

**ELEMENTARY 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.



**ELEMENTARY SCHOOL**  
**EDUCATIONAL ADMINISTRATION**

**Rabbi Shaye Guttenberg**

Head of School

**Rabbi Avi Bossewitch**

Dean of Education

**Mrs. Debbie Hamburg**

Elementary School Principal

**Mrs. Reena Rabovsky**

Director of Guidance

**Mrs. Rachel Leubitz**

Academic Enhancement Program Director

**Mrs. Beth Landesman**

Blended Learning Coordinator

**Ms. Diana Kurtzer & Mrs. Norma Reiz**

Administrative Assistants

## PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook handy. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The Academy reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed.

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.

Please contact Mrs. Debbie Hamburg, ([dhamburg@rasg.org](mailto:dhamburg@rasg.org)) Elementary School Principal, if you have any questions about the Handbook or any of its policies. 305 532-6421 x 125.

### 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 erez*. 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**

Jewish values and traditions, a close connection with Israel and Zionism, academic rigor, personalized learning plans, 21<sup>st</sup> century skills, critical thinking, fostering creativity and curiosity, communication and collaboration, innovative integrated curriculum, project based and blended learning platforms, courses in the arts, physical education, community service, a nurturing and safe environment, competitive sports and extracurricular activities, are all part and parcel of the Hebrew Academy experience.

The opening of school this year will be on August 24. While we recognize the benefits of on-campus learning, in order to provide a low risk , safe environment for our students and staff we will have a phased-in opening of physical school. This phased in opening allows for smaller groups to orient themselves to the new routines and procedures this year.

**Our elementary classes will be brought back to campus with the following schedule:**

Grades K & 1	August 24
Grades 2 & 3	September 8
Grades 4 & 5	September 14

Throughout this staggered physical opening schedule a remote school option will be available.

The elementary division of our school will be offering our students and families a robust curriculum and schedule featuring programs and activities that are accessible both in person and digitally. This **hybrid model** will allow students who are at home to virtually engage with the on-campus instruction. There will be multiple cameras and microphones that will provide students at home a clear audio/visual of what is taking place in the physical classroom. A 55' monitor will allow remote students to be incorporated in the classroom. Students will be able to participate in all activities remotely. During this time not only academic but social interconnection will be promoted and prioritized.

Our schedules have been developed to have consistency, stability and continuity no matter how it is accessed by students. Our choices of programs have been carefully selected because of their adaptability to the students ability to access school. There will be daily live classes, incorporating blended learning and a self-paced structure, as well as asynchronous learning opportunities with videos that students can access at their own pace.

Students, wearing masks, will enter school and have their temperature checked, and then proceed directly to their assigned classroom in their specific zone. Each zone will be made up of classrooms (cohorts) that are unique for students. K and 1 are in zone 1 on the first floor, grades 2-5 are in zone 2 on the second floor.

While students are in physical school, their workspaces will be set up socially distant with desks all facing the same direction. Outside spaces will be available throughout the day for students to be "mask free."

Before school meetings with teachers and classmates, Open School Night and teacher conferences will be held this year. Special events such as Siddur and Chumash presentations, Shabbat assemblies, Israel celebrations including Yom HaAtzmaut and Yom Tzahal will take place throughout the year. If necessary, these events will take place remotely. We will work together to ensure a most exciting year for our elementary students.

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## INTRODUCTION

Welcome to Hebrew Academy Elementary School! We are happy you have chosen to join our community. We know that we can count on you to help us create a warm and welcoming atmosphere inspired by our unique Mission and Values. We encourage our families to familiarize themselves with the guidelines outlined herein. Further information can be found on our website at [www.hebrewacademymiami.org](http://www.hebrewacademymiami.org).

