

# CAMP SHALOM HANDBOOK



2025

Addlestone Hebrew Academy  
1675 Raoul Wallenberg Blvd.  
Charleston SC 29407

Dear Parents and Guardians:

Thank you for choosing Camp Shalom this summer! Camp Shalom Charleston is a community-wide Jewish day camp designed for every camper. Camp Shalom offers two programs: **Camp Shalom Cubs**, for children aged 18 months to rising second grade, and **Mighty Lions Specialty Camps**, for third through rising seventh graders. Additionally, we've updated our camp structure to biweekly sessions, giving families greater flexibility and ensuring campers have ample time to immerse themselves in all the fun and excitement we have to offer. Our goal is to give children a safe, comfortable place to learn, and play.

Our summer camp program will offer students the opportunity to participate in a variety of immersive activities, where they will build new skills and have the chance to work with some outstanding organizations and professionals. Our programs provide students in every grade with opportunities to expand their horizons through the arts, athletics, culture, math, and science. The participants also continue to develop skills in the areas of communication, participation, fair play, and persistence as the different activities broaden the world around them.

This handbook has been prepared for your convenience and to offer you an insight into the Camp Shalom experience. It provides information on our policies and procedures, and will help to answer questions about our summer program. We ask that you keep this booklet in a handy place for easy reference.

Camp Shalom strives to provide an atmosphere where children can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us to make your child's time here at Camp Shalom beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time. If you have any questions about the content of this book, please feel free to email me at [info@campshalomcharleston.com](mailto:info@campshalomcharleston.com) or call me directly at 843-571-1105

Looking forward to an unforgettable summer!

Best regards,

Danielle Blake (Camp Shalom Director)

## **Addlestone Hebrew Academy**

### **Camp Shalom 2025**

#### **CAMP SHALOM CUBS**

Designed for young children 18 months through second grade that offers a nurturing and engaging environment where kids can explore, learn, and play while connecting with Jewish traditions and values. Campers enjoy thematic programming through age-appropriate activities like arts and crafts, music, storytelling, outdoor play, and games. With caring staff and a focus on fostering community, the camp provides a safe, joyful space where young children can grow and thrive in their Jewish identity.

Campers will be grouped according to their age and potty training needs (Tiny Tots(18m+), EC2 Yellow (24m+ Potty Training), EC2 Blue (24m+ Potty Training Track) EC3 (36m+ Fully Potty Trained), and EC4 (48m+) and all teacher to student ratios required by the Department of Social Services will be upheld on a daily basis. Campers in grades Kindergarten through rising 2nd grades will adhere to a rotational activity schedule compiled with a variety of academic, artistic, and athletic programs taught by both Addlestone's phenomenal teaching staff and a selection of Charleston's finest organizations.

#### **Hours:**

Full Day 8:30-4:00 (includes kosher lunch & 2 kosher snacks)

Half Day 8:30-12:30 (includes kosher lunch & 1 kosher snack)

#### **Session Dates & Themes**

Session 1: June 4-June 13

Theme: Under the Sea

Session 2: June 16-June 27

Theme: Magic & Fairy Tales

#### **Camp will not be in session June 30-July 4**

Session 3: July 7-July 18

Theme: Exploring Space

Session 4: July 21- August 1

Theme: Winter in July

## CAMPER ATTIRE

All campers will receive a camp t-shirt on their first day of camp to be worn at their discretion. All campers should dress appropriately for the weather and wear closed toed shoes each day.

## Things to Bring (All belongings must be labeled with your child's name)

- If your child is in diapers/pull ups, please be sure to send in at least 6 diapers/pull ups per day or a large pack of diapers/pull ups for the duration of their camp enrollment. Please also send in a pack or a large case of wipes with your child on the first day of camp. Should your child require or benefit from the use of diaper cream, please also include this in their backpack/ camp bag. Your child's teachers will notify you directly via the Tadpoles App if your child requires more diapers/pull ups and or wipes.
- 18 months through 4 years old should bring a blanket (sleeper) and pillow for nap time
- All campers should bring at least one complete change of clothing in a labeled zip lock each day. All campers should apply sunscreen and bug spray before attending camp each day.
- All campers should bring in a labeled water bottle each day.

## WATER DAY

Wednesday is a scheduled WATER day, the 18 months through 2 year olds will participate in water tables, splash pads, and pool time. 4 year olds through 2nd grade will have a chance to enjoy a different water slide by Jason's Jump castle each week.

All campers will need to wear a bathing suit and bring a towel every Wednesday for water play. If your child is in diapers/pull ups, please send in an appropriate water diaper(s) and have them come to camp wearing a diaper/ pull up.

