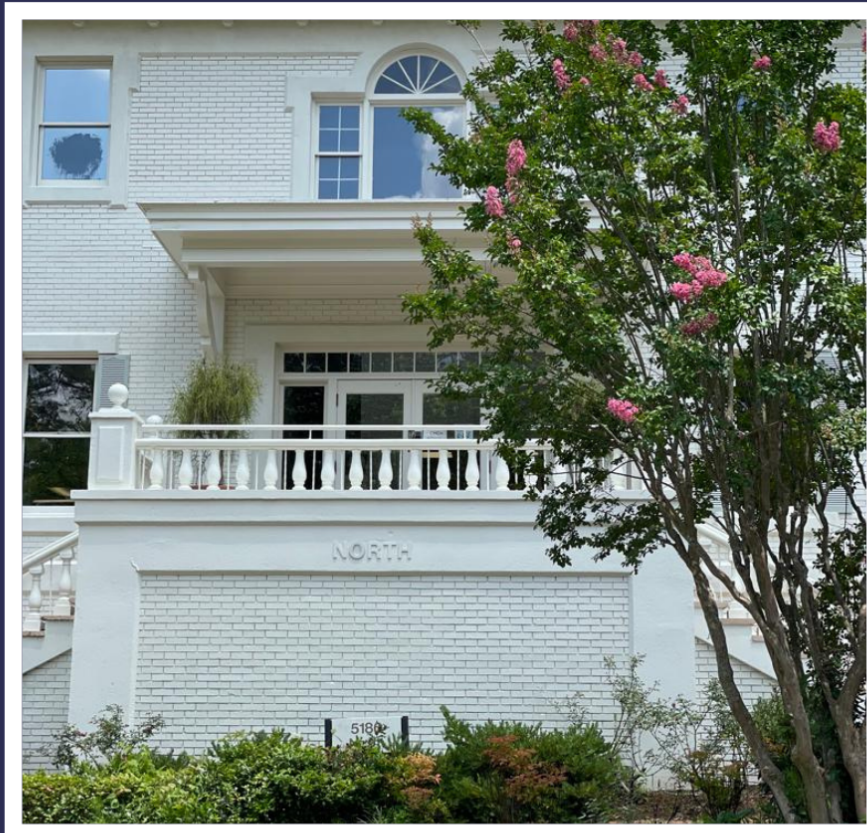




CMCH ELEMENTARY
& MIDDLE SCHOOL

5180 Roswell Rd
North Building
www.cmchatlanta.org



PARENT HANDBOOK

WELCOME TO OUR SCHOOL



CMCH PARENT HANDBOOK

Dear Parents,

At CMCH We infuse our students with a lifelong passion for learning, inquiry and personal growth. Our integrated and challenging curriculum is built upon our core values of; character development, academic rigor and critical thinking. Our faculty and administration are committed to immersing your child in an experiential educational program that allows them to gain fundamental skills, explore new ideas through conceptual thinking, and – most importantly – give them a strong foundation that equips them for their life that lies ahead. We offer a balanced learning experience by offering numerous athletic, arts and enrichment activities for your child's personal growth and development. We welcome our parents to take advantage of our dedication to open communication and dialogue. Together, we support and encourage our children as they grow into ethical, responsible, and confident young adults.

We look forward to an exciting year with our curious students, dedicated parents and outstanding faculty who are ready to prepare your child for their journey ahead.

Our handbook is a reflection of our mission and educational philosophy. Please read this handbook carefully in order to understand the policies and procedures that enable us all to create an environment where children have the right and ability to feel safe, happy and able to learn.

This handbook, however meticulously prepared, cannot foresee every eventuality. This handbook is continuously developing, and we ask you to bring suggestions for modification or corrections to our attention. We feel that clear communication is the lifeline of a well-run school. Therefore, we view this handbook as an agent to foster open communication on all levels. Our doors are always open!