### Who's Who in the Elementary School

Elementary School Principal	Mrs. Debbie Hamburg
K General Studies	Ms. Kathleen Donnelly
K Limudei Kodesh	Morah Shoshana Scharf
K Limudei Kodesh	Morah Lisi Wolfson
Gr. 1 General Studies	Mrs. Perla Salver
Gr. 1 General Studies	Mrs. Carolina Nahon
Gr. 1 Limudei Kodesh	Mrs. Irit Karavani
Gr. 2 General Studies	Naomi Katz
Gr. 2 General Studies	Mrs. Noa Shabat
Gr. 2 Limudei Kodesh	Morah Rachel Benzaquen
Gr. 3 General Studies	Mrs. Genie Bensimon
Gr. 3 Limudei Kodesh	Morah Sheva Schochet
	Mrs. Bassie Frank
Gr. 4 General Studies	Mrs. Carly Schwartz
	Mrs. Jennifer Roffman
Gr. 4 Limudei Kodesh	Mrs. Elana Szafranski
Gr. 5 General Studies	Mrs. Doris Pinhasov
	Mrs. Jennifer Roffman
Gr. 5 Limudei Kodesh	Rabbi Avi Weberman
Ivrit Teacher	Morah Mazal Azulay
	Morah Jessica Kaplan
	Morah Ortal Kutner
Judaic Studies Coordinator	Rabbi Avi Weberman
School Psychologist	Mrs. Reena Rabovsky
AEP Teacher	Mrs. Jennifer Roffman
Mechina Teacher	Mrs. Judy Schurz
AEP Judaics Teacher	Mrs. Anat Moyal
School Nurse	Mrs. Lynn Friedman
Athletic Director	Mr. Chad Bishop
Coaches	Mr. Steven Izaguirre
	Ms. Mallory Erickson
Administrative Assistants	Ms. Diana Kurtzer
	Mrs. Norma Reiz
Head of School	Rabbi Shaye Guttenberg
Dean of Curriculum and Innovation	Rabbi Avi Bossewitch

## 1. THE *RELIGIOUS DIMENSION*

Hebrew Academy aims to provide more than just a theoretical Jewish education. Our goal is to offer daily opportunities for students to learn Torah, practice mitzvot, and grow in their midot within a community of people who share that love, joy and commitment to Torah values, Israel and Zionism. Our ultimate purpose is to foster within each child a commitment to halacha that extends throughout his/her entire life. We strive to inculcate our students with the tools, character, and values that empower them to begin reflecting upon their emerging religious identity.

### Tefillah (Prayer)

By praying each day with their classmates, students learn the beauty and power that exists in a prayer community. This daily practice familiarizes students with daily tefillot. Classes begin with tefillah and it is expected that students arrive on time by 7:50 AM. Each school day begins with a morning assembly in the auditorium where students begin the day together with the recitation of the Pledge of Allegiance, the Star Spangled Banner, and the singing of Hatikvah.

### Dress Code

The prophet Micha declares, “What does Hashem ask of you: Only to do justly, love mercy, and walk modestly with God” (6:8). From this, it is clear that a sense of modesty should pervade a person’s conduct throughout his/her life’s journey. It is this overarching aim that inspires the Sages to latch onto particulars to help give shape to what can otherwise become theoretical.

Here at Hebrew Academy, we help students understand the value of modesty through their speech, actions and dress. Our dress code is one way we implement this value. We request that parents support this goal by sending their children to school in the required uniform/dress code.

### Attire

- **Shirts:** white, light blue, or navy blue polo shirt with Hebrew Academy logo
- **Skirts:** tan or navy blue French Terry A-line skirt (to cover knee while seated)
- **Pants or shorts (boys only):** tan or navy blue (no cargo pants)
- **Sweatshirts:** Students may only wear solid color blue, white or grey sweatshirts or a Warrior Wear sweatshirt. Sweatshirts with other logos or colors will not be allowed. This policy aligns with our middle school and high



school policies.

- **Shoes:** In order to be prepared for daily physical education classes and recess, both boys and girls are encouraged to wear sneakers everyday. Clogs, open-back shoes, sandals, Crocs or shoes with heels are not permitted for safety reasons. Sneakers are required for all physical education classes.
- **Special Dress:** On Fridays, Erev Shabbat, all students are asked to wear white uniform tops and blue skirts, pants or shorts.
- **Events/Trips:** The dress code is in effect for all special events and for all activities, including field trips, unless otherwise authorized by the Administration.
- **Purim:** Although students are permitted to dress up and to wear makeup or face paint on Purim, it is expected that standards of modesty will be maintained. Male students may not dress in female clothing. Also, no weapon facsimiles or military toys of any sort may be brought to school on Purim (or any other day).
- **Make-up** of any type may not be worn, except during the Purim carnival.
- **Uniform shirts, pants, and shorts** are available for purchase online.
- Please use our Hebrew Academy uniform website to [order your uniforms](#). You will find the best prices, easy ordering and quick delivery. Look out for 10% off everything twice a year and 20% off everything once a year. Your PTSA will let you know when these sales are available.
- When purchasing uniforms from any retailer, please make sure that they conform to our uniform guidelines that are printed in the school handbook.

