



POLITZ

Yeshiva & Bais Yaakov

PARENT HANDBOOK
2026-2027 | 5787

Rooted in Mesorah. Growing in Torah.

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Welcome

Dear Parents, עמו"ש

We are pleased to present to you with this year's edition of the Parent Handbook. This guide is more than just a compilation of rules and regulations; it is a snapshot of our inner essence. It is designed to create an environment imbued with Torah values and by extension, mold our children with these values.

The Parent/School partnership is more critical than ever. We thank you, our dear parents, for supporting our protocols and ensuring that they are being followed by our children.

Please take the time to review with your child(ren) the enclosed policies and explain their importance. We ask that you please pay close attention to the dress code/uniform regulations and the electronic device policy.

Your cooperation and "school spirit" are both greatly appreciated.

Sincerely,

Rabbi Dovid Engel, Rosh HaMosad

Mrs. Besie Katz, Head of School Emeritus

Rabbi Scheinberg, Menahel | Mrs. Zeffren, Menacheles

Mission Statement

Politz Yeshiva & Bais Yaakov, formerly known as Politz Hebrew Academy, founded in תשמ"ב 1982- is dedicated to providing a quality Orthodox Jewish education in grades Kindergarten through 8th grade. We are a school rooted in the values and teachings of the Torah.

We are committed to helping our children achieve academic standards to the best of their abilities and preparing them for life as productive and ethical members of society.

The academic, social, emotional and spiritual well-being of each child develops in a secure and encouraging environment so that the child will be able to meet challenges with faith, fortitude, and intelligence for years to come.

Core Beliefs

- Each child has unlimited potential regardless of performance.
- Each child's individual needs must be met and must be educated
- Each child deserves respect and tolerance despite differences.
- Each individual child can be taught no matter what disabilities or challenges are present.
- Each child must be taught to be inclusive of peers in all levels of activity.
- Each child can grow and develop while nurtured and immersed in Jewish values and morals.
- All children, no matter how they act, are inherently good.

Basic School Objectives

- To develop a thorough understanding and appreciation of our Mesorah, in accordance with our Torah.
- To offer an excellent General Studies program, utilizing dedicated and well educated teachers.
- To create a positive self-image through an atmosphere that exudes enthusiasm for learning and is conducive to success.
- To foster and promote a deep love for the Land and People of Eretz Yisroel.
- To cultivate respect for the freedoms we enjoy living in the United States of America.

Communication

Important Contacts

- Rabbi Engel, Rosh HaMosad: ext. 110
- Rabbi Scheinberg, Menahel: ext. 222
- Mrs. Zeffren, Menahel: ext. 113
- Front desk - Politz Yeshiva: ext. 4
- Front desk - Politz Bais Yaakov and Kindergarten: ext. 3
- Tuition Office: tutions@politzby.org

Parent Communication

Rabbi Engel maintains an open-door policy and welcomes the opportunity to speak with parents. We encourage parents to first address concerns with the teacher or staff member directly involved. If additional assistance is needed, Rabbi Engel may be reached at **ext. 110** or **dengel@politzby.org**. All matters are handled with the strictest confidence.

The school newsletter and school-wide correspondence are sent to parents by email and may also be sent home with students. Parents may correspond with their child's Rebbe, Morah, or teacher by email; addresses are available upon request.

Parent-Teacher Conferences

Parent-Teacher conferences are held once or twice per year.

Additionally, at other times teachers may request a conference with one or both parents. Parents, in turn, should feel free to request such conferences when they have a particular matter to discuss with the teachers, Menahel(es), or ראש המוסד. If you have a concern, communicate it to the teacher before it becomes a major problem.

We are your partners!

Website

Please visit our website www.politzby.org regularly to be updated on current events.

Schedules

Office Hours

The office is open Monday – Thursday 8:00 A.M. to 4:15 P.M, Friday 8:00 A.M. to 1:15 P.M. and Sunday 9:00 A.M. to 12:00 P.M. Telephone number 215-969-5960. A message may be left on our voicemail at any time and phone calls will be returned in a timely manner.

School Hours

Division	Monday-Thursday	Friday	Sunday
Yeshiva	8:15 AM-4:00 PM	8:15 AM-1:00 PM	9:30 AM-12:30 PM
Bais Yaakov	8:15 AM-4:00 PM	8:15 AM-1:00 PM	-
Kindergarten	8:15 AM-4:00 PM	8:15 AM-1:00 PM	-

Attendance, Late Arrivals & Early Dismissals

Regular, punctual attendance is essential. Boys in grades 1–8 are required to attend Sunday classes. Please notify the school before an extended absence not related to illness. Students arriving after 8:30 AM must be signed in or have a parent note/email, and must obtain an office pass before entering class.

