

# Student & Parent Handbook 2009-2010



COHEN HILLEL ACADEMY

Engaging minds · Inspiring for life

6 Community Road  
Marblehead, MA 01945

781-639-2880

Fax 781-631-2832 [www.cohenhillel.org](http://www.cohenhillel.org)

OUR VISION AND MISSION .....	2
GOVERNING STRUCTURE ... ..	3
Officers of the Board of Directors .....	3
Standing Committees ... ..	4
2009-2010 Board of Directors and Board of Trustees ... ..	6
EDUCATIONAL AND ADMINISTRATIVE LEADERSHIP .....	7
FACULTY AND STAFF ... ..	9
LIBRARY AND COMPUTER LAB ... ..	10
HAMISHPACHA – THE HILLEL FAMILY ORGANIZATION ... ..	11
SCHOOL PROGRAMS .....	13
JEWISH LIVING AT COHEN HILLEL ACADEMY .....	18
SCHOOL-HOME COMMUNICATION ... ..	21
SCHOOL HOURS AND STAFF DAYS .....	23
ARRIVAL AND DISMISSAL PROCEDURES .....	24
HEALTH .....	26
SCHOOL POLICIES ... ..	29
Attendance .....	29
Discipline .....	29
Illegal Drug and Smoking Policy .....	30
Recess Rules ... ..	30
Sexual Harassment ... ..	30
Homework .....	31
Personal Appearance and Clothing.....	32
Gifts .....	33
Babysitting .....	33
Lost and Found ... ..	33
Class Placement ... ..	33
VISITING SCHOOL ... ..	34
PEABODY/BEVERLY TRANSPORTATION .....	34
SCHOOL SUPPLIES .....	35
FINANCIAL MATTERS ... ..	35
Tuition ... ..	35
SHARE .....	36
Development and Fundraising .....	38
Tribute Card Order Form .....	39

## OUR VISION

Cohen Hillel Academy is the premier school on the North Shore for children in Grades K to 8. We provide the best education through a rigorous program grounded in academic excellence and strong Jewish values. The families of Hillel Academy form a diverse community that reflects the spectrum of Jewish life. Our emphasis on academically differentiated learning, a love of learning, and community and global responsibility are integrated into a unique, vibrant educational experience. Our students are inspired to attain academic success, become leaders in our communities and beyond, and make significant contributions throughout their lives to the world around them. Our students live their lives with integrity, courage, and compassion.

## OUR MISSION

Cohen Hillel Academy is a K-8 independent day school that creates critical thinkers through an academically challenging program grounded in Judaism.

Hillel Academy offers a unique, engaging educational experience that provides students with a lifelong foundation for learning, leadership, responsibility and respect for self and others.

We accomplish this by:

- Providing a strong secular curriculum within an academically differentiated learning environment;
- Offering an integrated dual-language Jewish studies program that emphasizes values and ethics, and celebrates Jewish learning and living;
- Emphasizing community and global responsibility and integrating it into an overall learning experience;
- Providing study skills that carry our students successfully through high school, college and beyond; and
- Generating thought provoking interactive dialogue in the classroom that ignites the spark of learning.

## **GOVERNING STRUCTURE**

### The Board of Directors

Cohen Hillel Academy is governed by a Board of Directors which is entrusted with the responsibility of establishing the policies of the school, maintaining its financial stability, and whose members serve as ambassadors of the school in the community. For example, the board hires the Head of School and approves the school's budget, tuition, and fundraising policies.

The officers of the school consist of the president, the vice-presidents, the treasurer and the secretary, all of whom are elected for a one-year term. The directors are elected for two or three-year terms. A co-president of Hamishpacha (Cohen Hillel Academy's family organization) and the chair of the Board of Trustees sit on the Board as ex-officio members.

The Board does most of its work through its committees, and parents are encouraged to become involved in one or more of the school's committees. The standing committees of the Board are the Executive Committee, the Committee on Directors and Leadership Development, the Finance Committee, the Education and Religious Policy (ERP) Committee, the Extra Curricular Activities Committee, the Development Committee, the Planning Committee, the Facilities Advisory Committee and the Head Evaluation and Support Committee. Ad hoc committees may also be created at the discretion of the President and/or the Board of Directors.

The Board of Directors includes parents of students, parents of alumni, and community leaders. Those who wish to be considered for membership on one or more of the school's committees or nomination to the Board of Directors should speak directly to the chair of the Committee on Directors and Leadership Development, Jill Weiner, or to the President of the Board of Directors, Patricia Kravtin. The Committee on Directors and Leadership Development meets regularly during the year, and elections of directors are held at the Annual Meeting in June.

### Officers of the Board of Directors

President	Patricia Kravtin	781-596-7084
Vice-President	Jill Weiner	781-842-3957
Vice-President	Bob Bilech	781-581-2227
Treasurer	Dan Jacobs	978-536-9927
Secretary	Ken Weinstein	781-639-1986

The Standing Committees:

*Committee on Directors and Leadership Development*

Chair: Jill Weiner 781-842-3957

Purpose: To oversee Board evaluation, leadership development, nominations, and compliance with Bylaws and their amendments.

*Finance Committee*

Chair: Dan Jacobs 978-536-9927

Purpose: To oversee all financial affairs of the school including the budgetary process and the setting of tuition.

*Education Religious Policy Committee (ERP)*

Chair: Deborah Margolis 781-631-1535

Purpose: To develop the educational and religious policies of the Academy and to monitor the overall educational quality of the Academy, all in concert with the Head of School.

*Extra Curricular Activities Committee*

Chair: Karen Solomon 781-639-0611

Purpose: To develop the extra curricular activities policies of the Academy and to monitor the overall quality of the extra curricular activities of the Academy, all in concert with the Head of School.

*Development Committee*

Co-Chairs: Anne Selby, 781-581-3618, Bob Goldman, 781-599-4776

Purpose: To plan and execute the fundraising goals of the Academy in coordination with and in support of the Director of Development.

*Planning Committee*

Chair: Bob Bilech 781-581-2227

Purpose: To develop and modify the strategic plan and/or long-range plan for the Academy.

*Facilities Advisory Committee*

Chair: Tom Kostinden 781-596-9988

Purpose: To oversee the maintenance of the Academy's physical plant, and to oversee and plan for the capital needs and improvements to the physical plant.

*Head Evaluation and Support Committee*

Chair: Ken Weinstein 781-639-1986

Purpose: To develop and implement a process for the regular evaluation of and feedback to the Head of School.

The Ad Hoc Committees:

*Marketing Committee*

Chair: Jill Weiner 781-842-3957

Purpose: To develop and implement a marketing, communication and public relations strategy for the school.

*Tuition Study Committee*

Chair: Bob Bilech 781-581-2227

Purpose: To review the current tuition policies of the school, and to recommend to the Board of Directors any appropriate changes to the tuition policies of the school.

*Recruitment Committee*

Chair: Harryette Katzen 781-631-5935

Purpose: To develop and plan the recruitment strategy for the school, in coordination with and in support of the Recruitment Director, to act as an advisory committee to the Head and the Recruitment Director, and to advise the Board regarding the recruitment efforts of the school.

## **2009-2010 Board of Directors**

Dr. Howard Abrams*	Evelyn Rothbard
Debra Ankeles	Heidi Rubin
Bob Bilech	Flori Schwartz
Michele Cohen**	Anne Selby*
Rob Edelstein	Karen Solomon
Arthur Epstein	Bill Stibel*
Barbara Gold	Jill Weiner
Rabbi Baruch HaLevi	Ken Weinstein
Dan Jacobs	
Patricia Kravtin	*Past President
Deborah Margolis	**Hamishpacha Representative

## **2009-2010 Board of Trustees**

Debra Ankeles	Marcia Mazonson
Annebelle Cohen	Paul Mazonson*
Arnold Cohen	Howard Rich
Neil Cooper	Sharon Rich
Dr. Maura Copeland	David Rosenberg
Dr. Paul Copeland	Ira Rosenberg
Arthur Epstein**	Judy Rosenberg
Dr. George S. Freedman	Marcia Ruderman
Robert Freedman	Arthur Schwartz
Dr. Terry Garfinkle*	Bonnie Shelkrot*
Lois Goldberg	Alan Sidman*
Stephen Goldberg*	Carl Sloane
Dr. David Z. Greenseid	Toby Sloane
Linda Greenseid*	Sandra Saxe Solomon
Ernie Haas*	Jerry Somers
Ralph Kaplan	Josene Steinberg
Zellie Kaplan	Richard Strauss
Mimi Karlyn	Rose-Jane Sulman
Robert Lappin	Barry Turkanis
Rosalyn Levy	Ellen Turkanis

\*\*Chair

## **EDUCATIONAL AND ADMINISTRATIVE LEADERSHIP**

### **Head of School - *Ken Schulman***

Ken monitors and ensures the well-being and progress of every student in the school: educationally, emotionally and socially. He works with other administrators to organize, manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school including instructional programs, discipline and safety. He oversees all fiscal, budgetary and development activities at the school. The Head of School supervises the Director of Curriculum, the Director of Technology, the Director of Support Services, the Director of Recruitment and Admissions, the Business Manager, the Director of Development, the Physical Education Program and the School Nurse. He advises families on high school placement and coordinates standardized testing.

### **Director of Student Services – *Lynne Havusha***

Lynne collaborates with faculty and administrators to implement programs and ensure that all students receive appropriate social, emotional and academic support. She supervises the Learning Center and consults with our School psychologist on all issues relating to the emotional/psychological well-being of our students.

### **Director of Technology and Director of Curriculum–**

*Sharon Shore Taitelbaum*

Sharon plans, manages and organizes all instructional and informational technology at Cohen Hillel Academy. She guides faculty and administrators in the selection and use of all hardware and software and facilitates the integration and appropriate use of technology in the curriculum. She is responsible for the maintenance of the school website. She oversees curriculum supervisors and works with Ken and Lynne to assure that materials, goals and skills follow a logical sequence and are consistent with state guidelines and standards.

