

**CHARLOTTE ROHR
MIDDLE SCHOOL**



**PARENT-STUDENT
HANDBOOK
2020-2021/5780-5781**

MISSION STATEMENT

Through the light of Torah and academic excellence the Hebrew Academy inspires each and every child to improve the world.



Charlotte Rohr Middle School

Dear Parents and Students,

We look forward to partnering with you to ensure a successful and enjoyable school year. A key to achieving this goal is in understanding school guidelines and expectations. Please review this handbook carefully. We appreciate your cooperation!

ADMINISTRATION

Rabbi Shaye Guttenberg

Head of School

Rabbi Avi Bossewitch

Dean of Education

Mrs. Andrea Lucero

Middle School Principal

Mrs. Norma Reiz

Administrative Assistant

Office Telephone Number - (305) 532-6421

Office Fax Number - (305) 531-5480

School Testing Code – 101-116

www.hebrewacademymiami.org

School Accreditation: The Rabbi Alexander S. Gross Hebrew Academy is accredited by the Southern Association of Colleges and Schools (SACS) and is a participating member of the Center for the Advancement of Jewish Education (CAJE). The Hebrew Academy is a participating member of National Council of Torah Umesorah Day Schools, and the Dade Association of Academic Non-Public Schools (DAANS). The Hebrew Academy is also accredited by the National Association of Education for Young Children (NAEYC), the Institute for University –School Partnership, and the Greater Miami Jewish Federation. This Board is an affiliate of the Orthodox Board of License of the JESNA. The RASG Hebrew Academy is an active participant in the Partnership for Excellence in Jewish Education (PEJE), the Florida High School Athletic Association (FHSA), and the Independent Schools of South Florida (ISSF). The Academy requires that all General Studies teachers be certified by the Florida Department of Education and that all Judaic Studies teachers be licensed by the Greater Miami Board of License for the State of Florida. The R.A.S.G. Hebrew Academy admits students of any race, color or national/ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national/ethnic origin in administration of its educational policies, admissions policies, scholarships of any kind and any athletic and other school administered programs.

Our Mission

Through the light of Torah and academic excellence, the Hebrew Academy inspires each and every child to improve the world.

Our Philosophy

Beginning with our youngest students, the Hebrew Academy endeavors to instill a lifelong love of Torah, Israel, and the Jewish people. With a curriculum based on cognitive, spiritual and social growth, the school strives to develop students who will be proud, knowledgeable, contributing members of the Jewish community and the larger society. The Hebrew Academy takes great pride in its strong track record of placing its graduates into the finest universities and Yeshivot around the world. Our highly dedicated administrators and teachers provide the students with a profoundly meaningful Orthodox Jewish education along with a rigorous college preparatory program.

The school is known and cherished for its warm family atmosphere. Hebrew Academy students build a safe learning relationship with their teachers who both challenge and nurture their young minds while attaining mutual respect infused with *derech eretz*. Our older students continue to expand their awareness of the world around them through our community service program.

Hebrew Academy students exercise their minds and bodies by participating in physical education classes, competitive sports, classes in the arts, technology, social responsibility and entrepreneurship, along with a wide array of extracurricular activities. Our belief is that all students have the ability to shine with exposure to diverse experiences throughout the school year. The Hebrew Academy views their students holistically and endeavors to help each child reach their utmost potential.

Our History

Founded in 1947, the Hebrew Academy was the first Jewish Day School established south of Baltimore. From its original enrollment of just six students, our Early Childhood through 12th grade campus has grown to almost six hundred students, who benefit from a full range of religious, academic, cultural and athletic programs. Along with our impressive growth, we are proud to offer the same personal, individualized attention as our first six students received. Each student is cherished in an atmosphere that nurtures and sparks commitment to both Judaic and general studies.

The school's founder -- Rabbi Alexander S. Gross ob"m -- created the Hebrew Academy as a revered house of learning. The Jewish community is justly proud of our school, which has evolved into a nationally-respected institution and a pillar of strength in the South Florida area. The Hebrew Academy is fully accredited by the Southern Association of Colleges and Schools (SACS).

Our Qualities

Academic rigor, Jewish values and traditions, leveled learning, in-depth critical thinking, innovative integrated curriculum, courses in the arts and technology, physical education, community service, a nurturing and safe environment, competitive sports and extracurricular activities, are all part and parcel of the Hebrew Academy experience.

TABLE OF CONTENTS

Hebrew Academy School Policies

Attendance.....	5
Attendance Policy.....	6
Tardiness.....	6
Academic Standards.....	6
Course Placement and Groupings.....	6
Grading Scale.....	7
Parent/Students Portal and Homework	9
Test Schedule.....	8
Making Up Tests.....	8
Semester Exams.....	8
Failures.....	9
Athletic Program.....	10
Care for School Property.....	11
Communication between School and Home.....	11
Community Service.....	12
Uniform Policy.....	13
Device Policy.....	13
Discipline.....	16
Harassment/Bullying.....	19
Inspection Policy.....	20
Substance Abuse Form.....	20
Fire Drills/Lockdown.....	21
Health.....	21
Inclement Weather Policy.....	22
Kashrut.....	23
Off-property Trip Policies.....	23
Personal Property.....	26
Release and Consent Forms.....	26

HEBREW ACADEMY POLICIES GRADES 6-8

Daily Schedule

Monday – Thursday: 7:50 AM - 3:50 PM

Friday: 7:50 AM- 2:30 PM

Short Fridays: 7:50 AM - 1:30PM

The Academy is responsible for the safety of the students in **grades 6-8** from 7:30 A.M. until 4:20 P.M. Monday through Thursday and 2:45/1:30 PM on Friday. Students in grades 6-8 arriving at 7:30 AM will be required to go to the “early care area” in front of the cafeteria until 7:45 A.M. On special activity days or field trips, the Academy is not responsible for the students 15 minutes after the activity ends.