## REST TIME

All children aged 18 months through 4 years old who stay until 3:30pm will either nap or rest after lunch. Each child (18m-4y) is provided a small, tri-fold plastic rest mat. Sleepers/blankets and pillows are sent home on Friday to be washed. Camp Shalom is not permitted to keep a child awake during nap time regardless of a parent request. Per the Regulations for Private and Public Child Care Centers, "Napping expectations and time periods shall be developmentally appropriate and withholding, forcing, or threatening to withhold or force food, sleep or toileting is prohibited."

## TOYS

Children should leave toys at home. Items may be brought for napping comfort. Neither the teacher nor the school can be responsible for items brought from home. It is the responsibility of the parent to enforce/support this policy by not allowing children to leave cars with toys in their possession.

## COMMUNICATION

Good communication allows our staff and parents to work together to make decisions about how to best support a child's development and learning and how to handle difficulties that arise. Parents' knowledge about their children is essential to our ongoing assessment and planning for each child. Early Childhood (18 months- 4 years old) parents will receive daily updates on their child's day, including learning activities, snack/meals, diapering, and snapshots from the camp day. You will receive an invite to the Tadpoles App. prior to your first day of Camp Shalom. The activity of your camper will also be recorded on a tracking sheet daily. Addlestone prepares a campwide announcement that is sent via email at the end of each session; it includes information about the camp activities.

## CAMP SHALOM LIONS

Designed for children in third through rising seventh grade, offering two exciting specialty camp sessions: **Theater Camp** and **Robotics Camp**.

### Hours:

8:30-4:00 (includes kosher lunch & 2 kosher snacks)

### Theater Camp: July 7-July 18

In this creative and immersive program, campers will dive into all aspects of theater production. They will collaborate to write an original play, design sets and costumes, learn staging and performance techniques, and bring their creative vision to life. At the end of the session, campers will proudly perform their original production for parents and fellow campers, showcasing their hard work and talent.

### Robotics Camp: July 21-August 1

Campers will step into the exciting world of STEM, exploring the fundamentals of engineering, programming, and problem-solving. Using cutting-edge robotics kits, they'll learn to design, build, and program robots to complete fun and challenging tasks. Campers will collaborate in teams to tackle real-world scenarios, enhancing critical thinking, creativity, and teamwork skills.

Both sessions integrate Jewish values, providing a fun, educational, and meaningful camp experience. A kosher lunch and snacks are provided daily, ensuring a delicious and inclusive dining experience. Both sessions integrate Jewish values, providing a fun, educational, and meaningful camp experience.

## LUNCH & SNACKS

Camp Shalom follows the national school lunch program with respect to nutritional guidelines and style of food service. A hot entrée is served daily with an option of a sandwich prepared on wheat bread. As each student's health is important, we strive to accommodate food allergies; please contact the Administration to discuss alternative preparations for your child's food allergy. The Camp Shalom lunch program and all elementary classrooms are nut sensitive. All EC classrooms are nut free. Sun butter sandwiches will be available. Questions can be directed to the school's lunch program coordinator, Operations Director, or to the Administration. ALL allergies will be noted and accommodated by our school chef.

- Students 18 months through 4 years old will receive their lunch in their specific classroom.
- Students in grades K-7th will eat lunch in the cafeteria.

## CAMPUS KOSHER POLICY/BIRTHDAY CELEBRATIONS

Camp Shalom is a kosher campus under the supervision of the Rabbi of Brith Sholom Beth Israel Synagogue (BSBI). We are proud to be a kosher camp and strive to maintain a healthy, inclusive environment for all our campers. To align with our values and promote wellness, we kindly ask families to avoid bringing outside food or treats for birthday celebrations. If you'd like to send something to the class to celebrate your child's birthday, we recommend non-food items such as stickers, bubbles, small toys like finger puppets, pencils, erasers, or crayons, etc. These thoughtful alternatives help us create joyful and meaningful celebrations for every camper.

## SIGN-IN/SIGN-OUT

All campers will be added to their specific Camp Shalom roster and their designated teaching staff will record the child's attendance using a tracking role. Campers will be dropped off and picked up at the front of the school building during carpool service. Camp Shalom staff will meet you at your car to retrieve your child/ren. Please do NOT exit your vehicle during morning/ afternoon drop off/ pick up to help alleviate the traffic in the carpool line. Campers will need to be dropped off between 8:30-9:00am and picked up between 3:30-4:00pm. Camp Shalom is staffed only for the hours of operation. All late pick ups will result in additional late fees.