**Business Manager** – *Colin Codner*

Colin is responsible for managing the business affairs of the school, supervision of custodial staff and building maintenance, the ordering of materials and supplies and the school's finances and tuition accounts. Colin also serves as the liaison to the Financial Assistance Committee.

**Director of Recruitment and Admissions** – *To be announced*

The Director of Recruitment and Admissions manages the admission process from inquiry to enrollment. She/he will supervise parents and students who work as school ambassadors and oversees the Big Buddy and Shalom Chaverim programs.

**Director of Development** – *Diane Knopf*

Diane is responsible for leading the school's advance program, coordinating all fundraising and Alumni events of the school, including the annual Gala, Auction, Phone-a-Thons, Tributes, Donation acknowledgments, Grandparents and Special Friends Day, Friends of the Hillel Library event, and speaker series. Diane is also responsible for organizing and coordinating CHA's Annual Fund, planned giving and all other forms of donations.

**Director of Extra-Curricular Programs** -- *Ellen Lodgen*

Ellen is responsible for the creation, supervision and implementation of all extra-curricular activities in the school including before and after school activities for our students, summer programming and vacation programming.

## **FACULTY AND STAFF**

Pamela Aranov	Hebrew/Jewish Studies, grade 6/7 & 8
Margarett Ardman	Math/Science, grade 6, Math, grade 7, Science, grade 8
Amy Bernstein	Learning Center – Enrichment Specialist
Tali Bloom	Hebrew/Jewish Studies, grade 3 & 5
Mary Clough	Learning Center -- Inclusion Specialist
Anne Cole	Language Arts/Social Studies, grade 7, Social Studies, grade 8
Polly Conti	Language Arts/Social Studies, grade 8 Language Arts/Social Studies Curriculum Supervisor
Stacey Doniger	General Studies, grade 1
Sarah Fine	Language Arts/Social Studies/Math, grade 6
Carrie Fuchs	Learning Center – Special Educator
Angela Harrison	Learning Center -- Education Specialist
Frank James	Physical Education, grades K-8
Shira Karpo	Arts Specialist, grades K-8, Performing Arts, K-8
Derek Ketchopulos	Network Administrator
Amy Leverone	Learning Center – Reading Specialist
Larry Lodgen	Language Arts/Social Studies, grade 5, Math, grade 4
Elaina Louisos-Kramer	Learning Center -- Language Specialist
Karen Madorsky	Social Justice Facilitator
Tali Marotz	Hebrew/Jewish Studies, grades 6 & 7
Sara Maurno	General Studies, grade 3
Deborah Noah	Hebrew/Jewish Studies, Kindergarten
Ann Noorani	Math/Science, grade 7, Math, grade 6 & 8
Rivka Pe’eri	Hebrew/Jewish Studies, grades 1 & 4
Meryl Rich	General Studies, grade 4, Science, grade 5
Pamela Roberts	Librarian
Lauren Santeusanio	Learning Center – Speech Language Pathologist
Jocelyn Segal	General Studies, grade 3
Fran Sharpe	Hebrew/Jewish Studies, grade 2, Jewish Studies, grades 6/7, Hebrew/Jewish Studies Curriculum Supervisor
Barbara Sidman	General Studies, Kindergarten
Carole Skowronski	General Studies, grade 2
Lea Winkler	DeLeT Intern, grade 3
<b>Office Staff</b>	
Gayle Barbero	Bookkeeper
Ali Freedman	Administrative Assistant
Kerri Scanlon	Administrative Assistant
Shannon Scotina	Office Manager
Michelle Unterborn, RN	School Nurse
Richard Perkins	Custodian

## **LIBRARY AND COMPUTER LAB**

Pamela Roberts staffs our library/computer lab and has responsibility for maintaining the collection of print and non print resources. K-4 students are scheduled in the library weekly to hear stories, select books and learn research skills using both print and non print formats. Upper school students follow a more flexible schedule and may come in individually or with their classes.

Students and faculty can search both our in-house library collection and outside resources, including access to local and national library databases, using state-of-the-art software on our 20 computer lab workstations. Our software collection continues to grow and offers such titles as Neighborhood Map Maker, Inspiration, Microsoft Office Suite, Timeliner, Photoshop Elements and other curriculum specific software in addition to Internet access to recommended, approved websites.

Our volunteers have been invaluable. If you would like to contribute some time to the library, please contact Pamela Roberts or call the school office.

The library opens at 8:00 a.m. each morning and remains open until 4:00 p.m. on Monday, Wednesdays and Thursdays. The library closes on 3:15 p.m. on Tuesdays and 2:00 p.m. on Fridays.

### **The Friends of the Hillel Library**

Maura and Paul Copeland, Co-chairs

The Friends of the Hillel Library is our community library outreach, educational program sponsor, and fundraising organization. It is comprised of parents and members of the community dedicated to raising capital to purchase books, media and material and enriching the library through educational programs. Staying current both in print media and technology remains an important priority. The Friends annually present the Edith Bloch Award to a member of our community who has demonstrated outstanding commitment to education. Friends of the Hillel Library acknowledge donations in honor or in memory of an individual.

Parents who wish to honor their child's birthday through the library may purchase a "birthday book". Birthday books receive a special birthday bookplate with the student's name. To purchase a book, call the school office.

If you wish to make a major contribution to our library, please contact our Development Office. We rely on your support to enable this great resource of knowledge to grow and thrive.

## **HAMISHPACHA -- THE HILLEL FAMILY ORGANIZATION**

### **Hamishpacha Leadership Council 2009-2010**

Michele Cohen	(781) 639-4776	bsc0084@comcast.net
Bari Johnson	(978) 524-0062	bmjohnson@comcast.net
Elisa Torstensson	(781) 639-0564	etorstensson@comcast.net
Heidi Rubin	(781) 639-3075	ruby77@comcast.net
Jamie Farrell	(781) 289-7088	jamiemariefarrell@hotmail.com
Stacey Comito	(978) 538-0406	scomito@hotmail.com

Hamishpacha, which means “family”, is our school’s parent organization. Through its numerous volunteers, Hamishpacha provides support for many programs for our students. Every parent is invited to help plan these events by volunteering for one or more committees. Your participation in Hamishpacha not only helps the school and your children, but also helps you be an integral part of the Cohen Hillel Family. Ken Schulman is the administrative liaison to Hamishpacha.

The following is a partial list of programs that Hamishpacha oversees:

- New Parents’ Supper
- First-day of school coffee
- Parents’ Breakfast in the Sukkah
- Chanukah gifts for Teachers, Administration, Office Staff and Custodian
- Chanukah Gift Drive
- Purim Basket Fundraiser
- Teacher Appreciation Week
- Helping Hands Committee

### **Policy for Use of School Facilities for Family Programs Supported by Hamishpacha and All Other School Programs**

When planning a family program or other school program in cooperation with a member of the faculty, please begin the process by obtaining an **Event Request Form** from the office. Please follow the steps on the form and fill out all the information requested. **We are very conscientious about our commitment to kashrut, and Ken must approve all food brought into the school prior to use.**

(For more information on kashrut, please see the section on Jewish Living.) Food preparation times and kitchen time must be reserved with Colin Codner well in advance. No food or ingredients may be opened or prepared in private homes, even if the home is kosher. Any room setups for an event must be discussed with the teacher in charge of the event. Filling

out the Event Request Form fully and carefully will help ensure your successful event. Hamishpacha provides paper goods for some events. Please check with a council member before purchasing paper goods. If you have any questions, please call a member of the Hamishpacha Council.

*Helping Hands* --This program was established to help those who are in need of assistance when there has been a sudden tragedy or interruption in their lives. Helping Hands is ready to help families through these times by organizing meals, carpooling and helping out in as many ways as possible. If you know of a family that needs a helping hand or you would like to join this committee, please contact Meredith Adner at (781)599-6572 or [merryad@verizon.net](mailto:merryad@verizon.net) or Cindy Garfield at (781)598-0277 or [scottgarfield@comcast.net](mailto:scottgarfield@comcast.net).

*Room Parents* -- Parents volunteer each year to serve as room parents for each class. Room parents assist in contacting other parents with important information, requests for field trip chaperones or drivers, obtaining volunteers for classroom projects, and in helping to plan their grade's family program. All room parents are required to attend a meeting in September to discuss their responsibilities for this position. A list of room parents for the 2009-2010 school year is enclosed in this packet.

*Holiday and Special Family Programs* -- Scheduled throughout the year, these social and educational events bring parents, students and siblings together for programs based on the traditional celebration of Jewish holidays and milestones. These events provide families with the opportunity to get to know one another by celebrating aspects of Jewish life together. Each month's events are listed in the calendar at the end of the Divrai, and details will be sent home as the event approaches. When a family program occurs during the school day, siblings must obtain permission from their teachers to attend. They cannot miss tests, field trips, or other important class activities. We do try to avoid schedule conflicts.

*Green Team* – The Green Team is a group of spirited parents and staff at CHA who are committed to helping the school and the community become more environmentally aware and active. The Green Team sponsors many different programs that involve students, parents and faculty including:

- Making quilt squares for Blanket the Globe
- No idling campaign
- Reinvigorating the recycling program at CHA
- Composting CHA lunch leftovers
- Planting a sustainable garden
- Planning walk-to-school days and more...

You can catch the Green Team spirit by joining our team. We meet twice a month. Everyone is welcome to join.

## **SCHOOL PROGRAMS**

*Upper School Program* -- Students in grades 6-8 are part of the Upper School. Our Upper School provides a learning environment that is developmentally appropriate for students of this age. Students learn through an interdisciplinary approach, using time flexibly. The teachers work in teams and ensure that the curriculum is challenging, integrative and authentic.