Attendance Policy

Every school day is important for the continuity of our students' education. **In recognition of the fact that there may be valid reasons for an individual student missing school, and to avoid confusing the situation of which absences are excused and which are unexcused, a blanket allowance of 6 absences is allocated before penalties are imposed for each semester. These are the only absences considered to be excused. Students cannot choose to be out 6 days and then claim illness, family emergency, and the like. They must save those 6 days for these needs.**

Absence

- Absence or lateness (tardiness) due to illness, injury, vacations, “semachot”, over-sleeping, traffic/weather problems etc. are all considered absences and lateness (tardiness). **Visits to the doctor or dentist during school hours are considered absences and should be used among the 6 granted.**
- Davening Attendance: Prayer is a regular graded course with the same attendance and requirements as other subjects and as such, appears on the student transcript. Each teacher in charge of Davening for a particular grouping will give students an outline of the course requirements and grading criteria for each semester. A failure in davening may be made up for credit only. However, the original grade will remain on the transcript and will be included in the GPA.
- **For each class, every absence, for whatever reason, in excess of 6 per semester will result in the reduction of the student semester grade by 1 point per day. The deduction will occur at the end of the semester.** Students will not be penalized for absences due to extended illness or other extenuating circumstances at the discretion of the Administration.
- Absences due to school-sanctioned activities or meetings will not be counted as absences.
- Unused absences do not accumulate from semester to semester.
- **A student who misses more than 13 days in any one semester is liable to fail for the semester in which the absences occur.** The allowance of 6 absences per class per semester does not, however, entitle students to “cut” classes. Students who are well and able must attend all classes.

Students who are too ill to attend class must go home. Students may not miss individual classes for any reason other than school-sanctioned activities or meetings.

- School activities are an integral part of the program offered in Hebrew Academy. Students are expected to participate in both on-campus and off-campus events. **Parents are requested not to call in to excuse their child from these activities as students will be double-docked for these periods. Should there be the accidental scheduling of a doctor or dentist, a note from the physician of record will be required. Non-participation in a mandatory school activity will count as 2 absences.**
- Absences and tardiness will be recorded in the Parent Plus and Student Plus Portals. **It is the responsibility of students and parents to be aware of the number of absences at all times and the impact that they will have on the student's grades.** Monitoring can be done by checking the Portals or conferring with the teacher.

Tardiness

- **Three (3) times being tardy or late to class equal one absence.** "Lateness" means arriving after the bell that signals the beginning of the period. **Students must sign in at the office** if they arrive after 8:00 A.M. Classes missed will be counted as described above.
- Students will also receive a tardy for coming to class unprepared, (i.e. without books or other required materials, arriving more than 10 minutes after the bell or for leaving class for a period in excess of 10 minutes.

Telephone Calls/Emails for All Absences

For security, safety and good communication, parents are required to email or call the school office between 7:30 and 8:00 A.M. to report that a student will be absent or tardy and to make arrangements to get work sent home, as needed. The school will assume that a student is cutting school if a parent does not inform the school of the child's absence/tardiness.

Permit to Leave School Grounds

If a student plans to leave the campus (e.g. for a medical appointment), he/she should be signed out, in person, by a parent. If a parent is not available to sign the student out, an email must be sent from home the evening prior to the expected appointment. The student will then receive a note from the office indicating to teachers the time that he/she has permission to leave. Students must then sign out at the office and must sign back in again if they return the same day. Under no circumstances may a student sign him/herself out of school on their own authority. Parents may not text their child to leave campus without notifying the office or nurse at least 1 hour prior to being picked up. No student may leave campus without following this procedure or be subject to suspension. For the safety of all of our students, parents must not try and bypass this procedure. If there is no email/note, the student will not be dismissed without a parent speaking with an administrator, who may or may not be available at that time. Following this conversation, the parent will still need to email or fax the middle school office written confirmation that the student is to be dismissed prior to dismissing the student.

ACADEMIC POLICIES AND STANDARDS

Course Placement

Most classes have two or more sections usually designated accelerated, advanced, or core. A student's skills in reading, writing, solving problems, and producing work are all important criteria in determining class placement. Placements are made by teacher recommendation, previous course grade, and diagnostic testing. These placements, as well as course selections, are educational decisions. It is appropriate for students and parents to understand the placement decisions and to consult with teachers/counselors/ administration when a question arises.

Description of academic levels*

Secular	Judaics
Core: On grade level Advanced: One grade level above Accelerated: Two grade levels above	Mechina: Little to no knowledge of Hebrew or Judaic studies Core: Grade level Accelerated: Above grade level

***The final decision as to placement remains with the Administration.**

Grading Policy

Scholastic grades will reflect a student's performance in class and on tests, quizzes, homework, and other assignments. Absences, tardies, and class participation will be reflected in the academic grade. Please refer to the attendance policy detailed above. The appearance of "Inc." or "I" on a report card means that work/testing are pending. The teacher will write an action plan with the student detailing the work that must be completed **within two weeks**. Failure to meet the deadline will result in failure in the course. **Parents should monitor "Incompletes" to ensure that credit is received for the course.**

Students must have a minimum of a C cumulative average in order to graduate from Hebrew Academy. Students cannot matriculate to the next grade level completing all community service and prayer requirements. Students must enroll in a full program of Judaic and General Subjects in each year of middle school, unless an exemption is granted by the Administration. **Furthermore, no student may accelerate his/her program by taking summer courses etc. without the approval of the administration.**

Grade Scale

Grade	Percent
A	100-90
B	89-80

C	79-70
D	65-69
F	64-0

Middle School Advanced/Accelerated Program Guidelines

An accelerated or advanced student is someone who is recognized for academic achievement and character. An independent learner, who rises to the challenge, is responsible and takes pride in his/her work and ethics. A student who understands the difference between taking a class to learn and not for a grade.

Eligibility Requirements

Students in grades 6–8 who meet the requirements for advanced and accelerated classes must:

- Keep a GPA of 85% (B+) or above on both semesters.
- Demonstrate leadership by becoming resourceful, good problem solvers, active class participants and idea contributors.
- Demonstrate character by being cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.
- Obtain an above average in the standardized test at the end of the academic year.