## CARPOOL

Camp Shalom morning carpool service will run from 8:30-9:00am and afternoon carpool service will run from 3:30-4:00pm. For safety reasons, the school must be notified in advance in writing by note or email by 3:00pm of any changes to carpool or other pick-up arrangements. No child will be allowed to go home with anyone other than his/her regular carpool if the school has not been duly notified of the change. This requires a note or email notification; verbal messages at the classroom door or to the staff member on carpool duty are not acceptable and will not be honored.

**Each camp parent will receive a Camp Shalom car tag via mail prior to their first day of camp. Camp Shalom car tags must be displayed on your car's rear view mirror at all times while on campus.**

Cars are NOT permitted to park against the curb in front of the school at any time. No car is to be left running if unmanned at any time. Children of any age are never to be left in a standing car without an adult present. Staff members are not permitted to seatbelt children in their cars. This is a security and liability issue. A parent or adult passenger/driver should be prepared to buckle each child riding in the car.

All persons are required to present a picture ID prior to being issued a guest pass to enter the building. Drivers unfamiliar to staff should be prepared to show a picture ID.

### LATE CARPOOL PICKUP

Any child not picked up from the carpool by 4:00 pm will be billed for extended day fees. This is to ensure that all children are accounted for and supervised at all times. All late pick-ups will generate a fee (per child) of \$25.00. Consistent late pick-up can disrupt camp operations and may result in your child being unable to continue attending camp.

### AUTHORIZED PICK-UP

Any person authorized to pick up a child must be listed on the emergency card. It is your responsibility to keep this list current. If an adult or other authorized person comes to pick up a child and the staff member does not know the person, the staff member may ask to see identification. Should you need to make other arrangements for your child's pick up on a particular day, you must send a written note with your child and or email/ call the director at least 24 hours in advance. Camp Shalom staff reserves the right to contact you by phone to verify the note before releasing your child to the person indicated.

### CANCELLATION POLICY

As a nonprofit organization, Camp Shalom carefully allocates resources to ensure a successful program for all campers. While we understand that plans can change, our refund policy reflects the commitments already made to staff, materials, and programming. We appreciate your understanding and support in helping us sustain our mission.

**Cancellations Made Before May 21, 2025:** Full refunds will be issued for cancellations made before May 16, 2025.

**Cancellations Made After May 21, 2025:** Any cancellations made after this date will result in the loss of the entire amount paid.

**Cancellations Due to Illness or Emergency:** In cases of illness or family emergencies, cancellations will be reviewed on a case-by-case basis, and a prorated refund may be offered with proper documentation.

**No Refunds for No-Shows or Mid-Session Withdrawals:** Refunds will not be granted for missed days or if a camper withdraws mid-session.

**Changes to Sessions:** Requests to switch sessions are subject to availability and may incur an administrative fee.

## WITHDRAWAL/TERMINATION

Camp Shalom reserves the right to request the withdrawal of a student/ family should the behavior of the student or family members conflict with the school's code of conduct and or the behavior/ discipline policy.

If parents wish to withdraw their child from Camp Shalom, they should notify the Director. If a parent withdraws a child by choice, they will not be eligible to receive a refund for any remaining weeks.

If Camp Shalom recommends or requests the withdrawal for disciplinary reasons, the parents will be required to pay the tuition for all selected weeks.

## ENROLLMENT

As of May 21, 2025 all rosters will have been completed and no decreases in camper enrollment will be made available. All requested increases in camper enrollment will be based on availability. After May 21st, no refunds will be made available.

## HEALTH & WELLNESS GUIDELINES

Our program cannot keep and care for actively sick children. No child with fever or signs of infectious disease will be admitted or retained. The office will call you if your child becomes ill during the day (fever, vomiting, etc.).

Please alert your child's teacher if he/she is taking any medication that may affect school performance.

Certain illnesses may necessitate the temporary removal of your child from school. Children will be checked for health status, and if the staff determines the following conditions exist, the parent(s) will be contacted to pick up their child immediately:

- **Elevated Temperature**

A temperature of one hundred (100.4) degrees Fahrenheit necessitates exclusion from school. The student may return to school when their temperature remains normal for 24 hours without the aid of a fever-reducing medicine such as Tylenol or Advil.

- **Rash with Fever**

Rashes with a fever require absence from school.

- **Congestion and Discharge**

Ear and nose discharge with a fever are considered grounds for school absence. Bleeding from the ear (even without a fever) will be reported to the parent(s) immediately.

- **Vomiting/and or diarrhea**

If a child has been vomiting or had diarrhea at home, he/she should not be sent to school. If vomiting or diarrhea occurs at school, the child will need to be taken home. The student may return to school after vomiting or diarrhea has ceased for 24 hours.