If taking your child early, parents must sign out any student through the school office. Students remain in their classrooms until the designated person arrives. Dismissal changes must be called into the school office ext. 3 or entered into Parent Locker no later than 3:15 pm Mon.-Thurs. and 12:15 pm Fri.

School Closings

If school is closed because of inclement weather, parents will be notified by text and email.

School Calendar

The school calendar, which should be retained for reference, contains all relevant dates of importance, i.e. school closing, conferences, special events etc. Please check our weekly newsletter for periodic updates and last-minute changes.

Davening

Davening is an important component of our school day. All students daven Shacharis at school. K-6 daven with their teachers in their classrooms. Boys in grades 7 and 8 are required to daven with a minyan prior to coming to school or may attend the school minyan. There is time to eat breakfast after the shachris minyan. Boys are encouraged to bring in cereal and the school provides milk.

Middle School boys and girls will daven Mincha at school.

Boys Minyan times are as follows:

Shachris: 7:15 am

Mincha: DST- 3:10 pm ST- 12:35 pm

Please contact Rabbi Scheinberg, Menahel, if attending a minyan is not viable.

Fathers are encouraged to join our daily minyanim.

Academics

Homework & Study Habits

Homework reinforces classroom learning and helps students develop responsibility and effective study habits. Students are expected to complete assignments on time and submit neat, quality work. Parents can support their child's success by encouraging consistent study habits, providing a quiet place to work, and communicating with the teacher if concerns arise.

Report Cards

Report cards are issued three times each school year and provide an overview of each student's academic progress.

Grading Scale: A: 90–100 | B: 80–89 | C: 70–79 | D: 60–69 | M: Modified Curriculum

Resource Room, OROT & Educational Testing

Politz Yeshiva & Bais Yaakov offers a comprehensive Learning Support Department and participates in the OROT Program to provide small-group instruction and accommodate different learning styles. When appropriate, instructional modifications will be discussed with parents and noted on the student's report card. Individual educational testing may be recommended to better understand a student's learning needs or assist with placement. With parental permission, the Learning Support Coordinator may conduct an initial screening and, if needed, recommend further evaluation. Parents with concerns about their child's progress should first contact their Rebbe, Morah, or teacher, who will guide them through the next steps, including referral to Mr. Dovid Schwartz, Learning Support Coordinator.

Social Skills

We are fortunate to have two social skills facilitators to help students with conflict resolution and to navigate social dynamics. Rabbi Eskenazi and Mrs. Esti Frank can be reached via email.

Student Records

The school maintains confidential student records that include academic progress, attendance, health information, assessment results, and other educational records. Access to student records is managed in accordance with applicable privacy laws and school policies

Library

The Yavne Library contains more than 8,000 volumes, including seforim, Judaic literature, general reading materials, and reference resources. Students are encouraged to use the library to support classroom learning and foster a lifelong love of reading. Library hours and borrowing procedures will be communicated by the school.

Student Expectations

Discipline & Student Conduct

The word *discipline* comes from the Latin word meaning "to learn." At Politz Yeshiva & Bais Yaakov, discipline is viewed as an opportunity to teach, guide, and help students develop Torah values, strong midos, derech eretz, and personal responsibility.

A positive learning environment depends on respectful behavior and consistent expectations. Classroom routines and school procedures are established at the beginning of the school year and reviewed during Orientation. We value our partnership with parents in helping students meet these expectations.

Basic Behavior Standards

Students are expected to:

- Treat everyone with respect and demonstrate proper derech eretz.
- Keep hands, feet, and objects to themselves.
- Follow school rules, including appropriate language, classroom procedures, and orderly behavior..
- Arrive at school on time and complete assignments by the deadlines set by teachers.
- Adhere to the uniform and technology policy
- Respect school property and the personal property of others. Students who intentionally damage school property will be responsible for restitution and may receive additional consequences.
- No gum chewing on school grounds.

If a student does not respond to teacher interventions when disruptive behaviors occur, the parent will be called to discuss a cooperative plan of action.

Suspension

The following behaviors while on school property, while waiting for school buses, or while on school trips are considered extreme infractions of the discipline code and may result in an immediate suspension:

- Damage to School Property
- Improper language
- Physical fighting
- Leaving school grounds
- Any other behavior deemed extremely inappropriate by the ראש המוסד or Menahel(es).

Open, two-sided conversations are the most effective tool in helping our children maximize their inherent gifts and abilities.

Technology Policy

Parents are encouraged to contact the ראש המוסד or any member of the הנהלה with any questions or concerns regarding technology.

Cell Phones and Smart Devices

Students may **not** bring cell phones, smart watches, smart devices, 24/6s, MP3 players, or any internet-enabled devices to school or on the school bus. Devices brought to school will be confiscated and returned only to a parent.