Probation:

Students whose cumulative GPA falls below 85% will be placed on probation, which allows the student the opportunity to raise his/her GPA. Students on probation have up to two tests or assessments to raise their cumulative GP to 85% or higher. While on probation, students must achieve at least a 85% GPA. **Students who fail to meet these requirements or who GPA falls below 85% (B+) at the end of the school year will be academically ineligible to continue in an accelerated course.**

Parent/Student Portals and Homework

Parents should monitor the work habits of their children on the Parent Plus Portal. A Portal account may be opened through the Technology department in the summer or early in the school year. The technology department can be reached at sovleit@rasg.org. This will inform parents and students about upcoming assignments, quizzes, and current grades. Successful students study regularly and plan effectively for long-range assignments. It is not unusual for successful students to study and work for several hours each night. The homework load and test schedule is designed to require a significant time commitment of every student on a nightly basis. If you notice that this is not the case, please notify an administrator or guidance counselor.

Middle School Assessments

Assessments form an extremely important part of the learning process. Throughout the school year Middle School students will participate in Summative and Formative assessments. It is crucial for students to learn how to properly prepare for an assessment in order to demonstrate their mastery of the subject matter.

Formative assessments will be given frequently throughout each unit of study. Formative assessments are flexible, and ongoing. Examples of formative assessments are daily quizzes, exit tickets, short reflections, etc. Formative assessments will be given at any time throughout a unit of study in each course. Formative assessments may be announced or unannounced by the teacher.

Summative assessments are formal, structured assessments that evaluate the sum product of learning. They are given at the end of a lesson or unit of study. Examples of summative assessments are chapter/unit tests, final exams, final projects, final presentations, or final essays. For formative assessments, students will be given ample amount of time to prepare for the assessments (no less than three days prior to the date of the summative assessment). Every effort will be made to ensure that students do not have to take more than two formative assessments (tests) on any given day.

Missing assessments due to absence

If a student is absent from class and misses an assessment, it is his/her responsibility to make an appointment with his/her teacher(s) to schedule a day and time to make up the missed assessment. The assessment must be made up within 3 days of the student's return to regular school classes.

Semester Exams

Semester exams, which are comprehensive of all material covered during the semester, are given during the last 4 -5 days of each semester. Learning to cope with the academic and emotional rigors of an exam period is an important part of a quality education. Eighth grade students with a year average of 94+ may choose to be exempt from one final of their second semester exams only.

Making up Semester Exams

Exams must be made up during the first available day within the week; i.e. a student returning on Monday must take his/her make-up on Tuesday after school of the same week. No more than two exams can be made up on any given day. **Make-ups for semester exams will only be allowed with a doctor's note.**

National Junior Honors Society

1. Cumulative average of at least 93%
2. Passing Prayer
3. Satisfying Community Service Requirement plus an additional five hours prior to selection period
4. No disciplinary infractions prior to selection period

Please note that Junior National Honor Society and National Honor Society **membership is for one year**. Inductees must requalify, according to the guidelines outlined above, each year. 6th grade students are not eligible for the National Junior Honors Society. National Honor Society members must, at the very least, qualify for Honor Roll during every semester of their membership year. Failure to do so will result in immediate removal from the National Honor Society.

Failures

Any student who receives an “F” on the semester report card in any subject including community service and prayer must remediate that course by attending an approved summer program. Students may also “correct” a failing grade through an approved correspondence course or an approved on-line course. **Failure to do so within the next school year may result in the repetition of the grade or not being asked to return to the Academy. Please be advised that all of these options may result in additional tuition fees and/or expenses.**

Recommendations

At times, Administration and Faculty are asked to forward personal recommendations to institutions, organizations and individuals. Faculty members are not required to write these recommendations and they are held in the strictest confidence between faculty members and the recipient of the recommendation.

Academic Probation

Students with less than a D+ in any course average will be placed on academic probation after report cards are issued for each semester. Participation in trips and after-school activities may be limited and tutorials might be required at the parent's expense.

Honor Roll

Middle School students who receive a grade of B+ or higher in all of their classes will be placed on the Academic Honor Roll. Middle school students who receive a grade of B+ or higher in conduct for all of their classes will be placed on the Conduct Honor Roll.

ATHLETIC PROGRAM

The Hebrew Academy is a member of the FHSAA (Florida High School Athletic Association). This Association mandates many of the criteria set forth for participation in the program. In order for a Hebrew Academy student to represent our school in any sports event, the following code must be observed:

1. A student must maintain at least **C average (73-75%) in each class** to be eligible for membership on an athletic team. Failure to maintain this. will result in suspension from the team until the grade is raised. **A student whose academic standing or behavior is in**

question during the middle of a semester may be dismissed from an athletic team by the administration.

2. Failure in any subject, including community service and Prayer, will result in **automatic ineligibility** from sports for the subsequent marking period and until the failure is rectified.
3. Students on probation will not be permitted to participate in any athletic program until the probation is lifted by the Administration. **It is not within the jurisdiction of individual teachers or coaches to permit students who are on probation to participate.**
4. A team member will be responsible for all material covered in the classes s/he misses due to a scheduled game (including tests). Tests must be made up according to the procedure detailed elsewhere in this handbook.
5. **Athletes must be in attendance by 11:45 AM to be eligible to play that day.**
6. Athletes may not miss classes or be late to school the day after any sports event. The penalty for this violation is sitting out the next scheduled game, in addition to the penalty detailed above in the attendance policy.
7. **Athletes will remain in class until they are dismissed from the office for their games.**
8. The Hebrew Academy Sports Code must be signed by the student, parent and Administration before the second week of practice.
9. Every student participating in the sports program must have on file a letter with the parent's or legal guardian's signed permission for the student to participate in any athletic competition. A verifying statement by a physician, licensed to practice medicine in the State of Florida, must be on file in the school office, stating that the student is physically able to participate in sports competition. The school maintains the right to require any of its student athletes to take a complete and special athletic physical prior to the student's participation in the program. The Academy does not guarantee that any student will remain free of any injury during participation in the athletic program.