- **Skin Infections/Lesions**

Children with scabies, ringworm, impetigo, or pinworm will not be permitted to be in school until they have been treated for 24 hours. If a child has a skin lesion that is not considered contagious and is verified as non-contagious in writing by the student's physician, and if the lesion is adequately dressed to prevent drainage while the child is at school, the child's attendance will be permitted. Staff will not change dressings of this nature. Parent(s) will be notified if the dressing becomes saturated and drainage occurs.

- **Head Lice**

Head lice occur from time to time at school. This in no way reflects unclean habits but rather contact with another person or materials that have live lice or eggs. The American Academy of Pediatrics recommends children be excluded from school until after the first treatment. On readmission, a child must bring the label from the shampoo used. Children will not be readmitted to class until they are nit-free.

## **RETURN TO SCHOOL AFTER ILLNESS, INJURY OR SURGERY**

A written statement of good health from a doctor will be required to return to school when:

- A child has had a diagnosed communicable disease (strep throat, pink eye, pin worms, impetigo, etc.). We do not require a statement that the child has had chicken pox, but we will do a visual check to make sure that all pox are dried.
- A child has undergone surgery or been hospitalized.
- A child has an injury that limits his or her full participation in all school activities.

## **COMMUNICABLE DISEASES (OTHER THAN THE ABOVE MENTIONED)**

Any child who is suspected of having a communicable disease or who develops signs and symptoms which include, but are not limited to, any of the following will be removed from the classroom: fever, diarrhea, rash, pink eye, skin infections, hepatitis A, salmonella (food poisoning), shigella, measles, mumps, chicken pox, rubella, pertussis, polio, Hemophilus, influenza type B, and meningococcal meningitis. We will notify the parents of the child and ask that they pick him/her up as soon as possible. The child will not be allowed to return to the school until he/she is no longer contagious.

Parents are notified in writing whenever a communicable disease is reported at school. Notices are sent to parents of the affected classes.

## **NOTIFICATION OF COMMUNICABLE DISEASES**

Any child who is suspected of having a communicable disease or who develops signs and symptoms which include, but are not limited to, any of the following will be removed from the classroom: fever, diarrhea, rash, pink eye, skin infections, hepatitis A, salmonella (food poisoning), shigella, measles, mumps, chicken pox, rubella, pertussis, polio, Hemophilus, influenza type B, and meningococcal meningitis. We will notify the parents of the child and ask that they pick him/her up as soon as possible. The child will not be allowed to return to the school until he/she is no longer contagious.

Parents are notified in writing whenever a communicable disease is reported at school. Notices are sent to parents of the affected classes.

## IMMUNIZATION

To comply with State laws regarding immunizations, our school requires all children new to Addlestone or entering our regular program to submit the official State of South Carolina "Certificate of Immunization" signed by a doctor, the Health Department, or military clinic. Make sure you ask your doctor for a "Certificate of Immunization." Without this form properly completed, your child cannot attend our school. Immunizations are required to be on file the first day of school. The following vaccinations are required of each student:

- Four (4) doses of any combination of DTP, DT, DTP-Hib, DTaP, or Td vaccine with at least one (1) dose received on or after the fourth birthday. Tdap booster required before seventh grade.
- Three (3) doses of any combination of oral or inactivated polio vaccine with at least one (1) dose received on or after the fourth birthday.
- Current, age-appropriate Hib vaccination according to the currently published immunization schedule. For children 15-59 months of age who have not yet completed age-appropriate Hib vaccination, one (1) dose of Hib vaccine at or after 15 months of age is required. Hib vaccine is not required for children 5 years of age and older.
- One (1) dose of MMR (measles, mumps, and rubella) vaccine received on or after the first birthday.
- Two (2) doses of Hepatitis A vaccine with both doses received on or after the first birthday and separated by at least 6 months for any child born on or after January 1, 2019. Vaccine series must be started by 18 months of age.
- Three (3) doses of Hepatitis B vaccine with the third dose received  $\geq$  24 weeks of age and at Least 16 weeks after the first dose.
- One (1) dose of varicella vaccine (chicken pox) on or after the first birthday or positive history of disease for all children admitted to kindergarten, first, second, third, and fourth grades.
- Current, age-appropriate pneumococcal vaccination according to the currently published immunization schedule. For children aged 24-59 months who have not yet completed any age appropriate pneumococcal vaccination, one (1) dose of PCV13 on or after the 2nd birthday is required. Pneumococcal vaccine is not required for children 5 years of age and older. If your family has elected not to immunize your child, we must have a valid South Carolina Exemption Form on file. Exemption Forms are available from any SC County Health Department.