## Attire Specific to Boys

Boys must wear kippot and tzitzit to school as well as at special activities and events. Clips or bobby pins are helpful in keeping kippot on the heads of active boys.

## Attire Specific to Girls

For safety reasons, no oversized jewelry is permitted. No light up shoes, high-heeled shoes or high-heeled sneakers may be worn.



## Parental Attire

Hebrew Academy is a “Makom Torah,” a place where Torah is studied. As such, dress should conform to what would be appropriate when visiting a synagogue. For example, form-fitting lycra outfits, high-cut running shorts and tank tops are not appropriate attire when visiting school. Please plan to dress appropriately when you know you will be visiting school. When volunteering, attending school functions such as class presentations, adult classes or committee meetings, parents should dress in accordance with the standards of tzniut (modesty) as outlined above. Men are expected to wear a kippah when visiting campus and attending school functions.

# 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](#).



## Snacks

Elementary students will have the opportunity to have a healthy mid-morning and mid-afternoon snack brought from home during the school day. The morning snack must be a fruit or vegetable and the

afternoon snack must be a healthy snack (pretzels, dry cereal, granola bar). Because there are students in our school community with many varied severe allergies, please remind your child that there is no sharing of snacks or any foods with their friends. Please do not send candy or soda to school. **NO SNACKS WILL BE PROVIDED BY THE SCHOOL.** Students may not use the snack machine during school hours.

## Lunch

Students may bring a dairy or parve lunch from home or buy lunch at school. No meat lunches may be brought from home. All lunches must consist of products that carry an authorized KOSHER label. (see page 7) Daily hot lunch is available from our in-house caterer. Reminder: no sharing of lunches.

## Birthday Parties

**Birthday Parties in School:** Birthdays may be celebrated on **FRIDAYS only**. These must be scheduled in consultation with the classroom teacher and will be held in conjunction with the Shabbat celebration. Special treats can be ordered **through the school office** (Diana ext. 119) for the entire class one week in advance. Please use the appropriate on-line school form for in-school birthday party orders. NO balloons, presents, party bags, decorations, drinks, additional foods (from outside sources, e.g. bakeries or home) are to be brought in for the class. Siblings as well as parents will not be invited to attend the birthday parties. Elementary school students will not attend birthday parties in other divisions. We suggest that you consider commemorating the birthday with a [Jason's Book](#).

**Birthday Parties Outside of School:** In order to be considerate of all children, the Hebrew Academy asks parents to select from one of the following guidelines when inviting their child's classmates:

- ⦿ Invite the entire grade or class;
- ⦿ Invite all the boys or all the girls in the grade or class;
- ⦿ Invite one or two friends from the grade or class.
- ⦿ If you are unable to invite the entire class, please mail invitations to children's homes rather than distributing them in school.
- ⦿ At these celebrations, please strictly follow kosher and Shabbat guidelines.

## Shabbat Parties

Every week we celebrate Shabbat, school-wide, with a Shabbat Assembly.

There are zemirot and brachot. It is hosted by one of the classes with a Dvar Torah by students, as well as candle lighting and kiddush. It is a great way to start erev Shabbat. In many of our Judaic Studies classes, we continue these celebrations with Shabbat parties. Children may be selected as the Abba or Ima. They bring in treats for the entire class, and act as the hosts in the classroom. These Shabbat parties are exclusively for the students and teachers only of that particular class.

## II. ACADEMIC MATTERS

### HOMEWORK

Hebrew Academy strongly believes in the benefits derived from a quality education. Classroom study is sometimes supplemented by assigned work at home. Teachers will only assign homework that is beneficial for student learning. The section below outlines Hebrew Academy Elementary School's homework policies.

**In grades K-2 homework and class assignments will be posted in SeeSaw, our lower elementary division in LMS (Learning Management System System.) In grades 3-5 homework and class assignments will be posted in Google Classroom.**

#### 1. PURPOSES OF HOMEWORK

All homework assignments should fulfill one of the following four purposes:

- ⦿ Pre-learning (reading a book, reading an article, researching on the computer)
- ⦿ Checking for Understanding (responding to journal questions, explaining strategies for solving math problems)
- ⦿ Practice (rote skills, spelling words, reading, support and modifications for children who need extra review of skill)
- ⦿ Processing (reflection, application and enrichment)

#### 2. TIME SPENT ON HOMEWORK

The time allotment is meant to be the goal for the amount of homework assigned. On occasion, less homework may be assigned, but never more.