CMCH Parent Expectations:

- To understand our mission and support it
- To communicate with us about your child
- To actively and constructively participate in school events and meetings
- To support our values, expectations and decisions
- To collaborate with CMCH staff to resolve any challenges with your child's education

Thank you for being our partners. May we go from strength to strength.

Warmly,
CMCH Administration

[CLICK HERE FOR OUR “WHO TO CONTACT” DOCUMENT](#)



CMCH PARENT HANDBOOK

MISSION & VISION

CMCH is an innovative Jewish school serving elementary through middle school children. As a Chabad Community School, we welcome all Jewish children, regardless of background or affiliation. We believe that each child is a unique blessing to our community and essential to our world. The teachers of both the general and Judaic studies aim to work as a team to assist each child in becoming an independent learner and discovering their full potential. This process will point the child toward the Torah-given goal of improving oneself and one's environment in order to reveal the G-dliness hidden within our world.

Our pedagogical philosophy is rooted in recognizing and respecting the profound and inherent value of each child. At CMCH, your child will be given unending opportunities to think, observe, and question. To reflect and then to discover answers for themselves. Learning will become its own reward, and each success will fuel a desire to discover something new. The ultimate discovery will be the discovery of their true potential as human beings and as Jews.

CMCH educates and inspires students to become knowledgeable and proud members of the Jewish community with a commitment to making this world a home for G-d, a Dirah B'tachtonim. Students will be engaged in their learning and thereby become successfully equipt to be lifelong learners with a devotion to Hashem, the Torah and Am Yisrael. Our students will graduate with enduring Jewish identity and Jewish values, with a strong moral conscience driving them to make good choices, and inspired to become role models and leaders in our vibrant Jewish community for generations to come.



CMCH PARENT HANDBOOK

CMCH CORE BELIEFS

CMCH is a Chabad Community school where every Jewish child is welcome. We are a Jewish day school with a high quality learning environment guided by Torah directives and best practices emerging from recent research on how a person learns best.

CMCH's educational philosophy and culture are guided by these core beliefs:

CORE BELIEF 1:

חלק אלוהא ממעל ממש

Every person's essence is a piece of Hashem #precious

Therefore we:

- demonstrate care and understanding of each learner
- develop positive relationships with and between all involved in the learners' learning.
- provide a consistently safe, positive and secure environment by maintaining classrooms that are structured and organized and clearly teach routines and expectations
- harness the internal motivation that we believe all people have to learn

CORE BELIEF 2:

כל ישראל ערבים זה לזה

We are responsible to and for each other #caring

Therefore we:

- believe that people learn best when they work with each other rather than against each other
- build a sense of community , group identity, and appropriate learning partnerships.
- plan for purposeful, collaborative teacher/ teacher, teacher / learner and learner/learner interaction.
- use questions and dialogue as a necessary component in education and to deepen understanding of each other

CORE BELIEF 3:

חנוך לנער על פי דרכו

Educate each child in a personalized manner #independent

Therefore we:

- believe that people learn best when the learning interests them and they can see connections between the subject matter and situations beyond the classroom
- recognize and respond to individual differences in learning styles

- include and maximize the participation of learners of different abilities
- personalize instruction through a range of teaching strategies
- engage learners in multi-sensory experiences.
- are patient with the time it takes to build meaning and understanding

CORE BELIEF 4:

יגעתי ומצאתי תאמין

Try hard and you will succeed #confident

Therefore we:

- maintain appropriate expectations that challenge all learners
- regard all interactions as teaching / learning opportunities
- communicate confidence in the learners' abilities and nurture their confidence in themselves
- involve learners in goal setting
- encourage appropriate risk-taking, so learners can learn and grow from their mistakes
- encourage perseverance

CORE BELIEF 5:

דרך ארץ קדמה לתורה

Being a mentch always comes first! #respect

Therefore we:

- believe that respect for each other - teachers, elders, peers - and self, is a prerequisite for learning.
- model respect and kindness
- communicate positive expectations
- consider how our own behavior influences the environment