All immunizations are to be current. If a child's immunization records have expired, the child will not be permitted to attend school. Should your child's immunization record approach its expiration date, our front desk will contact you to update you on this information and we will require an updated copy upon completion prior to the expiration date.

## MEDICATION POLICY

Camp Shalom follows the SC State and DHEC Laws. Over the counter (OTC) and prescription medications can be administered by the office staff if needed, but such medications must be provided by the parent or legal guardian. A parent's signed authorization is required for all OTC medicines; a doctor's signed authorization is required for all prescription medications.

The school has Benadryl available for emergencies. We will contact you before we give your child the medication.

A. Medication must be in its original prescription bottle or packaging with the correct, up-to-date dosage on the bottle. If the doctor changes the dosage, he/she must change the prescription or provide a note on the physician's letterhead with new directions and an original signature. The prescription must be written for the child to whom it is to be given.

B. WE CANNOT ADMINISTER MEDICATION AT SCHOOL UNDER THE FOLLOWING CIRCUMSTANCES: If it is sent in a baggie or container other than the original packaging. (This includes any over the counter medications such as cough drops.) If a parent or legal guardian fails to send in a signed release form.

## HAND WASHING

Hand washing is our #1 defense against the spread of illness in the early childhood setting. We teach the hand washing steps as directed by the Department of Health and follow the NAEYC guidelines for the times that this washing is to be done. We encourage parents to teach/use the same procedure at home to aid the children in internalizing this process.

Children and adults must wash their hands:

- On arrival for the day
- After diapering or using the toilet
- After handling bodily fluids (blowing nose, coughing, etc.)
- Before meals and snacks
- After water play involving two or more persons
- While moving from one group to another

Adults must also wash their hands:

- Before and after administering medications
- After assisting children with toileting/diapers
- After handling garbage or cleaning

## HEALTH AND SAFETY

Addlestone (Camp Shalom) strives to maintain a healthy and safe learning environment for its children, staff, and families. Written lunch and snack menus are posted in the school/ classrooms.

All EC and office staff are trained in and maintain certification in Pediatric CPR and First Aid. Each classroom is equipped with a first aid kit which is routinely checked and restocked. Our entire staff receives annual Blood Borne Pathogen training and is familiar with procedures for standard precautions.

Our campus is designated a NO SMOKING ZONE.

Our students have daily outdoor activities, weather permitting (see Outdoor Activities).

We follow the diapering procedures as outlined in the NAEYC publication entitled “Keeping Healthy” adapted from Healthy Young Children: A Manual for Programs. Staff use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use. The child’s health care provider must document the medical reason and this documentation must be provided to the school for our records.

Precautions are taken to ensure that communal water play does not spread infection.

Routine maintenance - cleaning and sanitizing - follows the NAEYC Cleaning and Sanitation Frequency Tables and is monitored daily by checklist.

Air filters, fire alarms, fire extinguishers, and carbon monoxide detectors are routinely checked.

Equipment and materials are managed with health in mind; for example, toys mouthed by children are set out of reach until sanitized.

Animals/Pets are not allowed in the EC classrooms.

## EMERGENCY PROCEDURES

Addlestone Hebrew Academy staff members are certified in CPR and First Aid. Staff will file an incident report when first aid has been administered. Parents will get a copy of the form. A paper copy is filed in the child’s folder. Minor accidents such as cuts and scrapes will be cleaned with soap and water and covered with a bandage. Bruises and bumps will be treated with ice packs. If an accident occurs that requires immediate medical care, the child will be taken to the requested hospital or to the closest hospital if not specified by the parent and always accompanied by a staff member. Every effort will be made to contact a parent or guardian in such emergencies. In the case when a parent or guardian cannot be contacted, the staff will contact people on the child’s emergency contact list.

## EMERGENCY CONTACTS

It is important that student information forms be completed carefully, with special care given to the listing of allergies, physicians’ telephone numbers, and the numbers of those persons to be contacted in case of an emergency. Should a child become ill while at school, we will contact the parents immediately. If neither parent can be reached, we will call the alternate telephone number(s) provided by you.

## EMERGENCY DRILLS

Emergency drills—including fire, tornado, earthquake, and lockdown—are held at school periodically. Fire drills are scheduled monthly per DSS regulations.

## EMERGENCY TRANSPORT of STUDENTS

When a child's health requires immediate medical attention, the following steps will be followed:

- Call 911 to request immediate assistance (if deemed necessary by administrator)
- Call the parents; if not available, then the emergency contact person
- Gather appropriate medical information/paperwork to carry

An administrator or appointed staff person will accompany the child in the ambulance, if permitted, or will follow by car to the hospital. This school representative will remain with the child until the parents or emergency contact arrive and are briefed.