- ⦿ If a student has not completed the assigned homework within the time limit allotted, he/she should stop working and a note should be sent by

- the parent to the teacher.
- The time allotment is inclusive of assignments, test preparation, long-term project preparation and reading practice. Daily “log” reading is not included.
- Some assignments may be given over the course of several nights or an entire week, and the time-per-night indicated is an average of the total time. Students may choose to apportion this work over the course of the week any way that they want.
- Homework is considered work to be completed at home and class time should not be devoted to its completion, other than directions, examples and explanations.
- The suggested amounts are for the combined JS and GS assignments. If at any time a student is working longer than the allotted time, a parent should write a note to the teacher explaining this and the teacher will address this with the particular student.
- At times, homework may require use of a student log-in on a computer or tablet.
- Every teacher that uses this method will provide students and parents with appropriate log-in information.

### HOMEWORK TIME

Grade 5	50 Minutes
Grade 4	40 Minutes
Grade 3	30 Minutes
Grade 2	20 Minutes
Grade 1	15 Minutes

### 3. SCHOOL VACATION HOMEWORK

Teachers will not assign homework right before a school vacation that is due immediately after the vacation, nor schedule tests for immediately after vacation. School vacations are for social/emotional development, strengthening of parent-child bonds, exercise and unregimented play. Reading is strongly encouraged.

### 4. PARENT INVOLVEMENT IN HOMEWORK

#### Parents are encouraged to...

- Ask their child about what the child is studying in school.

- Ask their child to show them any homework assignments.
- Assist their child in organizing homework materials.
- Help their child formulate a plan for completing homework.
- Provide an appropriate space for their child to do homework.

### **Parents may, if they wish...**

- Help their child interpret assignment directions.
- Listen to their child read required reading aloud.
- Encourage their child to complete the assignments
- Help their child brainstorm ideas for papers or projects.
- Discuss or study with their child subject matter related to topics learned at school.
- Write a note to the teacher if the HW is excessive on a particular night for a particular child .

### **Parents should not...**

1. Attempt to teach their child concepts or skills with which the child is unfamiliar.
2. Complete assignments for their child.

## **5) GRADING AND LATE HOMEWORK POLICIES**

### **Grading Policies**

Grades 1-5: Homework will be checked regularly and handed back in a timely manner with meaningful feedback. This practice enables homework to be a useful instructional and learning tool.

### **Late Homework**

- In general, if homework is not completed, it should be done the following night.
- Students who have an ongoing issue with homework completion will work together with faculty and parents to devise a plan to address the problem.
- Teachers may ask parents to sign off on homework assignments after they are completed.

## Missed Homework

In the event of an absence, please consult Parentplus Portals for assignments. In the event that a student takes a vacation that is not during a regular school vacation, teachers are not expected to provide missed school work or homework in advance. Upon the student's return to school, parents are responsible for getting the missed work from their child's teachers and seeing to it that it is completed by the student. Parents should encourage their child to contact a classmate to help them find out what work has been missed.

## III. COMMUNICATION

Open, regular communication between teachers and parents is crucial to the success of children at school. Hebrew Academy aims to foster dialogue between parents and teachers around how best to meet the needs of each child. **The partnership between the teacher and parent is paramount to the success of our students.** Parent-teacher conferences and report cards are a formal method by which teachers will be reaching out to parents throughout the year, while informal emails offer a great way for staying in touch on an ongoing basis as needed. It is important to note that parents may never text teachers. Parents may not call a teacher on his/her personal cell phone. If an email is received from a parent to the teacher, the teacher will respond after school or during their designated break period. Any emergency situations can always be handled through the school office. Please do not expect to arrive in school and see a teacher or administrator on demand. If you wish to speak to the faculty member directly, please let the office know so that a mutually convenient conference can be arranged. Please share your concerns with us before they become more serious and more difficult to resolve.

## Parent Plus and Student Plus Web Portals

Rediker Software's PlusPortals is a Learning Community Management System used for school and classroom organization. The Plus Portals allow teachers to post homework, grades and other important information that can be accessed by students, parents and administrators. We use it to send out bulletins, announcements and other documents.