CORE BELIEF 6:

נתאוה הקבה להיות לו ית' דירה בתחתונים

Hashem wants each of us to make this world a holier place. #purpose

Therefore we:

- guide learners to discover their unique mission to bring holiness into the world
- together with families, guide learners to develop their Jewish identity and live that identity on a daily basis
- empower learners to find their place as contributing members of the community



CMCH PARENT HANDBOOK

School Policies and Procedures

ATTENDANCE

Regular, punctual attendance relates in a positive way toward school achievement and the child's self-worth. Coming to school every day and being on time are important habits to teach early in life. Parents can stress the importance of school by encouraging good attendance and punctuality.

If your child will be absent from school:

1. Please email or call the front desk by 9 a.m. and advise the school if your child will not be attending school. Parents may request assignments for children who are ill.
2. The elementary student's school day is very full. When a child is absent, he/she will miss experiences that cannot be duplicated. We understand the need for some absences and feel children should certainly remain at home when ill, but we ask families to be reflective about multiple days missed.
3. Missed work and homework can be arranged with the teacher via email. Missed work will be due by a reasonable and agreed upon due date.
4. Our school strongly discourages students from being absent from school for family vacations. If you are planning a trip, please email your child's teachers a week in advance to request the work they will be missing.

Tardy Students

If arriving after 8:15, students must be signed-in by their parent or driver at the front office.

Late Pickup Fee:

A 10 minute grace period will be given. Starting at 3:55 you will be charged for being late in 5 minute increments. (\$5 for each 5 min)



CMCH PARENT HANDBOOK

ASSESSMENTS & EVALUATIONS

General Studies Dept:

Our School uses iReady Diagnostic to assess students three times throughout the year. iReady Diagnostic is an adaptive assessment designed to provide teachers with actionable insight into student needs. The Diagnostic offers a complete picture of student performance and growth, eliminating the need for multiple, redundant tests.

Judaic Studies Dept:

Our School assesses the students two times throughout the year. Our Judaic assessment is designed to assess skills. The Judaic Department will provide results and recommendations based on the assessments. .

BIRTHDAYS

Students are encouraged to celebrate their birthday in school. Please email your child's teacher to plan and schedule your child's birthday celebration.

Families can supply a store bought birthday cake, cookie cake or cupcakes. (Kosher, Pareve and Pas Yisrael from Kroger or Publix.) Families are asked **not** to bring any additional food items or goodie bags.

Making a donation to your child's class or to the school is a special way for your child's birthday to be remembered. If interested, please contact Mrs. Sollish.

Birthday parties, out of school, to which your child's classmates will be invited, must include the entire class. Including classmates in party plans will allow students to maintain goodwill and achdut among peers.

CARPOOL

Morning Carpool will run from 8:00 – 8:15 am. The gates will close at 8:15 am. After 8:15 please park and bring your child into school to sign them in. **Please do not stop in the driveway and drop your child off.** Stopping in the driveway blocks parents, teachers and people working in the neighboring buildings from entering the property.

In the afternoon, carpool will run from 3:30 - 3:45 pm. The gates will open at 3:25 pm. School ends on Friday at 1:15 pm. Carpool will run from 1:15 - 1:30 pm

Parents must inform the front desk by phone or email if they will be picking up their children at a time other than dismissal.



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The school must have authorization in writing to release a child to any adult other than the parents.

COMMUNICATION REGARDING YOUR CHILD'S EDUCATION

Parent to school communication:

At CMCH we strive to partner with our parent body, therefore we encourage open communication between parents and teachers. The first contact should always be the child's classroom teacher through email. If you'd like to speak with the teacher, please email to set up a time to speak.

If, after speaking with the teacher, you still have questions or unresolved issues, please contact the principal to set up a time to speak or meet. The Principal is available to meet with parents and discuss concerns. It is always advisable to make an appointment first so that the administration is able to devote time to you without interruptions.