## CONFIDENTIALITY

Confidentiality concerning children is of utmost importance. Please do NOT discuss your child with teachers at drop-off/pickup or in the halls at school where others are present.

Parents present in the building as volunteers or guests are also expected to respect the confidentiality of children and families by not relaying situations/problems they observe to others.

All parent volunteers or substitutes will need to sign an AHA confidentiality agreement.

## LOST AND FOUND

Please label your child's clothing, towels, water bottles, especially jackets and backpacks. Lost items are kept in the office. Please check for lost items frequently, as our storage space is limited. Unclaimed items will be donated to charity several times throughout the school year. Please help reduce the possibility of lost items by not sending in home toys, other than a lovey for napping children.

Lost items are rarely an issue when clothing is marked with children's names.

## TELEPHONE & CELL PHONES

Students are only permitted to use the office phone in an emergency. Parents are requested to make all necessary arrangements before students leave for school.

Students may not use cell phones during school hours. Cell phones and or Smart watches, if needed, should be kept in a locker or backpack, and must not be brought to class. Cell phones must be turned off while in school until after dismissal.

## VISITORS

**We welcome all visitors to our school. For the safety of our students and the continuity of our academic program:**

- All visitors (including parents and volunteers) are required to obtain a visitor's pass from the front desk after providing a photo ID.
- All Visitors must have a visitor car tag.
- All visitors must always display the visitor's pass while in the building
- No parent or other visitor is allowed to enter a classroom without first obtaining permission from the office
- To minimize emotional responses from children no parents or other visitor may walk their child to the classroom
- Parents visiting the school can never use it as an opportunity to engage in an unplanned conference
- Per DSS requirements parents must be escorted to classrooms
- To minimize disruptions, we request that all messages or items for students be brought to the office and not sent or delivered directly to the classroom

## BEHAVIOR EXPECTATIONS

Children explore a variety of behaviors as a form of communication and play interactions. This is developmentally appropriate. Our faculty guides children in selecting appropriate choices. Habitual behaviors such as biting, hitting, slapping, kicking and or any inappropriate physical contact are a safety concern and will not be tolerated. While these behaviors are usually part of normal development for young children, when they are habitual, they become a concern for the welfare of other children in the classroom. Please refer to our school code of conduct below.

When a child displays inappropriate behavior that affects another child (such as biting), each parent will be contacted and an incident report will be sent home with both parties. If a child habitually displays this type of unacceptable behavior, the parent will be contacted immediately and invited to a conference with the administration. If this behavior continues after conferencing, intervention methods, etc. the administration will decide in regard to the child's continued enrollment at Camp Shalom.

**Biting Protocol:** Should a child habitually bite in their classroom, the child will be placed on Biting watch. Any child who bites consistently and has two bites within a day, will be asked to leave for the remainder of their camp day. Should a camper be sent home more than 3 days for biting in a week, the child will not be able to complete the remaining camp session. Should a camper bite 6 times over the course of two weeks, the camper will be considered for an early withdrawal from the program. Camp Shalom will do its best to reinforce positive behavior choices and offer biting redirection for the overall success of each camper. But, our overall goal is the safety and well being of all of our campers.

## STUDENT CODE of CONDUCT

It is the goal of Camp Shalom to assist its students in learning those values that are the foundation of a strong character and of a responsible citizen. Students enrolled in Camp Shalom will be expected to follow the regular AHA code of behavior and school rules, and are expected to maintain responsible behaviors as a condition of continued service.

# Code of Conduct

## BEHAVIOR EXPECTATIONS

Addlestone Hebrew Academy seeks to maintain an EFFECTIVE and APPROPRIATE policy of discipline in all aspects of school life.

Classroom management procedures will be followed before students are referred to the office unless a major infraction occurs. Once a major infraction has occurred, the classroom management plan is bypassed. In such a case, the student will be directly referred to the office with a referral slip. Major infractions can be classified into the following two categories of severity:

### Level I - Immediate Expulsion

Addlestone has a zero-tolerance policy with respect to weapons or drugs.

Any student found with weapons or drugs will be subject to Immediate Expulsion.

### Level II - Faculty and Administrator Intervention

The following infractions may warrant Faculty and/or Administrator Intervention. Depending on the severity of the incident, the student may be referred to the Head of School.

- Fighting
- Disrespect
- Foul Language
- Classroom Disruption
- Lying
- Stealing
- Bullying (including cyberbullying)
- Sexual Harassment

Parental behavior may also affect your child's ability to attend Camp Shalom. Administrators may use their discretion to skip steps when necessary.