## Conferences

Parent-Teacher Conferences are held yearly in the fall with a check in in the

spring. Please refer to the school calendar for the specific dates. A meeting between parents and teachers may be arranged individually should the need arise. Teachers should always be parents' first point of contact (see page 7 for contact information). Administrators should be contacted if an issue remains unresolved. Please feel free to reach out to our School Psychologist, Reena Rabovsky, at [rrabovsky@rasg.org](mailto:rrabovsky@rasg.org) with any social-emotional issues.

## Report Cards

Report cards focus on the student's growing academic skills and knowledge as well as the social/emotional aspects of the child's development. They are emailed through the portal at the end of each semester.

## Assemblies and Special Programs

Throughout the school year various milestones will be celebrated with grade-wide student presentations and performance assemblies. These functions may include but are not limited to the Siddur Presentations, Chumash Presentations, a year-end Siyum, holiday plays and special presentations.

**Our policy for these assemblies is as follows:** Students who have a sibling in the production are welcome to attend the performance. They will be called to the assembly by their classroom teacher. Students must return to class after the assembly. Various classes in the school may be invited as guests of the performing class. This will be decided by the classroom teacher and administration.

## Class Newsletters

Teachers will send home news of class activities through parent letters or class newsletters, blogs or Plus Portal throughout the year.

## HAppenings

Our school publication "HAppenings" is digitally sent weekly and is available on the school web-site. 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 access it so that you will be informed regarding schedule changes and upcoming events.



## Website

Information, useful forms and documents, photographs, curriculum outlines, and news about the Elementary School are available on the Hebrew Academy website at [www.hebrewacademymiami.org](http://www.hebrewacademymiami.org).

## Telephone and E-mail

Messages for students received during the day will be communicated to them through the office and then their teachers. To leave a message for a teacher or administrator, please call the main number, 305-532-6421 ext. 114. Teachers may be reached via email. In case of emergency, students may ONLY use the phone in the school office with permission of their teacher. Parents may not call or text teachers to their personal phones.

## Communicating Concerns

Concerns will be addressed in a timely fashion, and all emails or phone calls will be responded to within 24 hours. A parent with a concern about his or her child should follow this procedure:

- Contact the teacher directly by sending an e-mail or leaving a phone message with the office. Often, the parent and the teacher together have the information needed to handle the situation.
- The teacher will respond by contacting the parent to set up a meeting or arrange for a phone call to discuss the matter.
- **Parents should not interrupt the teacher in class or during the school day (carpool, hallway, etc.), nor should parents call a teacher at home or on their personal cell phone.**

## Keep Us Informed

When children come to school, it is important to remember that they are products of their home life. Everything that happens in the home significantly affects our children—including their behavior, attitudes, and ability to concentrate. Therefore, it is essential that the school be made aware of any unusual events taking place in your family. This includes births, marriages, anticipated trips, illnesses, deaths, or special developments. Please keep us posted regarding the ups and downs of your family life so that we can deal with your child in the most informed, sensitive, and understanding manner.

## IV. SOCIAL GUIDELINES AND EXPECTATIONS

### Purpose and Goal

Our goal is to maintain a secure, challenging, and nurturing School environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from School. Students may also be held responsible for any damage or harm that they cause to individuals and/or the School community at large.

The policies and standards apply any time a student is enrolled in the School, including when a student is on campus, is participating in or attending a School-sponsored event on or off campus; is officially representing the School; is traveling on behalf of the School; and during school breaks.

In addition, the School regards any behavior prejudicial to the best interests of the School, whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The policies and rules outlined in this Handbook should be read as an all inclusive description of the School's standards, which are based on **honesty, respect, trust and safety**. Any behavior that constitutes a breach of these School values may be treated as a major school violation. Students are expected to comply with School standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

## V. SOCIAL MEDIA AND SOCIAL NETWORKING POLICIES AND PROCEDURES

Social media encompasses a broad array of online activity including but not limited to social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, YouTube, WhatsApp, and Snapchat, blogs and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

**Use at School or a School-Related Event:** We do not permit students to access social media and/or social networking sites while on School property or at a school-related event. We have taken steps to block any of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

**Use Away from School Property:** It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation with possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities. Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the Student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately. In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior is

prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally students are not permitted to disclose any confidential information of the School, employees, students, parents or activities online.

**Your Identity Online:** You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets. What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School. Not to mention, what you post could have a negative impact on your future job options and other opportunities. Thoughtfulness needs to be utilized when posting anything.