CMCH advises parents to email teachers once a month to check in on how your child is doing.

School to parent communication:

Teachers will email classroom and curriculum updates to parents every other week. There is also a weekly "Friday Focus" email highlighting some of the learning and special activities that took place that week. The Friday Focus will include Important Announcements and upcoming Events. Please make it a habit to read these emails.

Written Communication/Correspondence

All written communication / correspondence from the school will be done via email. It is, therefore, imperative that you check your emails on a daily basis. It is vital that the school has a record of your email address. If you are not receiving communications such as the "Friday Focus" from the school, please call the office to let us know.

Students will do best when parents and teachers work together and communicate frequently, clearly and properly. When emailing a teacher you can expect to hear back within 24-48 hours. If you do not hear back past 48 hours please contact a principal.



CMCH PARENT HANDBOOK

DRESS CODE & SCHOOL UNIFORM GUIDELINES

GIRLS:

All clothing should be clean, neat, and free of holes, tears, and stains.

Girls hair that is shoulder length or longer needs to be tied back into a neat ponytail.

Shirts:

White, navy, purple and burgundy polo shirt with embroidered school logo.

These shirts are purchased through [Lands End](#) or [French Toast](#).

School uniform shirts from past years with the logo will be accepted.

From 2nd Grade and up, $\frac{3}{4}$ or long sleeve polos are required.

Jumpers/skirts:

Navy, black and beige khaki uniform style skirts or jumpers.

Skirt length must reach below the knee.

Skirts are available through [Lands End](#) or [French Toast](#).

Sweaters:

Solid Navy sweatshirts and cardigans are acceptable. Either with a logo or completely plain.

No words, pictures, patterns etc. are allowed.

CMCH spirit sweatshirts (chidon & graduation) are allowed.

Socks and Tights:

Socks, tights or leggings must be worn. Short socks are acceptable through third grade.

From Fourth Grade and up, knee socks, tights or leggings must be worn.

Shoes:

Closed-toe, sturdy shoes are required. For safety reasons, clogs, sandals, crocs, wedge heels, or high heels are not allowed.

Other:

Make up is not permitted.

Ankle bracelets are not permitted.

Skirts with slits are not permitted.

Denim is not permitted.

BOYS:

All clothing should be clean, neat, and free of holes, tears, and stains.

Shirts:

White, navy or burgundy school logo polo shirt.

Short and long sleeves are acceptable for all grades.

These are purchased through [Lands End](#) or [French Toast](#).

School uniform shirts from past years with the logo will be accepted.



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Pants:

Navy, black or beige khaki uniform pants.

Pants should be flat or pleated front chino style.

Jeans and black denim pants are not permitted.

Options available from [Lands End](#) or [French Toast](#), Old Navy, The Gap, & Target.

Sweaters:

Solid Navy sweatshirts and cardigans are acceptable. Either with a logo or completely plain.

No words, pictures, patterns etc. are allowed.

CMCH spirit sweatshirts (chidon & graduation) are allowed.

Shoes:

Closed-toe, sturdy shoes are required.

Other:

Kippah and tzitzit must be worn throughout the day.

Caps may only be worn at play.

Necklaces or chains are unacceptable.

HEALTH

Please call or email the school office if your child is sick and cannot attend school. If your child has had any symptoms of illness during the night (ex: nausea, vomiting, diarrhea, or fever) you must keep them home for at least 24 hours after symptoms are gone and temperature has returned to normal. In case of communicable disease, a doctor's permission slip is required for the child to return to class for the health and safety of our students.

Any contagious or communicable illness (chicken pox, pink eye, strep, hand foot and mouth etc.) should be reported to the office. The child will be readmitted to the school following a communicable disease only after receipt of a doctor's note, indicating that the child has stayed home for the required number of days and is well enough to attend school. If your child becomes ill during the school day, you will be notified in order to make arrangements for them to be picked up. In case of a communicable disease, the school will notify the other families in the class and take the necessary precautions or measures.