CARE FOR SCHOOL PROPERTY

Textbooks

Students are responsible for maintaining their textbooks in good condition. **The school requires students to cover their textbooks.** Any book assigned to a student becomes the responsibility of that student whether the book is lost, damaged or apparently stolen. The school will not supply a replacement until the lost, damaged, or stolen book is paid for. **In the event that a student does not return the book or returns it in poor condition, the student will not be allowed to take semester exams until payment is received. The cost to replace a textbook will be a minimum of \$75.00 per hardcover textbook.** A book check may be done periodically and specifically before each semester examination

School Cleanliness

Students should help maintain the cleanliness of the school. Students are asked to use the trash cans that are provided throughout the building. Clean your place in the cafeteria before you leave. Dispose of garbage properly. **There is no eating or drinking allowed during class nor is food or drink to be brought into the classroom unless the teacher has organized a special event for the students. Chewing gum is prohibited during the school day.**

Food/eating will only be allowed in the Cafeteria, school patio, or during the ten-minute daily break.

COMMUNICATION BETWEEN SCHOOL AND HOME

Parent PlusPortal and Report Cards

Parent Plus updates and Report Cards are the primary means of communication between the school and parents. They represent assessments and ongoing communication during the school year of student achievement and progress and may include comments and suggestions. They will be issued according to a schedule indicated on the school calendar. Parents should pay careful attention to them. Course information on the Parent Plus Portal allows parents to track student progress, exam dates, homework, etc. Should information become outdated on the Portal, the student and/or parent should contact the teacher. If the situation is not resolved, the appropriate administrator should be informed. Families that are not up to date with financial commitments to the school. A student's plus portal account and transcripts will be blocked if there is a financial hold placed on the family's account. Should this occur, please contact Mrs. Folk in the business office at dfolk@rasg.org.

Parent-Teacher Conferences

Formal Parent-Teacher conferences take place during the 1st semester. All parents should have the opportunity to confer with their child's teachers at least once during the first half of the school year and are encouraged to take advantage of these opportunities. A special conference can be arranged by calling the office to request one at any time. (Please note: When coming to school for dismissal, conferences or any other business with a teacher or Administrator, we ask that you be appropriately attired.)

Direct Communication with Administration and Teachers

If at any time you would like to talk with the Administration or teachers about a problem or concern, please do not hesitate to email, call or to make an appointment to see them in person. Please take advantage of the following link to access their contact info: <https://www.hebrewacademymiami.org/about/directory/middle-school> Please do not expect to arrive in school and see a teacher or administrator on demand. If you wish to speak to the teacher directly please let the office know so that the teacher can call you. When necessary, a conference between parent and teacher will be arranged. Please share your concerns with us before they become serious and more difficult to resolve.

Guidance Department

Parents are urged to make use of the professionals in the Guidance Department. Dr. Susan London is our Middle School Psychologist. She can be reached at slondon@rasg.org Dr.

London works with students individually and in group settings as the leader of our Social Emotional educational program.

HAppenings

Our school publication “HAppenings” is digitally sent weekly and is available on the school website. This publication contains highlights of activities happening in each of the four divisions as well as messages from the administration and teachers. In addition, it contains important announcements and information from the school to parents. Please read it so that you will be informed regarding schedule changes, upcoming events, etc.

COMMUNITY SERVICE

The RASG Hebrew Academy was one of the first schools in the country to institute a community service requirement. This reflects the emphasis the school has always placed on the torah values of *chesed* (kindness) and *tzedakah* (charity).

- A.** In middle school, students in 6th grade are required to complete ten hours of community service. Students in 7th and 8th grades have a fifteen-hour community service requirement. Community service hours must be completed in order for a student to graduate.
- B.** The main community service guidelines are:
- All community service projects should be approved in advance in order to make sure that they meet the school’s criteria.
 - Community service must be documented and the documents submitted to Mrs. Lucero in the middle school. (Documentation should be on the official letterhead of the organization where the service was performed)
 - If payment was received for the service, it is not eligible for community service credit.
 - Community service may be done at the school, a synagogue, a Jewish institution, or on behalf of a needy individual or organization.
 - Participation in school groups such as clubs, teams, yearbook, student council, etc. does not qualify for community service credit.
 - For further information and rules, please see Mrs. Lucero.

DRESS CODE

The Dress Code seeks to satisfy three standards:

1. The requirements of Halacha and Tzniut (modesty)
2. Achieving a professional appearance that is clean and neat befitting young adults.
3. Safety

Students are asked to dress within the spirit of the code, not only within its letter.

Boys' Dress Code

Shirts:

- Must be a solid **white, light or navy blue, or heather grey polo shirt with Hebrew Academy printed on shirt.**
- Though polos **need not be tucked in**, they should be of the appropriate length and size to be tucked in if need arises.
- **Outerwear (sweatshirts and sweaters) must be Warrior Wear or solid, one-color white, grey, blue, black or white without designs or writing, to be worn over a school shirt. Hoods may not be worn at any time.**

Pants:

- Must be navy blue, black, or khaki chinos or dress pants.
- **Denim or "jean" material, cargo pants, skinny pants and jogger pants are not acceptable.**
- Must be worn appropriately, at the waist.
- May not be baggy or with large pockets.
- Pants cannot have any rips, tears or holes in them and must have open foot holes with no ties or elastic around the ankles.

Shoes, Kippot, Tzitzit & Hair:

- Flip flops or slippers are not allowed and socks must be worn at all times.
- Kippot and Tzitzit must be worn at all times. Hats of any kind are not permitted, and hoods may not be worn at any time.
- No unconventional hairstyles or lengths (as defined by the Administration). Dyed hair, Mohawks and shaved heads are not permitted.
- No necklaces, wallet chains, earrings or piercings.