*Community Service* -- All students participate in community service projects at school. We collect money for charitable causes and have clothing and food drives throughout the year. Students in grades 6-8 are required to individually complete a specified number of community service hours: grade 6- 6 hours, grade 7- 8 hours, grade 8- 12 hours. Students can do a variety of projects that include volunteering at a nursing home, working at community sponsored programs, volunteering at a soup kitchen or shelter, etc. Larry Lodgen helps identify opportunities for volunteering throughout the school year and keeps track of the students' progress in completing this requirement. We encourage students to find a volunteer situation they enjoy and can stay with all year. Students are required to complete their hours by late May.

*Chavurah Program* -- Each student in grades 6-8 is assigned to an advisor who will work with him/her all year. The purpose of this program is to explore and nurture positive social relationships, emotional development, and academic progress among students. It also gives each student a relationship with a personal adult advisor. The Chavurah Program will include working on organizational skills, socialization, community service projects, problem solving activities and discussions. Each advisor will maintain close contact with his/her advisees in all areas of their school life. Parents are encouraged to contact their child's advisor if they have concerns regarding their child. Parents will meet with advisors during parent conferences in September.

*Student Council* -- The Student Council meets each week to discuss issues facing the student body and to plan programs for the Upper School students. The officers and Student Council members are elected each year by the Upper School students. Student Council officers include a president, vice-president, secretary, and treasurer. The Student Council will be directed by members of the school faculty.

*Social Programs* -- Upper School students hold evening dances and social

activities throughout the year, occasionally in conjunction with other Day Schools in the greater Boston area.

*Tefillot*-- Classes meet daily with their Jewish Studies teachers for a T'fillah activity. The Upper School gathers together for prayer services on Thursday mornings and for Kabbalat Shabbat on Friday afternoons. Boys of Bar Mitzvah age are required to wear a tallit (provided by the school) during services as well as t'fillin. Girls who wish to wear either a tallit or t'fillin are encouraged to do so. A generous grant from Federation has allowed us to purchase t'fillin for any student who does not own them already. In keeping with Jewish tradition, the Torah is read or studied on Mondays and Thursdays. Often the students who will be celebrating their Bar or Bat Mitzvah on the following Shabbat will read a section of their Torah portion during these services. Parents are invited to attend when their child is reading and are welcome to attend services at any time. All students are expected to participate and behave appropriately during all services.

*Extra Curriculum Programs* -- After school programming has become increasingly recognized as an important adjunct to standard educational opportunities for students. These programs provide a comfortable, safe and nurturing environment for students to relax, learn, socialize and grow in many ways. We are very excited about the continued expansion of our extra-curricular programs and look forward to the participation of all our students in one or more of our offerings. Ellen Lodgen serves as Director of Extra Curricular Programs and is responsible for the development and implementation of each of the activities in our extra-curricular program. She welcomes ideas, suggestions and yes...even criticisms...from parents and students. You are encouraged to be in touch with her by email at [pelzo@cohenhillel.org](mailto:pelzo@cohenhillel.org) or by phone at school.

The extra curricular programs are centered in THE PLACE. The Place is certainly the place to be at CHA. Located in Room 215, The Place is a vibrantly painted room with the special requirements of an after school program in mind. Students can climb into the loft to do homework, read or play quiet games. There are comfortable chairs to sit in and places to pursue individual interests. Reference books, enrichment activities, art supplies, sports equipment, sewing machines and games are easily accessible. When school begins, we will be planting on the window sills. Students are able to begin projects and leave them to complete at another time. Fridays are a special time in The Place for students in grades 7 and 8. They can drop by after school to hang with their friends, do homework, bake and listen to music. Parents are welcome to drop by any day to take a look.

The following programs are planned throughout the year. Details, schedules, fees and registration forms will be sent to parents as each

program or event approaches. Information will come in mailings, emails, Divrai and on flyers and on our school website [www.cohenhillel.org](http://www.cohenhillel.org). Be sure to watch for the news. Adhering to registration deadlines is vital as reservations must be made, tickets purchased, supplies purchased and staff hired.

*Bridge the Gap* – It is common for even the best of students to lose a little ground in the summer. We have developed this program for one week in August prior to Labor Day. The goal of is to get students ready to come back to school. Each child will participate in a variety of informal classes and activities in math, writing, reading, Hebrew, science, PE, art, etc. to help them get back up to speed for school in September. The activities are designed in a fun and productive manner. Older students can get help completing their summer reading projects and will work on organizational and study skills. We are excited this year that the WhizKids will be running a special science program for students.

*Staff/ Conference Days* – Trips and programs are planned for students on all of our staff and conference days. We have a lot of exciting plans in store and are always open to interesting suggestions of places to visit. Our trips in past years have included Fenway Park, various museums, bowling, Duck Boat tours, skiing and much more.

*Sports* – Our successful sports program for upper school students continues to expand with soccer, cross country, basketball, ultimate Frisbee, track and volleyball included in our offerings. For your planning purposes, please note that the sports teams will meet primarily on Tuesdays and Thursdays. Cross country and track will meet on Mondays and Wednesdays. There may be games planned on other days, based on the schedules of opposing teams.

*Lower School Sports* – We are adding more physical activity and sports opportunities for lower school students. These will include soccer, physical games, kickball, dodge ball and more. Most of these activities will be run as clubs so be sure to look carefully at club brochures.

*Enrichment Experience* – Our popular after school club program continues to expand each year to include many more enrichment opportunities with both our CHA faculty and teachers from outside our own school community. Students registered for clubs will meet together at dismissal time for a quick snack before proceeding to their individual clubs. The exciting offerings include such clubs as science, book clubs, art, Aikido, drama, digital photography, chess, drumming, homework, computer keyboarding, cooking, scrapbooking, dance, puppetry, newspaper, math, knitting and board games. There is a charge for each club that will be determined by the number of times the club meets and the type of supplies

necessary. Students who are not picked up on time from the clubs will automatically be signed into our extended day program and charged for each half hour that they stay.

*Adult clubs* – We have many exciting ideas for evening classes for parents, including knitting, cooking, swing dance, scrapbooking, Israeli dance, digital photography, dramatic reading, jewelry making and math. Watch for details.

*CHA school show* – Our tradition of a student production continues with the participation of students in grades 5-8. Our show is always a unique experience, sometimes written and choreographed by our own upper school students. Students in grades 5-8 are given the opportunity to participate and encouraged to share their own unique talents. Auditions will take place in December and rehearsals begin in January. The show is in May.

*Early Drop off* – School policy states that students cannot be dropped off at school before 7:40 a.m. due to supervision and liability concerns. An early drop off option is available for those parents who do need to leave for work or have an appointment earlier than 7:40. Parents are welcome to use this option on a regular basis or when a need arises. Students can be dropped off at school as early as 7:00 am. All students who participate in the early drop off will have the opportunity to get extra help with last minute homework problems. Any student who arrives at school prior to 7:40 will automatically be signed into the early drop off program, and parents will be billed accordingly. Contact Ellen Lodgen at [pelzo@cohenhillel.org](mailto:pelzo@cohenhillel.org) or at 781-639-2880 to arrange for early drop off.

*Extended Day* – Having an extended day option here at Cohen Hillel Academy is one of our most exciting initiatives in the extra-curricular program. Every student who remains at school for extended day will be required to register for a club for the first hour and then can be part of the extended day program. After clubs end, students will use THE PLACE and the multi-purpose room for the rest of their stay. During this extended day period, students can choose to participate in an optional daily activity which will include math, science, crafts, PE and cooking. There are quiet places to do additional homework and time to relax and play with friends. Our participants get a lot of exercise playing a variety of physical games. Parents are encouraged to have their children join in the fun even if coverage is not needed. The friendships formed and the exercise the students get make it an important part of each child's day, especially in colder weather. Parents will be charged by the half hour for this extended day option. Extended day will end at 5:30 p.m. Monday through Thursday and at 4:00 on Fridays. Special arrangements can be made to extend the time until 6:00 p.m. by contacting Ellen prior to the need. Participants are welcome to sign up with a regular schedule or on an as needed basis. Any

student not picked up on time after school or after clubs will be signed into our extended day program and parents will be billed accordingly.

*Birthday Parties* – We have held some of the most exciting birthday parties right here at school including themes such as Spiderman, basketball, sports, jewelry, fashion, hockey, science, Red Sox, Sponge Bob, mock sleepovers, Hebrew, dances, Hawaii and flowers. Each party is different and is custom-designed for your child to include his/her interests. We take care of everything – invitations, activities, crafts, games, prizes, paper goods, cake and ice cream. The only thing parents need to provide is a goody bag if you desire one. Having a party at school will ease the stress parents have of arranging transportation from school to a party and will also leave your weekends free. Parents are encouraged to share parties with classmates whose birthdays are close together. Be sure to book parties early. Dates are limited and they fill up quickly.

*Monthly Parties* – About once a month, we hold a themed party after school. These themes have included The Great Race (a back to school party), Red Sox, Patriots, Winter Beach Party, Thanksgiving, Chanukah, an in-school sleepover and more. Students participate in games and activities and win fabulous prizes. Some of our parties have been attended by as many as 90 students.

*Discovery* – Discovery is a four week educational summer enrichment program planned in collaboration with the JCC. Each week has a different theme including drama, science, cooking and cultures. The growth in Discovery is very exciting. Students can participate for one, two, three or all four weeks. Families have two options for Discovery. Students can stay until noon, leaving right after lunch. A second option is to stay after lunch until 2:00. This option allows campers to swim at the JCC outdoor pool for an hour and return to CHA for additional activities.