## ADMINISTRATIVE STEPS AFTER FACULTY AND ADMINISTRATOR INTERVENTION

Reinforcement of positive behavior is part of the culture of Addlestone. Consequences occur for inappropriate behavior, especially that which harms another student. Violence is not acceptable anywhere on our campus.

Consequences are consistent with the severity of the student behavior. Teachers and administrators may use their discretion to skip steps when necessary. The first step is a warning from a teacher or an administrator. After this, second step consequences may be detention, parent conference with an Administrator, being sent home, suspension, or expulsion (if the incident is extremely serious). As an educational institution, we integrate behavior expectations into every class and activity. Through modeling, discussions, curriculum, and our parent partners, we help children develop middot (good character traits). To that end, "Second Step" is part of our relationship-building curriculum from Kindergarten through 5<sup>th</sup> grade. We understand that all of us make mistakes. However, we take habitual inappropriate behavior that is harmful to other children seriously and will impose consequences fitting the behavior.

## HARASSMENT/ABUSE

\*All suspected issues of child abuse/neglect by families, staff, volunteers, or others will be reported to the appropriate local agencies. Confidentiality surrounds these issues.

Harassment: Addlestone Hebrew Academy is committed to providing an environment free of harassment of any kind. Sexual harassment and harassment based on gender, age, race, color, religion, national origin, or disability are prohibited by law and are contradictory to the school's acceptable behavior policies.

Inherent in Addlestone's belief in the worth of the individual, as stated in the school's philosophy, is the principle that every individual is due appropriate respect and freedom from harassment. Harassment may be considered sexual or nonsexual in nature as set forth below.

Sexual Harassment: Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Undesired physical contact, repeated unwelcome requests for social engagements, and questions or comments about sexual behavior or preference are included in this definition. Sexual harassment is prohibited by school policy and may be the subject of an action under state and/or federal law when the behavior is directed to an individual because of his or her gender and (1) submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or otherwise full participation in school life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance; or (3) such conduct has the purpose or effect of unreasonably interfering with a person's academic or job performance or creating a sexually intimidating, hostile, or offensive educational or working environment.



The above definitions will be interpreted and applied by the school administration, consistent with accepted standards of mature behavior. It is important to recognize, however, that society's mores are rapidly changing with respect to what is considered verbal sexual harassment. Women and men are becoming sensitive to comments that can be interpreted sexually. Such harassment is especially inappropriate coming from a perceived superior (e.g., employer or manager to employee, teacher to student, older student to significantly younger student).

Nonsexual Harassment: Protected Status and Other Harassment: Nonsexual harassment includes conduct that has the purpose or effect of unreasonably interfering with a person's academic or job performance or creating an intimidating, hostile, or offensive educational or working environment on the basis of a person's protected status other than sex, i.e., race, age, color, religion, national origin, and/or disability. Such harassment may also be based upon gender, despite lack of sexual advances. For Addlestone's purposes, nonsexual harassment may also be defined as any behavior that threatens a person's safety and any behavior, either verbal or nonverbal, which, on a RECURRING basis, traumatizes the individual to a point that the individual's performance is significantly affected.

Abuse: Addlestone is committed to the prevention of any form of abuse, including physical, sexual, or psychological abuse. For Addlestone's purposes, the term "abuse" can refer to any incident where any individual, adult or child, engages in conduct that harms or substantially threatens the physical, sexual, or psychological well-being of any student. Such abuse can be subdivided into three areas:

Physical abuse: non-accidental physical injury and/or extreme and/or repeated failure on the part of the caretaker to meet the child's physical needs; Psychological abuse: extreme and/or repeated conduct, which is inhumane or otherwise unconscionable;

Sexual abuse: sexual involvement between a child and faculty or staff member who has greater knowledge, authority, power, or resources.

Reporting Duties for Harassment/Abuse or Neglect: Any student or employee who believes that the actions or words of a faculty member, administrator, supervisor, (another) employee, (another) student, or a non-employee constitute discrimination, harassment, or abuse toward himself or anyone else has a responsibility to report the situation immediately and thereafter submit a written description to the Head of School or appropriate administrator.

Discipline for Harassment and/or Abuse:

*Complaints Involving Students:* The school, in its discretion, may suspend any student it suspects of harassment or abuse as defined herein. The school and/or appropriate law enforcement agencies will promptly investigate the circumstances. Following investigation of any complaint of harassment or abuse by a student, a written report will be placed in a confidential file for review by the Head of School or her designee. Any student determined by investigation and in the sole discretion of Addlestone Hebrew Academy to be guilty of any form of abuse will be subject to discipline, up to and including immediate expulsion.