Girls' Dress Code

Shirts:

- Must be a **solid white, light or navy blue, or heather grey polo shirt with Hebrew Academy printed.**
- Although polo shirts need not be tucked in, **they must be of a sufficient length that could be tucked in and should be the correct size.**
- Shirts may not be tight or form-fitting.
- **Outerwear (sweatshirts and sweaters) must be Warrior Wear or solid, one-color white, grey or blue without designs or writing, to be worn over a school shirt. Hoods may not be worn at any time.**

Skirts:

- Must be the uniform skirt, **navy blue, black, or khaki**, in color.
- **"Jean" material, pencil skirts, spandex or similar material is not acceptable.**
- Must reach below the knee, even when seated.
- Girls may wear ankle-length skirts that conform to the school colors.

- No slits above mid-calf.

Shoes, Hair & Accessories:

- No hats or kerchiefs.
- **No open - toed sandals**, unless worn with an ankle-length skirt.
- **Slippers and flip flops are never acceptable.**
- No unconventional hair colors or styles (as defined by the Administration.)
- Only two earrings may be worn, one in each ear and only in the earlobe, and may not be ostentatious, as defined by the Administration.

DRESS CODE FOR CLASS TRIPS, SUNDAYS AND AFTER SCHOOL ACTIVITIES AND ATHLETIC EVENTS

Students participating in a school-sponsored activity, on or off campus, must adhere to the dress code outlined above (unless otherwise authorized by the Administration).

Outerwear

Students may wear a Hebrew Academy warrior sweatshirt or a solid blue, grey or white sweatshirt with the school polo shirt under. Students cannot wear sweatshirts from bar or bat mitzvah parties. They also cannot wear any other Hebrew Academy tee shirts or long sleeve tee shirts that were purchased through Athletics or from special events, unless a special day has been designated by the administration.

Hebrew Academy Middle School Device Use Policy (DUP)

All students currently enrolled at HA and their parent or legal guardian are required to sign the DUP and agree to follow the guidelines set forth in this Policy and to report any misuse of the computer network to a teacher, administrator or supervisor.

Technology can be viewed and utilized as an extraordinary **tool** to create individual and collective projects, learn and communicate in ways never possible in human history, or broaden the human experience and change the world. Technology is a **tool**, the same as a hammer or saw. These tools could be used to build amazing things, or if not used properly could harm the user, or others around them. Despite its positive power, technology can also be used as a destructive **weapon** used to degrade others, perpetuate and sanction unethical and immoral behavior, and waste valuable time and resources.¹

Below are two lists which summarize these two faces of technology. By signing the RUP, students and families commit themselves to, not only abstain from using Technology in negative and unethical ways, but also commit to actively using technology at HA in positive and Jewishly affirming ways.

Technology as a Tool

- Accessing information, research, or sources in the pursuit of higher learning;
- Collaborating and communicating effectively across learning networks to enhance the learning of not only yourself but others inside of HA and beyond;
- Learning to present and demonstrate ideas across digital and social networks;
- Giving proper credit to your ideas or to the ideas of others in a digital environment;
- Dignifying the use of language and speech;
- Gaining competency and comfort with technology in order to be successful in the 21st Century;
- Organizing and executing plans and programs that create and foster Jewish learning and Jewish life;
- Reaching out throughout the diverse Jewish world to connect our community of Jewish learners to others around the globe;
- Making long term connections and relationships to individuals, communities and institutions in *Medinat Israel* to strengthen both the diaspora as well as the Jewish State;
- Gain an understanding and respect for the cultures of local, national and global communities;
- Strengthen awareness through digital platforms in activities and programs which promote social service and *Gemillut Chassidim*.

¹ Copied from Harkham Hillel Acceptable Use Policy

Technology as a Weapon

- Selling or purchasing anything deemed illegal by city, state, or federal law;
- Accessing, transmitting, or downloading offensive, immoral, obscene, harmful, harassing, or disparaging materials.
- Transmitting or downloading confidential information or copyrighted materials;
- Uses that involve obtaining and or using an anonymous email site;
- Uses that cause damage to another's property;
- Deleting, copying, modifying, or forging other user's emails, files, or data;

- Accessing another user's email without their permission;
- Damaging computer equipment, files, data or the network;
- Using profane, abusive, or impolite language;
- Disguising one's identity, impersonating other users, or sending anonymous email messages;
- Threatening, harassing, or making defamatory or false statements about others;
- Purposefully accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance;
- Using any computer to pursue hacking, internal or external to the school community, or attempting to access information that is protected by privacy laws;
- Uses that intentionally jeopardize access or lead to unauthorized access into accounts or other computer networks or outside WiFi connections (VPN or mobile hotspots)

Student Activities Strictly Prohibited

- Illegal transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing inappropriate material.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, passwords, files, and/or data.
- You may not access Chat lines, bulletin boards, forums, etc. during school without prior consent from a teacher or person monitoring the Internet use.
- You may not send messages with the intent to intimidate, frighten, threaten or bully another person. This is considered harassment.

All students connected to the school network will still be covered by the school filtering and firewall software to ensure that all systems comply with CIPA (Child Internet Protection Act) and COPA (Child Online Protection Act) Federal Laws.

DISCIPLINE

The ultimate objective of a Hebrew Academy education is to nurture young men and women who reflect the ideals of Torah in everything that they do and in all of their relationships. The accomplishment of this objective requires a school climate where each student can feel needed, valued and **RESPONSIBLE**. Each student has the ability to **choose his/her actions and upon these choices rest the acceptance of consequences** and the

development of responsibility. Students and their parents also need to be aware that the consequences of irresponsible choices impact the people around them and we ask that families support the school's consistent enforcement of clearly defined consequences.

Outlined in this section is both a guideline of specific offenses (with designated penalties) and policies that outline expected conduct. Students should note that for very serious offenses, as determined in the Administration's sole discretion, a student may be expelled the first time.