*Family Trips and Activities* -- Cohen Hillel Academy has always been proud to view itself as a large family. We are planning to add educational and fun family trips and programs to enable your nuclear, extended and Cohen Hillel Academy families to come together to share exciting opportunities. Some suggested trips include Touro Synagogue, the Native American Museum in Connecticut, Sturbridge Village, sports events, theater trips and others. Again, we look to you for more ideas and ask you to watch for announcements.

*Volunteers* – Student volunteers have been among the greatest resources our extra curricular programs have had. Grade 7 and 8 students (and some 6<sup>th</sup> graders) have been invaluable during all the after school activities. Many of our graduates come back during high school to volunteer as well. Any student who wants to become a volunteer should contact Ellen at

[pelzo@cohenhillel.org](mailto:pelzo@cohenhillel.org). This volunteer work can be as needed for parties or on a regular basis during a club or extended day. We are always in need of homework tutors for individual students during homework clubs. Volunteer opportunities can also be found on the bulletin board outside The Place.

*Parent Involvement* – There are many opportunities for parents to get involved in our extra-curricular programs. Parents can volunteer as chaperones on trips or offer clubs. We hope many parents will take advantage of our parent clubs as well.

## **JEWISH LIVING AT COHEN HILLEL ACADEMY**

*Synagogue affiliation* -- All families are encouraged to be members of a recognized synagogue in the community at the time of enrollment and to remain members as long as their children attend Cohen Hillel Academy. We believe that participation in your synagogue is an essential aspect of your child's growth as a Jew and that a Hillel education cannot be viewed as isolated from the overall Jewish community. Your children will take much pride in their newly acquired knowledge, which they can share in their synagogues.

*Services* -- Each day, students in grades K-4 participate in and lead a religious service in Hebrew with their class or grade. Students in grades 5-8 meet together daily for a T'fillah activity. On Thursday morning, students in grade 5-8 participate in Tefillot services. Students alternate responsibility for leading prayers and reading Torah.

*Blessings before and after meals* -- At the beginning of lunch, students recite hamotzi, the blessing before eating bread. Following lunch, students chant birkat hamazon, the blessing following the meal. Students are taught the meaning and importance of all our prayers and blessings in Jewish life. They learn the significance of not taking food for granted.

*Holiday celebration* -- Both Jewish and American holidays are celebrated at Hillel through special programs, assemblies, or classroom experiences. Although school may not be in session during the actual date of the holiday, the students learn about and/or celebrate the holiday either immediately preceding or following the holiday. School vacation holidays are listed on the school calendar. Information about holidays and celebrations will be published in Divrai.

*Rosh Chodesh* – (the beginning of the month) All students celebrate the new month during special services and programs. A treat is served to all students.

*Kabbalat Shabbat* (the welcoming of Shabbat) -- Shabbat begins before sunset on Friday and ends approximately one hour after sunset on Saturday night (these times are published weekly in Divrai). Each Friday afternoon, our students gather by grade or in multi-grade groups to welcome Shabbat. This ceremony includes the reciting of the traditional blessings and prayers to welcome Shabbat into our homes, the singing of Shabbat songs, the telling of Jewish stories, Israeli dancing, or student presentations. It is a special way for our school community to conclude its week and to welcome Shabbat.

*Kippot* (yarmulkes) -- Kippot are the skullcaps traditionally worn by Jewish boys and men. Girls and women may wear kippot as well. Each boy is provided with a kippah at the beginning of the school year. Girls who wish to be provided with a kippah will be given one. The wearing of kippot is required of all boys throughout the school day, except during recess and physical education. As indicated on the school supply list, all boys must have extra kippot in their backpacks or cubbies in case they misplace one. Parents may purchase additional kippot at The Israel Book Store or at Kolbo in Brookline, at their synagogue gift shop or in the school office. We suggest that boys purchase a decorated kippah that will be easy to return to its owner if lost. Names should be written inside each kippah. We also ask that gentlemen wear a kippah while in the building.

*Kashrut* -- Kashrut is the Hebrew term for “keeping kosher” — practicing the Jewish dietary laws. Cohen Hillel Academy maintains standards of kashrut on the school premises, and all foods served are certified kosher. In addition, all Cohen Hillel functions conform to the dietary laws.

Families who observe kashrut adhere to the following:

1. Eating of permitted food, properly kashered and prepared.
2. Separation of dairy and meat in the kitchen and at the table.
3. Practice of necessary intervals between the eating of meat and dairy foods.
4. Separation of dairy, meat and pareve kitchenware and tableware.
5. Observance of the food restrictions and change of eating and cooking utensils during Pesach.

All lunches brought to school must adhere to the dietary laws. To minimize confusion for parents and students, please note the following guidelines:

1. Only dairy or non-meat/non-shellfish lunches and snacks are allowed. Fish, pasta, yogurt, eggs, cheese, peanut butter, etc. are good choices. Peanut butter may be banned in certain classrooms to keep an allergic classmate safe. Parents will be informed if their children are affected.
2. No meat may be brought to school by students, staff or parents, even if it is kosher.
3. After meat is consumed, Hillel observes a 3-hour wait period until dairy

can be served.

4. Out of respect for all families and their different levels of kashrut, snacks and lunches from home are not shared among students.

5. On meat-lunch days, students who eat meat sit at separate tables. Juice only is served on these days. No milk is available.

We would be happy to provide you with more information on keeping kosher. If you are interested, please contact Ken Schulman. We request that all families show sensitivity to the fact that observant children in the school may feel uncomfortable or be unable to eat if kashrut is not adhered to at birthday parties, Bar/Bat Mitzvah celebration and playdates. The dietary laws should be observed at these events. The quality of life of the Cohen Hillel Academy community is most directly affected by the way in which we treat one another. While we do not mandate how families are to practice Judaism in their homes, as a community we assume consideration of others' feelings. Our efforts to educate children as committed and caring Jews will be successful if we have your support.

*Birthday Parties* -- Birthday celebrations should not be scheduled on Shabbat or Jewish holidays, and the food should be dairy or pareve. Please serve meat only if the home or restaurant is fully kosher. Please plan parties in kosher restaurants unless dairy or pareve food is served. Parents often provide a treat in school in honor of their child's birthday. This may be arranged by calling the teacher to arrange a convenient time. We do want to avoid more than one treat coming in on any given day. Our teachers require that treats be provided for both classes as each grade is viewed as a single team. Be reminded that this is intended to be only a small treat, not a substitute for a birthday party. The treats should be individual cookies, cupcakes or other small items that can be distributed easily. There can be no cakes and no ice cream that has to be scooped out as they are too time consuming to distribute during the short snack break. Due to our commitment to kashrut, home-baked refreshments may not be brought to school. Store purchased snacks in closed containers must have a certified label of kashrut. U or "KVH" are appropriate. A plain "K" must be checked with Ken first. A "K" with a circle, triangle or star around it is fine. Items from local Dunkin' Donuts are not deemed kosher. Fresh baked foods can be purchased from Newman's and Stop & Shop Bakery in Swampscott, or other kosher bakeries. Please ask if there are children with allergies who may require special consideration. If you have any questions, or need suggestions, please feel free to call Ken at school. Parents can make arrangements to bake at school by calling Ken.

*Bar/Bat Mitzvahs* -- When planning the Bar/Bat Mitzvah celebration for your child, we again assume that you will be considerate of the religious practices of all Hillel families and observe kashrut dietary laws. Children should be able to eat all the food served. Children who do not ride on

Shabbat can arrange to sleep with friends near the synagogue. However, when a reception immediately following the service is held in a restaurant or facility away from the temple, it presents a major conflict for families who refrain from riding on Shabbat. If there are any questions concerning Bar/Bat Mitzvah planning, please call Ken Schulman.

*Party Invitations* -- When inviting guests to birthday parties or Bar/Bat Mitzvahs, please be considerate of the feelings of your child's classmates. While we understand and fully support the notion that children have special friends, it is very difficult to be one of a few children excluded when almost all others are invited to a party. We know we can rely on your judgment and sensitivity in this matter. If you have any concerns or questions about this, please call Ken Schulman.

### **SCHOOL-HOME COMMUNICATION**

*Divrai Hillel* is our weekly newsletter which appears on our website electronically the first school day of each week. Through Divrai, we notify and remind parents of trips, programs, and special events. Calendar changes are also announced and parents should note these changes on personal calendars. Notices that merit publicity throughout the school community may be submitted to Shannon Scotina via email ([sscotina@cohenhillel.org](mailto:sscotina@cohenhillel.org)) in the office by **3:00** on **Wednesday** for inclusion in the next week's Divrai.

Once again, in an effort to ensure better communication, preserve our environment, and cut growing costs, Divrai will now be exclusively online at [www.cohenhillel.org](http://www.cohenhillel.org). Weekly reminders to check the Divrai will be sent via email. Be sure to read it each week and print out any forms you need.

In early fall, you will be receiving a Student and Parent Directory booklet of all CHA families. Please note: this directory may not be used for solicitation purposes.

*Back-to-School Nights* are held each fall for grades K-4 on one night and for grades 5-8 on a different night. The evening is an opportunity to become more acquainted with your child's classroom activities, the curriculum, the faculty, and school-wide programs.

*Parent Conferences* -- The first parent/teacher conference of the year is scheduled in September. These conferences are early in the year to give parents an opportunity to share their dreams and hopes for the year with their child's teachers. This is also an ideal opportunity for parents to share information with teachers that will help them understand their children.

You will receive a letter about making appointments via email prior to the conferences.

In addition to these early intake conferences, each parent has additional opportunities to meet with teachers as the year progresses. Conferences for all grades (K-8) are scheduled in January/February and in April. We are happy to arrange for additional parent-teacher conferences upon request.