A student who receives permission from the ראש המוסד due to an extenuating circumstance may bring a basic cell phone, which must be left in the school office during the day and used only with prior approval. Smart phones, smart watches, iPhones, and all internet-enabled devices are never permitted.

Families who need a phone for after-school use are encouraged to consider a kosher phone and appropriate filtering. Information about TAG Philadelphia, Kosher Cell, and True-Talk UniPhone is available from the school office.

Computers and Internet

- School computers are filtered and may only be used under staff supervision.
- Students may not bring personal computers, laptops, tablets, iPads, iPods, or other electronic devices to school.
- Computers and internet-enabled devices used outside of school should be properly filtered and supervised by parents.

Uniform Policy

Boys Uniform Policy (K-8)

- Pants – long navy blue or black pants, straight legged or cuffed with or without pleats. No elastic at the ankle. Corduroy is permissible.
 - Light-colored variations of black and navy may not be worn. No denim in any color.
 - Boys through second grade may wear shorts in very warm weather.
- Shirts - Polo shirts with a collar and buttons part way down the front are permissible. Only solid colors are permissible. Shirts with stripes or other designs are not allowed except for Kindergarten.
- Sweatshirts – only solid navy blue or black sweatshirts. No writing or images are allowed on sweatshirts.
- Baseball caps or other hats may not be worn in the building at any time.
- Crocs, Natives or Floafers may not be worn.

Girls Uniform Policy (K-8)

- Skirts - only the jumper or skirts made available through our uniform vendor, Fraylich in Lakewood, NJ, may be worn. "Similar" uniforms are not permitted.
 - Grades K-5: pleated blue skirt made available through Fraylich.
 - Grades 6-8: pleated gray skirt made available through Fraylich.
- Shirts/Blouses – “Polo-style” shirts and Oxford blouses may be purchased at any store where they are sold.
 - Grades K-5: "Polo-style" shirts in light blue, navy, white, cranberry, or gray -no other colors are permitted.
 - Grades 6-8: Oxford style blouse in light blue or white -no other style of blouse or color is permitted.
 - Only white "shells" may be worn under the school uniform shirt.
- Sweatshirts/Sweaters – only school sweatshirts may be worn in the classroom.
- **Socks - knee socks or tights must be worn. Anklets and leggings are not permitted.**
- Hair - all girls with shoulder-length hair need to wear their hair pulled up and back.
- Crocs, Natives or Floafers may not be worn.
- Girls may not wear nail polish.
- Make up is not allowed.

We ask that parents make sure that their child(ren) are dressed in accordance with the school uniform code. Only with your cooperation can we maintain our high standards in all aspects of the school experience.

School Life

Tzedakah / Bringing Money to School

No money should be brought to school under any circumstances. In the event of a special collection or activity, parents will be able to pre-pay through the school's online resources.

Backpacks & School Preparation

Please check your child's backpack regularly to keep it organized and avoid unnecessary weight. Students are expected to come to school each day with completed homework, required supplies, and materials listed on the school supply list. Being prepared each day helps students succeed and make the most of their learning.

Siddurim

Kindergarten students and all new students in the lower grades receive a school Siddur. Replacement Siddurim may be purchased through the school office if lost or damaged.

Textbooks & School Property

General studies textbooks are provided by the school and remain the responsibility of the student. Books should be labeled on the inside cover and returned in good condition. Families are responsible for lost or damaged books.

Specialty Programs, Extra-Curricular Activities & School Trips

Throughout the school year, students participate in assemblies, special programs, and field trips that enrich the educational experience, reinforce classroom learning, and strengthen school spirit. Programs may focus on Yomim Tovim, midos, Eretz Yisroel, Jewish history, guest speakers, Rosh Chodesh celebrations, sports leagues, and school productions. Parents are encouraged to discuss these experiences with their children. Families will be notified in advance of all school trips, which take place during school hours under the supervision of teachers and staff.

Gym / Physical Education

Politz Yeshiva & Bais Yaakov has a complete gym program for both the Yeshiva and Bais Yaakov. Our instructors are state certified and have had extensive training. The program consists of calisthenics, sports, gross motor and fine motor development. Emphasis is placed on good sportsmanship as well as physical development.

Lunch

Students should bring a dairy or pareve lunch, a drink, and a refillable water bottle. If hot food is needed, it must be sent in a thermos, as the school cannot provide hot water. Fresh fruits

and vegetables are encouraged. Hot Lunches will be offered for purchase once a week. A link to sign up and pay will be provided.

School Wide Acceptable Certifications



If you have any questions about a specific product, please do not hesitate to call the school office.

Please Note: Politz Yeshiva & Bais Yaakov is a Nut-Free school. Several of our students have serious allergies. A life-threatening attack can sometimes be triggered by simply touching an item that has come into contact with peanuts. Sharing snacks or any food is NOT allowed at any time. Thank you for your cooperation.

