place a food safety program for the preparation and service of meals that complies with a Hazard Analysis and Critical Control Point (HACCP) established by the USDA.
25. Local Education Agencies participating in National School Lunch Program and/or School Breakfast Program are to have in place a local school wellness policy that complies with federal guidelines.
26. Cooperate with the Department of Agriculture officials and contractors conducting evaluation or research in programs authorized under the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966.

Additional Provisions for the National School Lunch, School Breakfast, and Special Milk Programs

1. Establish rules as necessary to control the sale of foods in competition with the breakfasts and lunches served under the program in accordance with state and federal rules and regulations.
2. Limit net cash resources to an amount that does not exceed three months average expenditures for the nonprofit school food service.
3. If non-CEP site, verify information on applications for free and reduced-price benefits in accordance with the requirements of the regulations (7CFR Part 245).
4. Serve breakfasts, lunches, and supplements without cost or at a reduced price (if non-CEP site), or free milk, if the SFA opts to serve free milk, to all students who are determined by the SFA to be unable to pay the full price thereof in accordance with the SFA's approved Free and Reduced-Price Policy Statement.
5. Ensure that children receiving reimbursable lunches, breakfasts or milk are not charged any additional fees for supervisory or other services provided in conjunction with the delivery of benefits under these programs.
6. Ensure that programs that provide the After-School Care Snacks are open to all students and organized primarily for the care of children with structured, supervised educational activities in after-school settings.
7. Comply with the regulations concerning the determination of eligibility of children for free or reduced-price benefits (7CFR Part 245).
8. Maintain all records until a new base year is established under Provision 2, Provision 3, or Community Eligibility Provision.

Additional Child and Adult Care Food Program Provisions

1. Provide training to meet requirements for administrative and site personnel as required under 7 CFR 226.
2. Ensure adequate supervisory and operational personnel are provided for the overall monitoring and management of each food service site, including adequate personnel to visit all sites under the Program to take prompt action to correct deficiencies found at the time of the initial visit, and to review food service operations at every site in accordance with 7CFR Part 226.
3. Ensure that each site participating in the Child and Adult Care Food Program provides organized child care or after-school programs for children in nonresidential situations: if sites care for children two years of age or younger, have a license by the appropriate state licensing agency.
4. Certify the institution and/or governing administration have not been dismissed from or determined seriously deficient in administering any federal program.
5. Assure that the school food authority does not contract out for the management of the Program.
6. Acknowledge that no institution can participate in both the Child and Adult Care Food Program and the Special Milk Program at the same time.
7. Follow 7CFR226.15 and 226.16 requirements when operating two or more sites in the Child and Adult Care Food Program.

Additional Summer Food Service Program Provisions

1. Serve/offer meals without cost to all children only at approved sites or to those children attending a camp who are eligible to receive a free meal in this program as evidenced by individual documentation. Camps may charge for meals served/offered to children who are not served/offered meals under the Program.
2. Provide training to meet requirements for administrative and site personnel as required under 7 CFR 225.15(d)(1)
3. 3. Provide adequate supervisory and operational personnel for overall monitoring and management of each site including personnel to visit sites during the first week of operation, if applicable, and to visit all sites at least once during the first four weeks of operation under the Program, to take prompt action to correct deficiencies found at the time of the visit/review, and to review food service.
4. Request approval to increase the number of meals served and makes no permanent change in the serving time or location of any meals unless changes are approved by

the State Agency.

5. Maintain children onsite while meals are being consumed.
6. Acknowledge that during any fiscal year, the amount of reimbursement for meals served is an amount equal to the number of eligible meals multiplied by the applicable rates of reimbursement.
7. Operate a nonprofit food service program during any period from May through September for children on school vacations, or at any time of the year in the case of school food authorities administering the program under a continuous school calendar system or due to an unanticipated school closure.
8. Maintain on file documentation of site visits and reviews in accordance with 7 CFR 225.15(d) (2) and (3).