Students and parents should be considerate and show respect toward other students, faculty, all guests and visitors should respect school property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events. **Students are expected to abide by our school's policies, both on and off campus, during the school year, holidays, breaks, and summer vacation. If the school determines that a student has engaged in behavior off campus that violates one of our policies, such as the drug and alcohol policy, we reserve the right to impose disciplinary action for such an infraction.**

It is our goal that all students should behave appropriately, respectfully, and responsibly at all times and under all circumstances. Whereas many offenses are specified and unequivocal, there are those such as "Disrespect" that are subject to the standards and definitions of each teacher. Although we strive for consistency in these standards, there are bound to be subtle differences. **In all cases, it is the individual teacher who is the arbiter of these matters, as he/she was the professional on scene.** Teachers may well decide that a warning, conference, parent phone call, or detention with that teacher is sufficient. In other words the teacher has his/her own cycle of consequences, in addition to that of the school, so that by the time the inappropriate behavior enters the school log there have been repeated attempts to correct the unacceptable behavior. It is important to recognize, therefore, that this cycle of consequences will not be necessarily employed for every first offense.

Inappropriate Use of Device

If a student is using a device outside of the browser during the school day (including messaging) the following hierarchy of infractions will be in place:

- **1st offense:** student caught, warning and Principal notified
- **2nd offense:** student caught outside of extension on a site not applicable to the class, warning and parents contacted.
- **3rd offense:** parents contacted and lunch detention,
- **4th offense:** parents contacted after-school detention,
- **5th offense:** parents contacted, student will be required to purchase a Hebrew Academy device.

Behaviors and Consequences: Yellow Card/Red Card System

1. If a disruptive behavior occurs, the student will first receive a verbal warning from the teacher if he/she is not meeting classroom expectations.
2. If the student continues to not meet the classroom expectations he/she will silently receive a yellow card from the teacher. The student will then serve a lunch detention either that day or the following day depending on the time of the class. (morning class = same day lunch detention; afternoon class = next day lunch detention). The parents of the student will be emailed, along with the principal, and the infraction will be recorded in the student's discipline report.
3. The student will not question the receipt of the yellow card or argue with the teacher regarding it. If he or she does, a Red card will be given to the student.
4. Should the student not meet the expectations of the classroom after receiving a Yellow Card, he/she will receive a Red Card and will report to the Principal's office at the END of class. Student's parents will be contacted. Consequence may be after school detention, removal from activity/trip, or school suspension.

Example Behaviors

Below are the behaviors that will receive a Warning and/or Yellow card.

- Talking out of turn
- Interrupting the lesson by talking to another student, making noises, shouting out, etc.
- Walking around the room without permission
- Touching other students belongings
- Using devices without permission from teacher
- Leaving desk/area messy
- Putting your hands on another student (even if in a playful manner)

Below are the behaviors that will receive a Red Card.

- 2 Yellow Cards
- Argumentative behavior towards teacher/Defiance
- Inappropriate Language
- Removing and/or hiding property of another person
- Fighting with another (with no physical contact)

Cheating/Plagiarizing on Homework, Projects, Paper, Quiz

- **1st offense:** meeting with teacher and school administration, parent notification, one hour after school detention and/or after school community service
- **2nd offense:** one day in school suspension, academic probation, meeting with teacher, parents, school administration and school psychologist, notification to the student's teachers of the incident of academic dishonesty
- **3rd offense:** one day out of school suspension, meeting with parents, school administration, and school psychologist, removal/benching from sport team or upcoming school events, 3 hours of after school community service.
- **4th offense:** two day out of school suspension, mandatory out of school tutor/homework coach, weekly meeting with school psychologist, 10 hours of after school community service, academic probation.

- **5th offense:** expulsion

Cheating/Plagiarizing on tests, midterms and/or final exams

- **1st offense:** parent notification, meeting with teacher and school administration, notification to the student's teachers of the incident of academic dishonesty, one day in school suspension, automatic academic probation
- **2nd offense:** parent notification, meeting with parents, school administration, and school psychologist, one day out of school suspension, removal from sport team or upcoming school events
- **3rd offense:** parent notification, two day out of school suspension, failure for course for the year.
- **4th offense:** expulsion

Physical Altercation between Students

In the event a student is involved in a physical altercation with another student, he/she will immediately be sent to the principal's office. Once the situation has been investigated, the parents of the students involved will be contacted. The student will serve an out of school suspension for the remainder of the day and possibly the next school day. A report of the incident will be recorded on the student's discipline report.

Cell Phone Policy

- **Cell phones may be used only before 7:50am and after 3:50pm, or if a teacher has planned an academic activity for which the phone needs to be used. Students are expected to leave their cell phone locked in his/her locker or in his/her bag on silent mode.**
- **1st offense:** phone will be confiscated by staff member for the day; student will pick up phone from the principal's office.
- **2nd offense:** the confiscated phone would require the parent to come to school to retrieve the student's property.
- **3rd offense:** student's phone will need to be turned into principal every morning and will be picked up every afternoon for a period of time designated by the administration.
 1. A student may not refuse to surrender their cell phones to any staff member.

Out of School Parties

Hebrew Academy reserves the right to respond to behavior that is detrimental to the school, wherever and whenever it occurs. This includes responding to students who attend off-campus parties where illegal or inappropriate behavior, such as alcohol or drugs are present, under FL Statues 562.11 and 855.015 making it unlawful for anyone in control of a residence to allow an open house party if any alcoholic beverage or drug is possessed by any minor where the person fails to take reasonable steps to prevent this occurring.

- The consequence of expulsion will be imposed only at the discretion of the Administration in consultation with the Head of School.

Administration reserves the right to impose a harsher consequence if, in its judgment, the situation is extraordinary and, therefore, warrants it.

Suspension

Any student suspended from school for any reason must be picked up by a parent or guardian immediately unless the suspension is in-school. Suspensions will become part of the student's permanent record and will be reported to any future school admission departments.

Expulsion

Any student expelled from school for any reason must be picked up by a parent or guardian immediately. Students expelled from school (or who withdraw in the middle of an investigation) are not permitted to return to campus for any reason, including attending graduation or other ceremonies.