If you or your child perceives a problem in school or with a teacher, the following are the appropriate steps to take:

1. Work in partnership with the teacher. Write a note or make a phone call to the teacher to discuss your concern. It is not productive to discuss these issues with other parents before talking directly to the teacher.
2. Make an appointment to meet with the teacher to talk face-to-face about your concern.
3. Create a resolution plan with the teacher.
4. Give the plan time to work. If you have gone through the above steps, and you feel that progress is not being made, please contact the following:  
Grades K-5: Contact Lynne Havusha  
Grades 6-8: First contact your child's Chavurah advisor. Then contact Lynne Havusha

*Report Cards* – Report cards are sent home twice per year for all grades K-8 in February and June.

Our teachers spend substantial time preparing these progress reports which help parents understand their children's accomplishments and needs. Letter grades are given beginning in grade four. Parents who have any questions regarding their child's progress report should contact their child's teacher at school.

*Curriculum Newsletter* -- All parents will receive a newsletter from their child's teachers several times during the year. This newsletter will give an overview of the curriculum that will be covered during the subsequent weeks and will provide information regarding important class field trips and projects.

*Parent Communications* -- It is very important that parents inform the school when situations arise that are not routine; e.g. parents' business trips or vacations, a family member's illness, etc. These events do affect children, and we need to know about them. Teachers welcome communication from parents. Please contact your child's teacher directly to provide feedback, suggestions, or to ask questions.

To contact a teacher or to arrange for a meeting, please use the following

procedure:

1. Call or email the teacher at school between 7:45 a.m. and 3:15 p.m. to arrange a meeting.
2. The office staff will relay your message promptly to the teacher.
3. The teacher will respond at his/her earliest opportunity by email or phone.

*Legal Matters* -- From time to time, parents ask us to comply with special requests and/or court orders regarding to whom to release children. Since this is a legal matter, please be certain that you provide the school with all current documents and that they are kept current throughout the year. Please give these documents to Ken Schulman. They will be kept confidential.

### **SCHOOL HOURS and STAFF DAYS**

(Please refer to the section on Extra Curricular programs for information on Extended Day and Early Drop-Off Options)

The day begins at 7:55 a.m. for grades K-5 and at 7:50 for grades 6-8. Upper school students enter the building earlier in order to check in with their advisors and get organized for their day. School ends at 3:00 p.m. Monday through Thursday for all students. On Fridays, school will be in session until 1:45 p.m. during Eastern Standard Time and until 3:00 p.m. during Daylight Savings Time for all students. The calendar and weekly Divrai will include any changes in these hours. Please have your children at school, ready to enter the building no later than 7:50 a.m. for grades 6-8 or 7:55 for grades K-5. It is vitally important that students arrive at school on time. Anyone arriving after the designated time is marked tardy. Tardiness and absences are recorded on report cards. Teachers begin supervision at 7:40 a.m., and students should not be dropped off before 7:40 a.m. Any student dropped off before 7:40 will automatically be signed into our early drop off program, and parents will be billed accordingly. Students are marked late after 8:00 a.m. We recognize that the carpool line is long at 7:55 and urge you to arrive earlier. Please note that attendance and tardiness figures are part of your child's permanent school record.

On designated staff days, students do not attend school. These days allow faculty and staff to engage in a full day of workshops, discussions, and participatory learning. All staff days are listed on the school calendar. There are extra curricular programs and trips planned for each of these days off.

### **ARRIVAL AND DISMISSAL PROCEDURES**

The safety of our students is our first concern, and we need the cooperation of every parent in following our procedures. Ken Schulman will supervise

this process. In addition, you must complete a school transportation form, which indicates how your child will be transported to and from school. It must be returned prior to the first day of school.

*Arrival* -- Please drop your child off in the morning in front of our entrance plaza. Pull your car as far up as possible to the last pole by the plaza before you stop. Please be considerate of people attending morning Minyan at Temple Sinai by not blocking their parking lot exit. Please do not drop off or pick your child up in random areas of the parking lot. Stay in the carpool line or park your car in a designated parking spot. Children may not exit cars until the car has reached the area by the sidewalk. Children must exit their cars only through the right-hand side passenger doors so other cars can go around safely. Please place infant car seats to allow for right-hand exiting. Our teachers will assist children at the curb.

Students who ride their bikes should use Garden and Cushing Road (rather than the Community Road hill) and lock their bikes on the rack near the side door facing Cushing Road. By agreement with our neighbors, **no cars are allowed on Cushing Road to drop off or pick up students.**

You may not park your car along the curb at the building. This is a fire lane. Park your car only in designated parking spaces in the parking lot. In inclement weather, all students will enter the building through the front doors and will wait in the multipurpose room until 7:50 or 7:55.

*Dismissal* -- If you are driving to pick up your child or carpool, pull forward along the curb as far as possible. If you are first in line, stay back until the bus arrives. You may then pull up. Only the Peabody and Beverly buses and vehicles approved by the school may back into the driveway near the Kendell Gardens prior to 3:00 p.m.

If you get out to help a child into your car, please be sure that the ignition is off and that the car is shifted into park. Children will not be allowed off the curb or entrance plaza and into the parking lot unless accompanied by an adult. Again, park only in legal spaces and “live park” only in the line. Parents who park illegally cause traffic problems and will be asked to move.

All students will wait on the plaza. Please do not get out of your car to pick up your children. We will make sure that they are properly and safely escorted to your vehicle. **Please be reminded that the JCC requires that our parents not pick up children in the JCC circle as it is their fire lane and doing so blocks entry to their building.** The school cannot take responsibility for the safety of students who are not picked up in the proper place. **Also, we have agreed with the neighbors not to use Cushing Road for vehicular access to our building. Please help us maintain good relations with all our neighbors, including the JCC. You must**

**adhere to all procedures to alleviate potential difficulties.**

*Inclement Weather Dismissal* -- If it is raining, snowing, or extremely cold, we will have an inclement weather dismissal. Students wait in the multi-purpose room, and a staff member will announce carpools with a two-way radio. Please remain in your car and wait for your passengers.

*Carpools* -- The school recognizes the practice of parents enlisting the help of other parents or adults in arranging carpools to and from school. We will help deliver children to the proper carpool but cannot accept responsibility for the choice of drivers. Parents must decide with which adults their children may travel. It is the parent's responsibility to evaluate driving safety practices of those adults.

*After-School Plans* -- Children will be sent home with their regular carpool or bus unless we are notified in writing by parents. We recognize that in our busy lives we sometimes forget to write a note. In this case, please make sure to call the office **by 1:30 p.m. (or 12:00 on Fridays)** to ensure that your child and our staff receive the message. Without the written note or this call, the child will not be permitted to change his/her standard plans.

*JCC Programs* -- Children attending after-school programs at the JCC will gather in the multi-purpose room at the end of the school day. They will be escorted to the JCC lobby by a faculty member and a JCC staff member. Please be sure to send a note indicating which days your child will be attending after-school activities at the JCC and in what classes or activities they are enrolled. Please notify us of any changes in this schedule as they occur during the school year.

*After School Supervision* -- Students enrolled in our after-school programs should proceed directly to the multi-purpose room or other designated place promptly at 3:00, 1:45 on Fridays, for a quick snack. Students who are not picked up on time at dismissal will automatically be signed into our after school program and parents will be billed accordingly. Unless accompanied by a parent, all other students are not allowed in the building. Any student found running around the building or behaving inappropriately will be sent home.

*Snow Days/Emergency Closings* -- There are occasions when school needs to close due to dangerous driving conditions or an emergency in the building such as loss of heat.

In the event of a snow day, parents can get information on school closing or delay in four ways:

- You will be called by our Alert Now system.

- Radio and Television Broadcasts- Tune in to channels 4, 5, 7, 25 and WRKO AM 680 and WBZ 1030.
- CHA Website- Log on to [www.cohenhillel.org](http://www.cohenhillel.org)
- Telephone Message Service- Call the office at 781-639-2880 for recorded information.

In the event of another type of emergency such as loss of heat or electricity, room parents will contact families directly by phone.

Occasionally school is already in session when the weather turns bad and the snow or ice begins to fall quickly. We will not dismiss school early once we are in session. It is too difficult to contact parents who have already gone to work. On days when you feel the driving is getting progressively worse, you are welcome to come and pick up your child early. The buses may leave our building a little early in hopes of keeping the regular stop schedule.

## **HEALTH**

Ken Schulman oversees health and safety practices at school. We are extremely fortunate to have a school nurse, Michelle Unterborn, on staff. Michelle will work directly with Ken to oversee all health practices at school. She will be overseeing the dispensing of medication, application of first aid and will be in contact with parents about health concerns. She will be doing vision, hearing and scoliosis screenings. The office staff will dispense medication when Michelle is not in the building. Ken will be available for basic first aid as necessary.

*Medication* -- Any students requiring medication of any kind during school hours must leave this medication in the original container in the school office with written instructions signed by the parent. **No medication is to be kept by any student.** All medications must be clearly labeled with the student's name and dosage. Prescription medication must be sent in the original bottle with the prescription label attached. Ask your pharmacist for a separate bottle for school. No prescription medications will be administered until completed Parent Consent forms and Medications Order forms signed by the physician are on file in the office. See Michelle or the office staff for these forms. These forms can be faxed to your physician if necessary. Occasionally, your child may require over the counter medication such as Tylenol, Motrin or Tums. New health forms are being sent with parent authorization and consent for this. We will still make a reasonable effort to contact you as well. This new policy which has the school physician's approval and signature on file will be in effect for grades 6-8 only. Students in the lower school will still need parent consent at all times for OTC medication. Any requests for dispensing medication

different from the manufacturer's recommended dosage must be accompanied by a physician's order. Please note the Department of Public Health that governs medication administration in all schools has banned the dispensing of cold medication i.e. Sudafed. If your child is to require this type of cold/allergy medication it must be sent in from home.