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Please keep your child home if they have:

- o A fever of 100 or over or has had one during the previous 24 hour period
- o Is within the first 24 hours of taking an antibiotic
- o Has a heavy nasal discharge
- o Has a constant cough in conjunction with a new cold
- o Is fussy, cranky and generally out of sorts
- o Has symptoms of a possible communicable disease. These are usually sniffles, reddened eyes, sore throat, pinworms, headache and abdominal pain, plus a fever. Please notify the school if the child does have a communicable disease.
- o Students with pink eye (conjunctivitis) must stay home until their eyes are not red, watering or oozing
- o Have head lice or nits. No child will be permitted to remain in school until all nits are removed and inspected by a professional nit-checker

Immunizations:

Georgia State law requires that immunization records be completed and presented to the school prior to the first day of school in order for a child to be admitted to class. If you have a State waiver, we must have a copy of it in our records.

Communicable Disease:

The health and safety of the children is a priority. Our school is required to report any suspected case of notifiable communicable disease to the Fulton County Health Department.

Allergies:

Please let your child's teachers know, in writing, if your child is allergic to any foods, medicines, insect bites or stings. Please give the office a copy of any allergy information given to the teachers.

Medication:

According to State law, students may not carry any medication (including Tylenol or Advil) in school, and teachers and staff may not dispense any medication, including antibiotic ointment (e.g. Neosporin). Any medication a child needs to take must be kept in the office and dispensed with prior written notification from the parent and proper documentation.

If your child requires medication during the school day, you must submit the doctor's prescription and/or fill out a medication authorization form. All medications must be left in the office and NOT in the child's backpack or lunchbox.



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Emergency Medical Care: Should your child need medical attention because of a serious illness or accident, he/she will be taken to Children's Healthcare of Atlanta at Scottish Rite, 1001 Johnson Ferry Road. Phone: 404-250-KIDS or 404-785-2273. The parents and the child's physician will be notified. 911 will be called if an ambulance is needed. If CPR is indicated, we will begin the process and the office will call 911. In the event of a minor injury, we will administer appropriate FIRST AID and contact the child's parents.

Illness Guidelines:

Students who have any of the following illnesses should be excluded from school for the designated period of time:

Chicken Pox: Home for at least 7 days after the onset of the rash and until all lesions are crusted.

Conjunctivitis: Home until eyes clear (at least 24 hours after the onset of treatment.)

Coronavirus: Follow CDC guidelines of testing and quarantine

Diarrhea: Home if the child has a fever or if the child has had two watery stools within a 24-hour period.

Fever: Home for length of fever and the 24 hours following.

Hepatitis: Home for 7 days after onset of jaundice (yellow skin or eyes) and diarrhea. Authorized release is required to return to school.

Impetigo: Home until antibiotic treatment is given and lesions are crusted and heal. Measles Home for 4 days after onset of rash or rash disappears.

Meningitis: Home until child is well. Authorized release is required to return to school.

Mumps: Home for 9 days after swelling appears or until swelling is gone.

Head Lice: Home until medicated shampoo is used and all nits are removed.

Ringworm: Home until treatment begins. Infected areas must be covered at all times. Stress frequent hand washing to prevent the spread of infection.

Rubella: Home for four days after onset of rash. Strep Throat Home for 24 hours after treatment begins.

Vomiting: Home until vomiting stops.

Whooping Cough: Home for two weeks after antibiotic treatment begins.

We must ask for each and every parent's cooperation with issues which are extremely important for the wellbeing of all. We must have complete cooperation in keeping contagious diseases out of the school. It is the school's responsibility to determine whether a child is too sick to be permitted into class, as we must protect all the children.