**Complaints Involving School Employees:** The school, in its sole discretion, may suspend (with or without pay) any school employee accused or suspected of abuse or harassment as defined herein. Any school employee who engages in abuse or harassment will be subject to discipline, up to and including immediate termination. The circumstances will be promptly investigated by the Head of School and/or appropriate law enforcement agencies.

**Investigation of Sexual Harassment, Harassment Based Upon Protected Status, and/or School Related Abuse Complaints Involving Students, Faculty, Staff, and Administrators:** A written complaint of alleged sexual/protected status harassment or school related abuse, with all appropriate times, places, and dates, must be submitted to the appropriate administrator, or rabbi, who will forward the information to the Head of School. The school will promptly conduct an appropriate investigation of any allegations of abuse, sexual harassment, or harassment of a similarly offensive nature based on protected status, including gender, age, race, color, religion, national origin, and disability. Upon receipt of the report, the Head of School will notify the individual charged and/or the parents, if a student is involved, that a complaint has been lodged. The Head of School will appoint a member of the faculty or staff to investigate and document the events specific to the charges. Upon receipt of the documentation from the appointee, the case will be submitted to an *ad hoc* committee of the Head of School, comprised of designated staff, the Chair of the School's Board of Trustees, and a member of the Board appointed by the Chair. The findings of the committee and recommendations for appropriate action will be presented to the Head of School, who will make the final decision.

Retaliation against any student or employee for filing a complaint or participating in an investigation is strictly prohibited. However, if, after investigating any complaint of harassment or unlawful discrimination, Addlestone Hebrew Academy determines that a student or employee has intentionally provided false information regarding the complaint, disciplinary action may be taken against the individual who gave false information.

**Communication With Parties Involved:** Employees and/or students are expected to cooperate in any investigation. Information provided will be kept as confidential as possible in keeping with a thorough investigation. The resolution of each complaint will be communicated to the parties involved. Once a complaint of abuse or harassment has been filed, the Head of School or their designee will keep the accuser, the accused, the reporting party, and Board Chair informed as the investigation and decision processes unfold. When the situation is resolved, the Head of School or their designee will inform the accuser, accused, reporting party, and Board Chair of the resolution and the basis for the resolution. The Head of School or their designee may also keep other concerned parties informed.

**Investigation of other harassment complaints involving Students, Faculty, Staff, and Administrators is as follows:** A written complaint of any other alleged harassment with all appropriate times, places, and dates must be submitted in writing to the appropriate administrator or counselor, who will notify the Head of School. The Head of School will notify the individual or the parents if a student is involved, that a complaint has been lodged. The Head of School will convene a Discipline Committee with the addition of a community rabbi. The expanded Committee will be responsible for hearing all relevant information about the charges and will document the testimony given by all involved parties. The Committee, after the hearing, will submit the findings and any recommendation for appropriate action to the Head of School, who will make the final decision.

# MISSION STATEMENT & CORE VALUES

## MISSION STATEMENT

Addlestone Hebrew Academy is a community of leaders and thinkers. Our day school provides an engaging and challenging education in General and Judaic Studies. Students achieve standards of excellence in a nurturing environment that embodies the richness of Jewish life.

## CORE VALUES

### ACADEMIC EXCELLENCE

Through engagement and challenge, through collaboration and relationship-building with staff and peers, students are encouraged to develop their highest potentials and a life-long love of learning.

### DEVELOPMENT OF THE WHOLE CHILD

According to King Solomon, we must “teach every child according to their way”. Cognitive, emotional, social, spiritual, and physical development necessitate thoughtful framing of Addlestone’s methodology and pedagogy.

### IMMERSION INTO JUDAISM

More than just a religion, Judaism encompasses language, culture, way of life, and community. Addlestone students strive to achieve proficiency in Hebrew and a Jewish identity, connecting them to their history, the Jewish people, the land of Israel, and their future.

### LOVE OF TORAH AND PRAYER

Studying and understanding history through Jewish texts and the land of Israel has great relevance to modern life. Addlestone supports the building of personal and significant relationships to G-d and *b’nei adam* (fellow humans) through prayer and *middot* (character).

### DERECH ERETZ

Ethical behavior is the core of Jewish teachings. From the concrete *tzedakah* projects to service learning and the insertion of values into every aspect of school life, Addlestone students are taught to increase their thoughtfulness about their behavior and awareness of the feelings of others.

### RESPECT FOR DIVERSITY (*AM ECHAD*)

Addlestone Hebrew Academy respects the diversity of the Jewish community’s backgrounds, beliefs, and practices. The school takes great pride in offering a space where diverse Jewish families can collaborate, socialize, and learn together in an embracing environment that focuses on common ground.