*Significant Food Allergies* – Some of our students have significant, life-threatening food allergies that require that the Cohen Hillel community to respond in ways that demonstrate the concept of *pikuach nefesh*, the saving/preservation of life. The nurse is very careful to communicate significant food allergies to faculty and staff and to help arrange for whatever accommodations are necessary for every child to be safe and to have access to emergency medication if needed.

We encourage parents of children with significant food allergies to instruct their children to only eat food brought from home specifically for their personal consumption, including having a “stash” of non-perishables in a labeled box in the classroom and labeled freezer treats to be stores for special occasions. We also ask parents to send in all medical paperwork and emergency medications promptly at the start of the year.

We sometimes need to ask parents in a particular class to accommodate a very allergic child by not sending in food for their own children's snack consumption that may contain the allergens that are problematic to a very allergic child if they are in the class environment, i.e. avoiding having peanuts/nuts or their products in snacks that are eaten in the classrooms. We make every effort to accommodate both the allergic child and the other children in the class and their parents in ways that will keep the allergic child safe and cause a minimal amount of disruption to others.

We are generally able to accommodate very allergic children in the lunchroom by washing down the tables carefully before use and by strategically placing the allergic child away from children who are consuming the allergen-containing foods. We also supervise the children who ate the allergen-containing foods to wash their hands well with soap and water or soapy wipes after eating (not with waterless hand soap, which does not remove allergens) to further protect the allergic child.

Out of respect for the many students who have significant, life-threatening peanut/tree-nut allergies, *we request that food brought in for food consumption contain no obvious peanuts/tree nuts or their products*, even as we encourage the allergic children themselves to not partake of food brought in for public consumption unless it has been specifically approved by their parents.

*Health Records* -- All students in kindergarten, grades 4 and 7, and new

students of all grades must return the necessary health records prior to the opening of school.

*Immunization Policy* -- Each student attending Cohen Hillel Academy is required to have on file a completed Massachusetts School Health Record indicating that all generally recommended immunizations appropriate for the student have been administered and are current.

*Illness, Accidents, and Medication* -- Please keep your child at home if he/she shows signs of illness. Your child should be fever free for 24 hours prior to returning to school. The school will inform the parents of any accident or illness that occurred at school. The school will send a student home if it appears necessary, after contacting a parent. If we are unable to reach a parent, we will call the emergency contact listed on your child's school forms.

Any contagious disease or conditions such as lice, conjunctivitis, or chicken pox should be reported to the school. If your child has a contagious disease, please keep him/her home until your physician deems it safe to return to school. If your child is absent from school due to illness or arrives late due to a doctor's appointment, please send a note to the teacher with an explanation of the absence or late arrival.

Students who are absent from school due to illness should not attend after school programs such as clubs and sports.

Parents must check their children's heads for evidence of lice before school begins. We suggest that all parents check their children's heads weekly during the school year. Diligent head checks and combing hair with a special lice comb are recommended to prevent major outbreaks. These are extremely important health practices. Parents bear the major responsibility for preventing lice outbreaks.

Students whose parents wish them to remain indoors during recess or physical education due to health reasons must bring a note from home to give to their morning teacher. Extended absences from Physical Education should be accompanied with a Physician's note and discussed with the nurse.

Please be aware that we are in compliance with all new HIPAA (Health Insurance Portability and Accountability Act). Copies of the complete regulations are available in Ken Schulman's office.

## **SCHOOL POLICIES**

*Attendance* -- Our academic program is demanding, and all available time is needed to meet our goals. We realize that at times it is absolutely necessary to have your child miss school, and we respect the right of a parent to make this decision. Nevertheless, if you find it necessary to have your child miss school for a family vacation, please contact Ken Schulman directly, in advance, to discuss the specific circumstances. **Attendance and tardiness figures are part of your child's permanent school record.**

*Discipline* — Cohen Hillel Academy encourages students to uphold the principles of honor, respect, honesty, and trust. We do so in the context of the Jewish value of *Derech Eretz*, which connotes respect and courtesy for others. The rules we have established are essential to maintain this spirit. Disciplinary offenses may lead to staying after school, suspension, or dismissal, depending on the frequency or severity of the offenses. The following are some offenses which could lead to dismissal: use or possession of illegal drugs, alcohol, tobacco, guns, knives or firecrackers; physical harm to another student or teacher; plagiarism and cheating; destruction of school or personal property; misuse of computers or the Internet; sexual harassment; disrespectful behavior towards either staff or fellow students. The Head of School will determine the appropriate disciplinary action and will inform the parents.

Some general rules for all students:

1. Be respectful to all people in our school — students, staff, adults and visitors.
2. Speak kindly to one another, using appropriate language and tone of voice. Swearing and cruel comments are unacceptable.
3. Use a natural voice when indoors. Do not yell.
4. Be honest and work independently on all tests and quizzes.
5. Respect people's property and privacy. You may not take things from other students' or teachers' desks or students' cubbies without permission. Lesson books and teacher notes are the teacher's private property and are confidential.
6. When you leave a classroom, leave it in good order with chairs pushed in, desks arranged as is customary for that classroom, and paper or books picked up off the floor.
7. Running in the hallways is not permitted.
8. Climbing on the rails along the stairwells inside the building or outside is not permitted.
9. Walk up and down stairs on the right side.
10. Sitting or standing on window sills, desks, chairs and/or tables is not permitted.
11. The teachers' lunchroom and work room are for teachers and staff only.
12. Chewing gum is not allowed.
13. Help keep our school, your classroom, cubby and shelves clean. Clean up after snacks.

14. Computers and the Internet are to be used only with permission of teachers.

15. All school property is to be used properly and with respect. You are to clean up when finished with any activity.

*Illegal Drug and Smoking Policy* -- The use or possession of any illegal drugs or alcohol by Cohen Hillel students on school premises, or at any school-related event, is strictly forbidden before, during, or after school. Violators of this prohibition will be dismissed or suspended from school. Cigarette smoking by Cohen Hillel students on school premises or at any school-related event before, during, or after school is forbidden.

Among the items that may not be brought to school are: fireworks, knives, handcuffs, guns, toy guns, squirt guns, electronic games, skateboards, rollerblades, sledding equipment, paintball guns and accessories and laser pointers.

*Recess Rules* -- Outside games are encouraged, but tackling, “contact games”, and playing with sticks, snowballs, or rocks are not permitted. Students must include any students in their games who wish to participate.

*Sexual Harassment* -- Our school has developed a policy for Sexual Harassment. This policy is reviewed in depth with teachers who will assist students in understanding its reasons and implications. Any parent who wishes to see a complete text of the policy should speak to Ken Schulman, who will be happy to share it.

*Snacks and Recess* -- Kindergarten students have a morning snack and a midday recess period. Children in grades 1-5 have two daily recess breaks and a morning snack time. Grades 6-8 have recess at lunchtime and a morning snack break. Children go outside every day, except for rainy days, and days when the temperature is below 25°F when recess takes place in classrooms. In the winter, please make sure that your child is dressed appropriately for outside play with boots, ski pants, hats, and mittens. For your child’s safety, please remember to remove all drawstrings from the hoods and collars of sweaters, sweatshirts and jackets. A morning snack of crackers and juice is provided for children in kindergarten. All other students should bring an appropriate and healthful morning snack. No candy is allowed in school for morning snacks. No snacks will be provided by the office.

*Hot Lunch* -- We have a hot lunch program on Monday-Thursday and a bag lunch on Friday. Marla Golding runs this program. Marla sends home a lunch order form every six weeks. Parents should sit with their children

and choose lunches the children will enjoy. In addition to the order form, Marla sends home a convenient lunch calendar for your refrigerator. This will help you record what lunches were ordered and to quickly identify which days you need to send lunch. Your children can also check what they are eating each day. It is vital that the order forms be returned to school by the listed due dates to enable Marla to appropriately plan her shopping and cooking. Students whose orders have not been returned must bring lunch from home. In the event of a snow day, the missed lunch will be provided on Friday of that week. In the event of multiple snow days in one week, the first missed lunch will be provided on Friday and a credit will be issued for the remaining missed lunches. If you have any questions about the lunch program, Marla can be reached at 781-576-9361 or by e-mail: [lunchlady@cohenhillel.org](mailto:lunchlady@cohenhillel.org).

*Forgotten Lunches* -- If your child forgets lunch on a hot lunch day, they will receive a lunch provided by Marla Golding and you are expected to pay the cost of the lunch. You will receive a bill for any lunches that were provided over and above those originally ordered. There may be instances when you might be called to provide food for your child when no other option is available.

*Food Utensils* -- Any utensils, cups or dishes necessary for students' snacks and lunches that are brought from home must be provided by parents and should be packed in their lunch boxes.

*Homework* -- Beginning in the second grade, homework is assigned to help students reinforce and improve their learning. Although parents should provide support and encouragement, students should complete assignments independently. If you find that your child is spending too much or too little time on homework, please contact your child's teacher. Your feedback on this matter is important to us.

An important part of doing homework is the responsibility of bringing it to school the next day. Families should establish a routine of packing backpacks in the evening when homework has been completed. Students who forget homework will not be able to call home to have it brought to school.

Parents will be informed, in writing or by telephone, if a student is demonstrating a pattern of missing assignments. In grades 5-8, students who demonstrate a pattern of not turning in homework assignments on time may be assigned to Homework Club or detention.

If a student is absent, his/her homework can be sent home with another student or will be available in the school office at 3:00 p.m. Please call the office by 9:00 a.m. to request homework assignment(s) and inform us with

whom to send it home. We do not expect students to make up all missed homework while they are home sick, but many students prefer to keep up with their class. Teachers are not obligated to provide advance work for children whose families choose to take them out of school during a non-vacation time.