Birthday Celebrations

Birthday celebrations are not held during the school day for grades 1–8. With approval from the ראש המוסד, a small birthday snack may be served after lunch. Kindergarten classes may hold a small in-school celebration with advance approval from the teacher. Birthday invitations may only be distributed at school if the entire class is invited. Home-prepared foods may not be brought to school. All celebrations should reflect the values of Politz Yeshiva & Bais Yaakov.

Parent Teacher Organization (PTO)

Our Parent Teacher Organization (PTO) supports student enrichment, school events, and fundraising throughout the year. We encourage every family to become involved. Please contact the PTO president for more information.

Lost & Found

Please label all sweaters, coats, yarmulkes, hats, gloves, and books! We encourage parents to go through the lost & found periodically.

Health & Safety

Health Forms & Immunizations

State law requires all students to have current immunization records on file before attending school. Pennsylvania also mandates the following health screenings:

- Kindergarten: Physical & Dental Exams
- Grade 3: Dental Exam
- Grade 6: Physical Exam & Scoliosis Screening
- Grade 7: Dental Exam, Scoliosis Screening, and required immunization updates

Failure to comply with state requirements may result in exclusion from school.

Indoor Recess After Illness

If a doctor recommends indoor recess, parents should send a note with their child. Students requiring indoor recess will be supervised in the office or another designated area.

Visitors

Parents and visitors are expected to dress in accordance with Orthodox Jewish standards while on school property.

For the safety of our students and staff, all visitors must report to the office, obtain a visitor's pass, and wear it while in the building. Visitors without a pass will be escorted from the premises.

Safety & Security

The safety and well-being of our students is a top priority. Security guards are on campus throughout the school day, and security cameras monitor the school grounds. Students and staff participate in programs that promote personal safety, bullying prevention, and positive social interactions.

Bullying

Politz Yeshiva & Bais Yaakov maintains a zero-tolerance policy for bullying, including intimidation, harassment, verbal or physical abuse, and intentional exclusion. Students who experience or witness bullying should report it to their Rebbe, Morah, teacher, Menahel, or Rabbi Engel. All reports will be investigated promptly.

Insurance

Students are covered for accidents occurring on school property, during school-sponsored trips, and while riding the school bus.

First Aid & Medications

Basic first aid is limited to cleaning and bandaging minor injuries. No medication, including Tylenol, will be administered without prior authorization.

- Prescription medications must be clearly labeled, accompanied by a doctor's note, and kept in the Nurse's Office.
- EpiPens and inhalers:
 - Under age 11: One kept in the classroom and one in the Nurse's Office.
 - Age 11 and older: Students may carry their EpiPen/inhaler or keep it in an approved classroom location. A second device must remain in the Nurse's Office.

Parents will be contacted in the event of an emergency. If a parent cannot be reached, the school will obtain appropriate emergency medical care and notify the child's physician whenever possible.

Emergency Drills

Students participate in regularly scheduled fire and lockdown drills under the supervision of local emergency personnel. These drills are taken seriously, and students are expected to follow all instructions. Failure to do so will be reported to the ראש המוסד.

EMAIL CONTACT LIST

- Head of School, Rabbi Dovid Engel – dengel@politzbyby.org
- Director of Operations, Mrs. Natalie Horowitz – nhorowitz@politzbyby.org
- Finance Coordinator, Mrs. Dina Schon – dschon@politzbyby.org
- Communications and Development, Miss Elianna Reiner – ereiner@politzbyby.org
- Office Manager, Miss Leah Reiner - office@politzbyby.org
- Learning Support Coordinator, Mr. Dovid Schwartz – dschwartz@politzbyby.org
- Tuitions Department – tuitions@politzbyby.org

Politz Yeshiva

- Menahel, Rabbi Herschel Scheinberg- menahel@politzbyby.org
- General Studies Principal, Rabbi Yoseif Meir Rich – yrich@politzbyby.org
- Masgiach Ruchani, Rabbi Yochanan Eskenazi – yeskenazi@politzbyby.org
- Administrative Assistant, Mrs. Rebecca Kosoff – rkosoff@politzbyby.org

Politz Bais Yaakov

- Menacheles, Mrs. Shayna Malka Zeffren – szeffren@politzbyby.org
- S'gan Menacheles, Mrs. Sushy Svei – ssvei@politzbyby.org
- Assistant to the Menacheles, Mrs. Rachel Ellen – rellen@politzbyby.org
- Social Skills Specialist, Mrs. Esti Frank – efrank@politzbyby.org

Politz Kindergarten

- Kindergarten Director, Mrs. Rachel Steinig – rsteinig@politzbyby.org