HOMEWORK & TESTS

The school's philosophy leans towards a minimal assignment of homework for Elementary school age children. For Middle School children, homework is beneficial

The maximum time for homework is as follows:

<u>Grade</u>	<u>Judaic Homework</u>	<u>General studies Homework</u>
1	10 min	10 min
2	15 min	15 min
3	15 min	15 min
4	20 min	20 min
5	20 min	20 min
6	30 min	30 min
7-8	30-45 min	30-45 min



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Students will record their homework (with support from the teacher) in a homework folder or binder. Students will be held responsible for getting their homework done.

Long term and special assignments will be written up in a clear way for parents to understand the time frame and requirements.

Tests

Tests will not be scheduled for the first day back after holidays.

Parents will be emailed reminders for big tests and projects

INCLEMENT WEATHER

When severe weather creates hazardous conditions, our regular school schedule may be suspended to ensure students' safety. We will be guided by the Fulton County School Systems during the year. Once a decision has been made we will notify parents by whatsapp and email.

INTERNET USE

Teachers may communicate only about school work with students through email. Parents will be copied.

All internet use in the classroom will be vigilantly supervised by the teachers.

TV shows, movies and non-jewish music do not have a place in CMCH.

Videos will not be played in the classrooms unless they are part of the lesson plan and have been approved by the principals.

Students will not have access to laptops or chromebooks unless being supervised by a teacher and specifically for the purpose of school work. Games and videos are not allowed.



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KASHRUT

All foods that are served at CMCH, must conform to the Kashrus standards of AKC. You can check for updates on the AKC website, <http://kosheratlanta.org/>.

No home baked goods can be distributed at CMCH.

NON-DISCRIMINATION POLICY

CMCH is committed to equal educational opportunity for all students. Our nondiscrimination policy covers a range of topics including admissions, employment, selection of classroom materials, and so on. For more information about the nondiscrimination policy or how it applies to your classroom, please contact the school front office..

PARENT TEACHER CONFERENCES

Parent Teacher Conferences will take place twice during the academic year. Should you desire additional meetings, we will be glad to accommodate your requests. Conferences with the teacher cannot take place during the regular school day or at arrival or dismissal times. If your child is having difficulty in a particular area in school, please email the teacher to set up a time to talk or meet. Please refrain from calling the teachers on their personal cell phones or at their home unless advised to do so by the teacher.

Students will regularly bring home quizzes, unit tests, compositions and class work for your signature. This is our way of keeping you informed and involved in your son's/daughter's studies.

PROGRESS REPORTS

The school year is divided into two semesters. At the end of each semester, a report card will be emailed to parents. A progress report will be sent out halfway through each semester.



CMCH PARENT HANDBOOK

SNACK & LUNCH

The school does not provide any snacks. .

Send enough healthy snacks and lunch so your child will not be hungry during the day. Healthy eating habits start early and your support is crucial to the nutritional education of your child.

Please send a refillable water bottle daily.

Hot water and microwaves will not be available to students for lunch.

SUPPLIES AND TEXTBOOKS

School supplies, textbooks and workbooks will be provided by the school. The supply & book fee is \$75 and is charged automatically upon signing your TADS agreement.

Seforim/Textbooks

Seforim that belong to CMCH (library, office, etc.) should never be removed from CMCH premises.

Borrowed textbooks (i.e. if a student left his/hers at home) may not be brought home.

Technological Items

All computers, monitors, smartboards, overhead projectors and software are the property of CMCH and should not be removed from the buildings.

Students may not have phones at school. If a student is found with a personal phone during the day it will be taken away and given to the principal. It will be returned by the end of the day. If this is repeated the principal will only relinquish it to the parents.

Students are not allowed to use disks, CDs or flash drives from home in the school computers.



CMCH PARENT HANDBOOK

School Supplies

Students will be issued textbooks and workbooks for both Judaic and General Studies. Students are responsible for all workbooks and textbooks issued at the beginning of the school year. If a child defaces or destroys a sefer, workbook or textbook, a bill will be sent to the student's parents for the amount necessary to repair or replace the item.