*Personal Appearance and Clothing* -- Cohen Hillel Academy expects a standard of dress at school and school-sponsored events that is based on good taste, neatness, and cleanliness. We believe this standard is conducive to good behavior and the business of being a student and there is a difference between school clothes and play clothes.

Footwear must be functional, safe, and properly laced. Open-toed footwear can be dangerous and is not proper footwear for school. Flip flops may not be worn to school. In order for students to play safely outside, they must wear solid sneakers or shoes. Students who wear unsafe footwear may be asked by their teachers to sit out the recess games. Students need to wear appropriate sneakers on the days they have physical education classes. This schedule will be online and printed in one of the first newsletters (Divrai).

Clothing should not be torn or have any writing or pictures on them for school. This includes advertisements, brand names or other logos.

For students in grades 5-8, the following additional guidelines apply:

Pants — Short pants which are of reasonable length (below mid-thigh) may be worn. Short shorts, gym shorts, biker shorts, nylon or flannel pants and sweatpants are not acceptable. If it is a PE day, you may bring in gym shorts or sweatpants to change into.

Shirts — All types of shirts may be worn with the exception of tank tops, leotards cut like tank tops, halter tops, crop tops and off-the-shoulder tops. They must be long enough to cover the midriff when standing or sitting and no writing or pictures on them.

Skirts or dresses — Skirts or dresses must be of a reasonable length (below mid-thigh).

The administration of the school reserves the right to determine whether or not a particular student's attire conforms to the dress code. Students who are deemed to be inappropriately dressed and do not have a change of clothes will be required to wear long shirts, provided by the school, over their clothing for the remainder of the day.

*Phone calls* -- Students are generally not permitted to call home during the day except in case of emergency. If they must call home, they need to get permission from the office. As previously noted in the section on Arrival/Dismissal Procedures, students may not call home to change after

school plans. We discourage students from bringing cell phones to school, however, should you feel it necessary for your child to carry one for use after school, please understand that students may not use a cell phone in school **for any reason** during school hours. Phones must be turned off during the school day. Students using phones will have them confiscated by the Head of School and returned only to a parent.

*Gifts* -- Hamishpacha collects contributions from parents and presents the faculty and staff with Chanukah gifts. We feel this is an appropriate gesture and recognize that gifts from some families and not others can prove embarrassing to both our students and our teachers. Therefore, we discourage individual gifts to teachers. A personal note to teachers is always appropriate and very much appreciated. Thank you for your cooperation.

*Babysitting* -- Babysitters are not generally provided at evening meetings and programs that have been designed for parents. This includes parent conferences. Please arrange to leave your child(ren) at home or with a friend as they may not be in the building unsupervised. If you are looking for babysitters in your area, call Ellen Lodgen for suggestions.

*Lost and Found* -- Lost-and-found is kept in a cabinet outside the Teachers' room. Please label jackets, hats, gloves, lunch boxes, etc. to facilitate the return of lost items. Parents and students should check the lost-and-found box periodically. Unclaimed articles will be given to charity before each vacation.

*Class Placement* -- In determining appropriate class placement, each Lower School grade team works with Lynne and Ken to do what is best for each individual child. What is best for the individual is often influenced by the dynamic of the class as a whole. In order for each child's unique needs to be addressed effectively, the chemistry of the class must work well. Therefore, it is important to look closely at both the needs of individual students as well as the composition of the entire class. The teachers know your child within the context of school and the group of children with whom he/she learns. Parents know their child within a very different context of home, family and friends. Both frames of reference are essential to understanding the child as a whole. We value the input and viewpoint of parents. We will then make decisions that reflect both your input and our observations.

If you would like to share your perspective on your child with us, please use the following guidelines:

- In order for us to consider your input, please submit a description of your child's emotional needs, social concerns and learning style in writing by the last day of May.

- Please do not ask for a particular teacher.
- You may, if you choose, indicate 4 or 5 of your child's friends and we will do our best to make sure that he/she will have at least one or more of his/her friends in the class.

After receiving all the input, each teaching team will meet to create the class groupings. The final decisions as to class placement will be determined by the administration of the school and are under the supervision of Ken Schulman.

### **VISITING SCHOOL**

We welcome and encourage parents to visit our school. We want to make this as easy as possible while maintaining appropriate security in the building. As you know, our outside doors are locked and you must ring the bell and identify yourself for admission.

We have established an easy-to-follow procedure for everyone visiting the building, including parents:

- When you enter the building, please go directly to the office and indicate the purpose of your visit.
- If you are dropping off a forgotten lunch or something for a teacher, please give the item to the office and they will see that it is delivered.
- If you are at school for a meeting, the office will notify the person that you are waiting in the lobby.

While the teachers and staff know each student by sight, they many not recognize every parent as quickly. As you would expect, we want to know who is in our building at all times. All visitors, including parents, will be given visitor tags to wear while they are in the building.

### **PEABODY/BEVERLY TRANSPORTATION**

To facilitate transporting students from the Peabody and Beverly areas, Cohen Hillel Academy has arranged for daily bus service. Students riding the Peabody and Beverly buses will be picked up along a route which is determined prior to the beginning of each school year. There is an additional cost for this service. Parents who wish their children to ride either bus and who have not yet signed up for this service should contact Colin Codner in the business office.

### **SCHOOL SUPPLIES**

School supplies are available for purchase in convenient school packs that

have been prepared for each grade in the spring. All supply lists have been included in the Divrai and are available online. Extra kippot should be sent in case kippot are lost.

Textbooks -- All textbooks should be covered and handled as carefully as possible. If a textbook is lost or misused, parents will be billed for replacement costs.

## **FINANCIAL MATTERS**

### **Tuition**

Each year the Finance Committee sets a tuition which is then approved by the Board of Directors. As part of our commitment to making a Cohen Hillel Academy education accessible, we offer financial assistance to those families whose financial profile meets the criteria of the program. This profile is based on the School and Student Services (SSS) for Financial Aid model. Parents who wish to apply for financial assistance must complete a Parents' Financial Statement (PFS) and return it directly to SSS with a copy to our Tuition Assistance Committee in care of Cohen Hillel Academy. The PFS for returning families is due December 4th. The PFS for new families is due January 19th. The Tuition Assistance Committee then reviews all information and a family's tuition is set. **In addition, a family's 2009 complete tax information is due March 12th.**

Enrollment and Tuition contracts will be mailed the beginning of March. Once you receive your contract, you must indicate your choice of payment plan, sign the contract, and return it to our office with the appropriate deposit by April 1st.

### **Capital Improvement Fund**

A building fund was originally established to raise the money necessary to finance the construction of our school building. This fund is now used for maintenance and capital improvements. Each family has a \$3,000 capital improvement fund obligation, which is payable over three years, beginning in first grade.

### **Payment**

Prompt payment of all financial obligations is required. Be sure to take note of all applicable due dates on your tuition contract. Late fees will be assessed for contracts and any financial obligations overdue by 30 days. As noted in your tuition contract, the policy of the Board of Directors states, "If an account is in arrears for more than two months, the children will not be permitted to attend school until the bill is paid". Returned checks are subject to a service fee of \$50. If you have any questions or concerns about your balance, please don't hesitate to call Colin Codner.

## **SHARE**

Our SHARE program (Support Hillel Academy's Revenue Enhancement) is an important way in which our school generates necessary funds. Each Cohen Hillel Academy family is required to contribute or raise for our school at least \$800 in new funds (that is, increased donations) in this academic year. You must fulfill this obligation by the first week of May 2010. There are many ways this can be accomplished, as detailed below:

1. **Make a donation to the Parent Division of the Annual Fund.** Receive full credit in that amount towards your SHARE obligation. Gifts to the Parent Division of the Annual Fund are tax-deductible to the extent allowable by the IRS.
2. **Solicit for the Annual Fund.** Participate in the Annual Fund phone-a-thons which will take place throughout the year. Contact the Development Office for details and to register as a volunteer.
  - A. Solicit a new or increased gift from others and receive credit for 100% of the increase toward your SHARE obligation.
  - B. Solicit a renewal donation from a Hillel supporter and earn credit for 25% of the amount of the renewal, up to a maximum of \$25 per gift.

*Please note that SHARE credit can only be given after solicited gifts are collected. **In order to be eligible, all solicitations need to be coordinated with the Development Office prior to approaching a Hillel supporter.***

3. Buy and/or sell tickets to our limited **tuition raffle**. A maximum of 500 tickets at \$50 each will be available. Please note that Raffle tickets are not tax-deductible. Hillel families will receive \$50 SHARE credit for each ticket purchased or sold. First prize is tuition credit up to a maximum of \$7,500 for Hillel families, or \$5,000 cash for non-Hillel families.
4. **Recruit a new family to Hillel** and receive \$800 SHARE credit for the year in which the new family matriculates. In order to be eligible, you must speak with our Director of Recruitment and Admissions, for guidelines, before you approach a prospective family.
5. **Support the Annual Gala/Auction**
  - A. You will receive SHARE credit of 50% of the purchase price of Benefactor or Patron tickets for our Annual Gala. As a sponsor of our Auction, you will receive SHARE credit of 50% of that sponsorship.

- B. **Solicit ads for our Gala Tribute Book** you will receive SHARE credit for 50% of your purchase price if you purchase a Tribute Ad for our Annual Gala.
6. Participate in earning "passive income" for the school, which can help to reduce your SHARE obligation.
    - Participate in our Scrip Program. By purchasing scrip or gift cards for use at area retailers, families can earn a percentage of every purchase for Hillel.
    - Apply for the Jewish Federation of the North Shore Platinum Visa Card. Metropolitan Credit Union, the card issuer, will donate ½% of every purchase to CHA if you so designate.
    - Earn SHARE credit of 3% with a credit card and 5% with cash purchases when you submit Butcherie receipts to the school office.
  7. Solicit donations as part of **Jewish Federation's community campaign** through phone-a-thons and receive credit for 50% of any increased pledges that you obtain. Parents are responsible for submitting to Hillel a verification form, signed by an authorized representative of Federation, within one week of the solicitation. This year's Super Sunday is on November 15, 2009.
  8. There are also a limited number of "**work-it-off**" opportunities which can reduce your SHARE obligation. Working off your SHARE obligation must result in the school *actually not spending money it has otherwise budgeted to spend* in order to qualify. One example of these opportunities is serving as a substitute teacher. Watch DIVRAI for these opportunities.