HARASSMENT/BULLYING

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Harassment also includes unwanted or offensive sexual conduct, sexting, request of inappropriate/nude photos. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, emails, using camera phones, or other forms of technology to engage in harassment or bullying). Any of these types of offensive conduct can create an uncomfortable School environment. All concerns relating to harassment or bullying should be reported immediately to the Administration. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action. No adverse action will be taken against any person who makes a good faith report of harassment or bullying.

Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

INSPECTION POLICY

The School reserves the right to inspect and conduct a search of a student's locker, backpack, computer, cell phone, and any other possessions or property on the School premises or at a School sanctioned event. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local and state law.

SUBSTANCE ABUSE POLICY

General: The Hebrew Academy is a smoke-free, alcohol-free and drug-free environment. Students are prohibited from possessing, using, selling or purchasing tobacco and nicotine products, alcoholic beverages or illicit drugs on or near School property or at School-related activities.

Testing: Students may be required to submit to hair follicle, urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations at any time, including but not limited to the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. **The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and may result in expulsion.** These tests will be performed by an individual company or organization designated by the Academy for drug or substance abuse. The parents may be required to assume the cost of the testing and consent and agree to allow the student to be submitted to testing at any time throughout the year. The student consents and agrees to submit to the drug and substance laboratory testing, and also allows the school to search for his or her personal items and lockers whenever requested by the school administration. This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs, which could affect their ability to function in a safe and efficient manner must notify an administrator in the School Office of this fact when they report to School.

Consequences: If the student tests positive through a substance abuse test given by the designated individual, company or organization, then an immediate conference will be arranged with both parent(s) and student. The course of action would be as follows: 1) the student is suspended for the following 2 days and is not allowed back on campus until an appointment to enter a treatment program as designated by the school is scheduled. 2) The student will meet with a Counselor for a minimum of 3 1-hour sessions. More sessions may be required based on the Counselor's assessment. If the student refuses to enter the program or if the parents refuse to allow their child to enter said program, the student will

be expelled immediately. If the parents and student agree to conform to the treatment program designed on their behalf, then upon completion of the program, Hebrew Academy will further test such student and if the test results thereafter prove to be positive at any time during the student's career at the Hebrew Academy, then such student will be expelled immediately without appeal. If the student and parent consent to the treatment program as stated above, then the student will be allowed to remain in the school on probationary status and will be randomly tested from time to time to ensure that the student completes the program as designated and maintains him or herself under a drug or substance abuse-free status. By enrolling the student in the school, the parent/guardian consents to the disclosure of the results of these tests to be given by the individual company or organization performing the tests to the RASG Hebrew Academy. In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration.

FIRE DRILLS/LOCKDOWNS

Fire drills and lockdowns are important and necessary exercises. We cannot overstate the importance of preparedness in case of emergency, G-d forbid. **All students, faculty, and staff are expected to treat these drills with the utmost seriousness and to maintain complete silence while evacuating the building.**

HEALTH

First aid

Students requiring first aid will be referred to the school office. First aid is limited to cleaning and bandaging wounds. **No aspirin or any other medication will be given to any student unless the office staff has a permission slip signed by a parent.** In case of emergency, G-d forbid, it is our procedure to call 911 and then contact the parent. *The Parent Emergency Contact Card must be filled out and return it to school by the first day of instruction.* This will help us contact you in case of an emergency. **Please be advised that no student will be admitted to the school building unless this card is on file.**

Special Medical Problems

Special considerations, such as nearsightedness or farsightedness, speech or hearing impairments or other medical problems, should be called to our attention in writing. The appropriate teachers will be informed in the beginning of the year of any stated concerns. These are contributing factors to the child's success in class. **PARENTS MUST NOTIFY THE OFFICE IN WRITING** with regard to any student who must be administered medication.

ALL MEDICATION WILL ONLY BE ADMINISTERED IN THE OFFICE AND WITH WRITTEN PERMISSION.

Accidents

The Academy carries a **SUPPLEMENTARY ACCIDENT INSURANCE POLICY** covering injuries suffered during the school hours and while participating in school activities off campus. All injuries must be reported immediately to the office in order to complete the appropriate forms.

INCLEMENT WEATHER POLICY

The cornerstones of our inclement weather policy are: good judgment, common sense, and safety of our students and staff first.

1. The Academy will follow the lead of the Miami-Dade Public School System regarding school closure and evacuation.
2. In the event that there is no public school scheduled for a day when The Academy is in session, and therefore no announcement regarding the public school system, we will act according to the following guidelines:
 - In the event of a **HURRICANE WATCH** or **HURRICANE WARNING** for Miami-Dade County, there will be **no school**.
 - If school is already in session and a hurricane watch or warning is posted, students will be sent home in an organized manner.
 - In the event of a **TROPICAL STORM WATCH** or **WARNING**, the **school will be open**.
3. In all cases when the Academy is open, use good judgment and common sense in deciding whether to go to work or send your children to school. If you live in Broward or Monroe counties, act in accordance with the conditions where you live if the weather is more severe than near the school, and/or you feel that it is not prudent to travel to school. Even if you live in Miami-Dade County, if in your best judgment the roads near your home are not safe or you have any other safety concerns, act accordingly.
4. Listen to the local radio and television stations for updates about weather conditions and school closings and school reopening. In addition, if there is power, we will post regularly updated messages on the school phone system at **305-460-3246** and/or the website and hotline. The school has also offered a text update for certain in-school emergencies.
5. After a school closure, each campus will be thoroughly inspected for safety and health concerns before the announcement of the reopening of school will be declared. Information will be available through as many means of communication as possible. **The school's decision to reopen or remain closed may not be consistent with the public school's decision to reopen or remain closed.** A quorum of administrators will make the decision to reopen or remain closed.
6. In the event of a sudden tornado or severe weather warning while school is in session, the students will be moved into the high school cafeteria or safe place if deemed necessary for safety.