II. COMMODITIES - The SFA agrees to the following conditions for all USDA-donated commodities:

1. Request commodities on the basis of the number of eligible participants and at the rates of distribution established by the State Agency.
2. Accept commodities only in such quantities as can and will be fully utilized, not to exceed more than 6 months supply on hand.
3. Ensure proper storage and handling of all commodities received. **COMMODITIES CANNOT BE STORED IN PRIVATE HOMES.**
4. Conduct annual reviews of all storage facilities utilized (internal and/or external) and implement corrective action for any deficiencies found.
5. Assume liability for all commodity losses resulting from failure to provide proper care or storage for commodities or the improper use or diversion of commodities.
6. Report immediately to the State Agency all commodities found to be damaged, out-of-condition, or declared unfit for human consumption. The State Agency will issue appropriate instructions for disposition.
7. Maintain damaged, out-of-condition, or declared unfit-for-human-consumption commodities until approval from the State Agency for disposition.
8. Make available for inspection, at any reasonable time, by representatives of the State Agency and the USDA, the commodities and facilities used for the storage of commodities.
9. Pay freight charges directly to the transfer company.
10. Use commodities received under this agreement solely for the benefit of

participants in the program.

11. Obtain prior approval of the State Agency to trade, transfer, dispose, or use in workshops for demonstrations or tests.
12. Accrue all funds from the sale of containers received with commodities for the payment or expenses of the program, including transportation, storage, and handling or other expenses of operating the program.
13. Obtain prior approval of the State Agency before commodities are processed into different end products.
14. Notify the State Agency immediately of any complaints in connection with the receipt, use of, or any phase of the program.

III. ASSURANCE OF CIVIL RIGHTS COMPLIANCE (National School Lunch Program):

The SFA hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines (28 CFR 50.3 and 42); and USDA, Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the SFA receives federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. By accepting this assurance, the SFA agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. The SFA also agrees to provide civil rights training to their subrecipients, including “front-line staff”, on an annual basis. “Frontline staff” is defined as those who interact with program applicants or participants and those persons who supervise “frontline staff”. Specific subject matter must include: collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the SFA, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from the Department of Agriculture. The person or persons whose signatures appear on the attached application are authorized to sign this assurance on behalf of the SFA.

ASSURANCE OF CIVIL RIGHTS COMPLIANCE (Summer Food Service and Child and Adult Care Food Program):

The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of

1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), DOJ

- (28) CFR Parts 42 and 50) and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Program applicant received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement. This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance. By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.

IV. THE STATE AGENCY AND THE SFA MUTUALLY AGREE THAT:

1. The site applications, where applicable, are part of this Agreement.
2. Schools may be added or deleted as the need arises. The references herein to site application [r1] shall be deemed to include such application, as supplemented and amended. Any changes to the schedule must be approved by the State Agency.
3. The State Agency shall promptly notify the SFA of any change in the minimum meal requirements or the assigned rates of reimbursement.
4. No member of or delegate to Congress or resident commissioner shall be admitted to any share or part of this Agreement or to any benefit that may arise there from; but this provision shall not be construed to extend to this Agreement if made with a corporation for its general benefit.
5. This agreement will be effective upon approval of the attached Application through

the close of the federal fiscal year. The State Agency may renew the agreement for each school year thereafter by notice in writing given to the SFA as soon as practicable after funds have been appropriated by Congress for carrying out the purposes of the National School Lunch Act and Child Nutrition Act.

6. This agreement may be terminated upon 30 days written notice on the part of either party hereto. The State Agency may suspend or terminate this agreement in whole or in part or take any other action as may be available and appropriate immediately upon receipt of evidence that the terms and conditions of this agreement have not been fully complied with by the SFA. Any suspension or termination of this agreement by the State Agency shall be in accordance with applicable laws and regulations.
7. The terms of this agreement shall not be modified or changed in any way other than by the consent in writing of both parties hereto.

CERTIFICATION — Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as an applicant sponsor that the information submitted to the Illinois State Board of Education, including but not limited to applications, site information sheets, permanent agreement, claims for reimbursements, administrative budgets, management plans, policy statements for free and reduced-price meals, supplements or free milk, any attachments and addenda, requests for advance payments, is true and correct. I certify that this applicant sponsor has not been disqualified from participation in any other publicly-funded program for violating that program's requirements nor has this applicant sponsor and/or governing administration been dismissed from or determined to be seriously deficient in administering any federal program.