### **Development and Fundraising**

As in other independent schools and Jewish day schools, tuition does not cover the full cost of providing a top-quality education at Cohen Hillel Academy. The balance of our operating budget must be raised through additional revenue streams. As a beneficiary agency of the Jewish Federation of the North Shore, our school receives a substantial annual allocation. We are grateful to the Federation for their financial contribution and encourage all parents to support and participate in the Federation's annual campaign.

Parents are asked to participate in and contribute to Cohen Hillel Academy to the best of their ability, as voluntary contributions play a vital role in sustaining our educational excellence. Two cornerstones of the School's Development effort for 2009-2010 are the Annual Fund Campaign and our special events held throughout the year.

### **Annual Fund Campaign**

Annual Fund dollars directly impact the financial stability and programmatic growth of our school. Annual support enables the school to:

- Keep tuition increases to a minimum
- Provide scholarships for our students
- Institute the innovative, progressive programs that enhance our education
- Attract and retain the best teachers
- Expand the role of technology and the arts throughout our school

Each year Cohen Hillel Academy conducts a community-wide Annual Fund Drive through phone-a-thon, direct mail campaigns and personal solicitations. We are grateful for gifts ranging from \$18 to \$50,000 and above from individuals, families and foundations. We appreciate the generosity of each member of the Hillel community in helping us to realize our goal. Our goal is 100% participation in the Parent Division of the Annual Fund. An annual gift (beyond tuition) from every family is vital, as is help in identifying new supporters of our school.

### **Danny's Way**

Looking for a meaningful Bar/Bat Mitzvah gift? Something special for a birthday? Graduation? A way to memorialize a loved one? Cohen Hillel Academy invites the entire community to recognize life cycle events by purchasing personalized engraved bricks to be permanently placed in the school's front entrance plaza, Danny's Way. Bricks are \$180 for a 4"x8" single brick or \$500 for a double 8"x8" brick. Contact the Development Office for more information.

### **Tribute Cards**

Life cycle events can be acknowledged with special sympathy, mazel tov, get well, birthday and anniversary Hillel tribute cards. The cards are illustrated by our students and are mailed to the recipient by our office in recognition of contributions made to the school. Attached for your convenience are Tribute Card Order Forms.

In addition, boxed sets of 8 cards can be purchased from the school for \$25 that allow you to send cards for your own use.

### **Designated Giving**

Contributions to the Annual Fund help to support ongoing operations as well as scholarships. Opportunities also exist to create Named Funds to pay for specific programs or educational materials. Proceeds from these funds are used to pay for designated purposes. Listed below are funds that community members have created in past years.

#### **Ankeles/Freedman Classroom Library Fund**

This fund was established by Debra Ankeles and Robert Freedman as a means of benefiting both teachers and students. Contributions to it enable our faculty to enrich their classroom libraries by purchasing general interest reading materials and resource books that supplement the class curriculum.

#### **The Eunice ז"ל and Arthur Epstein Fund**

This fund helps subsidize the cost of programs for students with special needs and enrichment programs.

#### **Frieda Haas ז"ל Memorial Judaica Fund**

Students who join Cohen Hillel Academy after kindergarten may be in need of additional Hebrew language education to smooth their transition into our school. Donations to this fund provide new students with tutorial assistance to strengthen their Hebrew reading, writing, and speaking skills.

#### **Friends of the Hillel Library Fund**

The Cohen Hillel Academy library is an important resource for our children. Staying current both in print media and technology remains an important priority for the future. Proceeds from the fund expand our excellent collection of books, media and material for the library. Parents are encouraged to support the FOHL fund throughout the year.

#### **Goldberg Family Park Fund**

Proceeds from this fund are used to maintain and enhance the Goldberg Family Park, a playground created in memory of Toby and Manuel Goldberg ז"ל. This park helps our students enjoy outdoor activities. Special tribute cards that benefit the park can be purchased from the Development

Office.

**Kendell Gardens Fund**

The Kendell Gardens Fund was established in memory of Sally and Maurice Kendell z”1 by their daughters. This fund helps the school maintain and beautify our outdoor environment, including the garden bearing the Kendell name.

**Karen Madorsky Scholarship Fund**

Established by an anonymous donor, this fund provides support for flexible tuition for those students who qualify.

**Ellen Morgan Lodgen Science Enhancement Fund**

This fund was established to honor Ellen Morgan Lodgen, long-time Hillel administrator and faculty member. Proceeds from this fund will enhance science education and help provide state-of-the-art facilities as well as opportunities for professional development.

**Florence L. Trainor z”1 Field Trip and Enrichment Fund**

The fund was established to ensure the continuation of special out-of-classroom enrichment activities to round out our students' experiences at Hillel that were so important to our colleague, teacher and friend, Florence L. Trainor z”1.

**Frances Rich z”1 Chagigat HaKayitz Fund**

The Frances Rich Chagigat HaKayitz Fund was established in memory of Frances Rich z”1 by her family. This fund supports a school-wide celebration before summer vacation.

**Robert E. Tornberg Professional Development Fund**

The Robert E. Tornberg Professional Development Fund was established in honor of the former Head of School, Bob Tornberg. This fund provides resources for professional development for the faculty.

**Karen Madorsky Ford School Fund**

The Karen Madorsky Ford School Fund was established to ensure the future of our partnership with Ford School. Proceeds from this fund will go

towards transportation between the Ford School and Hillel, snacks and supplies.

### **Scholarship Endowment Funds**

Many families associated with our school have established named scholarship funds which enable the school to remain financially accessible to families who are in need of tuition assistance. Listed below are endowments that have been designated for scholarships:

- \* David Abrams Scholarship Fund
- \* Ankeles/Freedman Educational Fund
- \* Leslie and Nancy Ban Memorial Scholarship
- \* Ann Gloria Barbanel Memorial Scholarship Endowment Fund
- \* Anna Bernstein Scholarship Fund
- \* Jeanette and Aaron Bronstein Scholarship Endowment Fund
- \* Henry D. and Katherine L. Chaikin Memorial Scholastic Endowment Fund
- \* Ida M. Chernove Scholarship Fund
- \* Connie and Adrian Comins Scholarship Endowment Fund
- \* Isadore Cutler Memorial Scholarship Endowment Fund
- \* Ida B. Epstein Scholarship Fund
- \* Philip D. and Louise B. Epstein Scholarship Endowment Fund
- \* Robert S. Gibbs Memorial Scholarship Endowment Fund
- \* Mr. and Mrs. Lawrence Ginsberg Scholarship Endowment Fund
- \* S.L. Goldstein Memorial Scholarship Endowment Fund
- \* Eli Goodstein Family Scholarship Endowment Fund
- \* David J. Gordon Memorial Trust
- \* Louis and Betty Kaplan Memorial Scholarship Endowment Fund
- \* Ralph and Harriett Kaplan Family Scholarship Endowment Fund
- \* Rabbi Abraham P. Kazis Memorial Scholarship Endowment Fund
- \* Lester Levy Memorial Scholarship Fund
- \* George and Norma Marcus Scholarship Endowment Fund
- \* Barney and Marcia Mazonson Scholarship Endowment Fund
- \* Norma Mazur Memorial Scholarship Fund
- \* Dr. Marvin Myerson Memorial Scholarship Fund
- \* Fay and Ben Olanoff Scholarship Endowment Fund
- \* Israel and Annie Ossoff Scholarship Endowment Fund
- \* Samuel and Minnie Pine Family Scholarship Endowment Fund
- \* Donald Pofcher Scholarship Endowment Fund
- \* Dora Pofcher Scholarship Endowment Fund
- \* David and Anne Remis Family Scholarship Fund
- \* The Rooks Family Scholarship Endowment Fund
- \* William and Sadye Rubinstein Scholarship Endowment Fund
- \* Dr. Benjamin and Celia Salata Scholarship Endowment Fund

- \* Maurice and Anna Saval Scholarship Endowment Fund
- \* Leni and Wolf Schuster Memorial Endowment Fund
- \* Dr. Joel and Bonnie Shelkrot Family Scholarship Endowment Fund
- \* Sarah Singerman Peabody Scholarship Endowment Fund
- \* Sydney Sugarman Memorial Scholarship Endowment Fund
- \* Fred Tanzer Scholarship Endowment Fund
- \* Laura Tassel Memorial Scholarship Endowment Fund

### **Permanent Endowment**

Many members of the Hillel community have created endowed gifts for faculty and curriculum development. The funds are listed below. We invite you to meet with Ken Schulman or Diane Knopf to discuss the various naming opportunities at the school.

### **Edward Devores Memorial Music Fund**

The Edward Devores Memorial Music Fund allows the school to both sustain and improve our music education program. Funds enable the school to acquire musical instruments, subsidize music-related excursions, and invite musical guests to the school.

### **The Bennett I. Solomon Foundation for Educational Excellence**

The Bennett I. Solomon Foundation for Educational Excellence supports curriculum-development projects, which are commissioned by the Foundation, and which are utilized in the educational programs of Cohen Hillel Academy.

### **Teachers' Endowment Fund**

Keeping salaries competitive is vital to recruiting and retaining our high-quality educators. This Fund helps support increased salaries and benefits for our faculty.