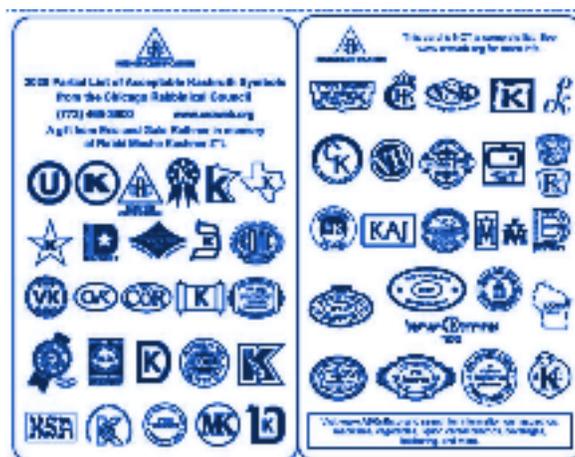
KASHRUT

The Hebrew Academy follows strict Orthodox Halachic standards for Kashrut. We

respectfully ask that families serve Kosher food in their homes to their children's classmates, and that Kosher food items are brought for lunches and snacks. If a class party is taking place, parents must bring store-bought treats with one of the symbols below. No homemade treats are permitted. Please be mindful of any specific food allergies when bringing food to your child's class.

While we recognize that there are numerous symbols that may be deemed acceptable for personal use, and new ones are emerging, the following symbols are the ones approved for use at Hebrew Academy.

- The KM  and ORB  (South Florida certifications),
- All of the following other Kosher certifications:
You can find the full directory of them [here](#) and a printable card [here](#).



Lunch

We request that students bringing their own lunch not bring meat products and that all lunches must consist of products that carry an **authorized** kosher label, as defined above. **Middle school students are not allowed to place outside food orders to be delivered to school.**

Out of School Parties

Parents planning out-of-school parties, to which Academy students are invited, should take Shabbat, Chagim and Kashruth into consideration and schedule the parties at a time and place that allows all of your child's classmates to attend. No parties should be scheduled to conflict with school programs such as Mishmar on Sunday mornings.

Bar Mitzvah/Bat Mitzvah

All Bar and Bat Mitzvah dates must be registered in the school office as soon as it is scheduled to prevent conflicting dates. No celebrations should be scheduled during the school day or to conflict with school programs.

OFF-PROPERTY TRIP POLICIES

In order to provide opportunities for experiential learning, the school coordinates off-campus trips for special programs such as shabbatons, MiniMester trips, 7th grade trip to Islands of Adventure, 8th grade trip to Washington D.C . These opportunities should be viewed as special privileges. Students that receive multiple disciplinary infractions or are placed on disciplinary probation, will not be allowed to attend field trips. While on trips, students will be expected to represent the school and be responsible to adult chaperones who are acting in the absence of their parents. Any violation of school policies or unacceptable behavior, as determined by the chaperones may result in the student being sent home at parent expense. Further disciplinary action may be enacted upon the conclusion of the trip.

PARENT/FAMILY COOPERATION

A positive and constructive working relationship between the School and parent is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to a student if the School concludes that the actions of the student's parent or other family member makes such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel a student at any time if, in the judgment of the Head of the School, conduct of the student or anyone directly associated with the student, including but not limited to the student's parent or other family member, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

PERSONAL PROPERTY

Any personal items brought from home, e.g. Tefillin, computers, suitcases for the weekend, etc. are the responsibility of the student; the school does not assume responsibility for loss or damage, even if the items are stored in the office with the permission of the office staff.

PAYMENT OF TUITION AND FEES

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School or not being allowed to take examinations. Transcripts and student records will not be forwarded to another school if there is an outstanding balance in his/her account, or if there are other outstanding debts.

RELEASE AND CONSENT FORMS

In consideration of the Board of Trustees, hereinafter referred to as “the Board”, of the Rabbi Alexander S. Gross Hebrew Academy, hereinafter referred to as “the Academy”, arranging for the attendance of my child/children at the Academy, for the academic year and in consideration of the Board’s providing the opportunity for and permitting my child/children to attend, participate and/or take part in the programs of the Academy, including but not limited to, academic, religious, community service, volunteer work, externships, athletic and social, we do hereby release, remise, and forever discharge, indemnify, and agree to hold harmless the Board, its officers, teachers, members, agents, servants, employees, and/or any one or more of any thereof against any claim, demand or cause of action whether now in existence, or hereafter arising for any injury to the person of or for the death of the participant arising out of, resulting from, caused by, occurring during or in any way connected with the aforesaid attendance at the Academy, whether or not such injury, death or damage is caused by or contributed to in whole or in part by any action or failure to act, negligence, breach of contract or other misconduct on the part of the Board, its officers, teachers, members, agents, servants, employees, trustees, any other Participant in said Academy any participating parent and/or any one or more of any thereof excluding any willful misconduct or gross negligence. **Each parent and child by receipt of this document, whether delivered separately or as part of the Hebrew Academy Handbook, and by virtue of their enrolling their child or children at the Hebrew Academy agrees to the terms of this release of liability.**

In addition, a written and signed permission slip must be handed into the school office before **each** off-campus-scheduled activity. These may be found on the School website. **No student will be allowed to participate in any off-campus activity without this permission slip. TELEPHONE PERMISSION WILL NOT BE ACCEPTED.** Faxed permission, however, will be accepted. It is imperative that your child strictly adheres to all rules, regulations, and instructions about safety and protection. Failure to comply will result in the child's exclusion from the activity and possibly from future activities. Several important release and consent forms are included at the end of this Handbook. These forms should be signed by both students and parents and returned to the school office before the start of the school year.

STUDENT RECORDS AND INFORMATION

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

The School makes every effort to ensure that both natural parents (and legal guardians) receive the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information.

STUDENT DISABILITY ACCOMMODATIONS

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is the School's policy to provide accommodations or adjustments for a student's needs in circumstances in which the administration determines, at its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent that we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation: For any type of medical accommodation (including administration of medication at school), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) should sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School decides are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations

made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing medication.

CHANGES IN RULES AND HANDBOOK

From time to time, the Administration will hold meetings with students and faculty to review the school rules. Any resultant changes will be considered addenda to this handbook and will be incorporated herein.