**School's Right to Inspect:** The school reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

**Cell Phone Policy:** Students in the Elementary School are not permitted to use cell phones while they are on school property without student/teacher permission. If a student received a call or text during school hours on school property, it must be ignored until after dismissal and they have left school grounds. Taking pictures and videos are prohibited on school property or at school sponsored trips and events. If parents or students need to communicate during the school day, they may do so through the school or principal's office. Limited usage is permitted on class trips.

### **Communication Concerns for Parents:**

**Chat Room Guidelines:** We encourage parents to develop a close-knit community feel throughout the school. Many grades have a "Whatsapp" group. If a parent is participating in this group, we would like to suggest the following guidelines:

- ▶ **Sharing** of information concerning special projects, trips, transportation arrangements and play-dates is most appropriate.
- ▶ **Sharing** remarks about a member of the faculty is not appropriate. If

you have a particular “complaint” or would like to offer feedback about this topic, please communicate either with the teacher directly or with the Administration.

As a reminder, this forum is public and as a Torah Observant school we are particularly mindful of the importance of not speaking/writing Loshon Hara.

## VI. OFF CAMPUS BEHAVIORS

The School does not wish to unnecessarily involve itself in a student’s off campus behaviors. However, the School’s rules and regulations apply at all times a student is enrolled in School. In addition, the School reserves the right to take action to the extent that off campus behaviors impact the individual’s ability to continue at school or impact the other student’s or employees’ ability to be comfortable at School. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one’s body, self-esteem, or health. As examples, off campus Internet activity, criminal activity, sexual activity, use of drugs, alcohol or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from school.

## VII. 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. 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 nature of bullying also includes the following three factors: repetitive over time, with intention to harm, and with a perceived or actual imbalance of power. The **School also prohibits cyber-bullying (creating websites, instant messaging, e-mails, 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 or any unkind behavior should be reported immediately to the

Administration. We also expect that anyone, whether student, faculty, staff or family members who witness, 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 a range of disciplinary actions, including parent contact, detention, suspension, referral for outside counseling or dismissal from school for these violations. 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 of disciplinary action.

## **VIII. EXPECTATIONS FOR BEHAVIOR**

### **Guidance Department**

Parents are urged to make use of the professionals in the Guidance Department. Mrs. Reena Rabovsky is the Elementary School Psychologist, 305-532-6421 extension 138.

### **Philosophy of Discipline**

Creating a community of learners is a proactive approach to discipline, whereas punishing a student for lack of compliance is a reactive approach. We as educators must plan activities, lessons, and environments that foster a community of learners. We “think ahead” of our students and anticipate possible student behavior in given situations.

### **PBIS Mission Statement**

At Hebrew Academy, a system of Positive Behavior Intervention Support will create a climate of cooperation, academic excellence, and social-emotional competence based on Torah values. Through explicit modeling of behaviors and expectations, students and staff will be Ready, Respectful, and Responsible, and will persevere in all academic and social endeavors.

### **Positive Behavioral Intervention Support**

PBIS is a national initiative that is a proactive and positive approach to

student behavior. Our PBIS program will bring school, families, and the community together to support the teaching and learning of successful school behavior for all students. It will create a safe, more enjoyable, and more productive school environment. Together it will allow all students to learn responsible behavior and achieve academic success.

**PBIS is a systematic approach that:**

- Establishes and reinforces clear behavioral expectations
- Will be adopted by all staff for a common approach to discipline that is proactive, instructional, and outcome-based
- Uses data to guide decision making
- Focuses on systematically teaching social behavior
- Systematically teaches and implements behavioral interventions for all students.

***If a student doesn't know how to read, we teach.***

***If a student doesn't know how to swim, we teach.***

***If a student doesn't know how to multiply, we teach.***

***If a student doesn't know how to behave, we....punish? or teach?***

## **Explanation of Project Gevurah**

*Pirkei Avot*, Ethics of Our Fathers teaches us (4:1): *Who is strong? One who overpowers his inclinations.* This *mishna* lays the foundation for Project Gevurah. The Hebrew Academy school mascot is the Warrior. Someone who is strong like a Warrior does not only possess physical might, but also has inner strength. The concept of inner strength refers to one who has self-control. A Hebrew Academy Warrior has GevuRRRah- and is Ready, Respectful, and Responsible!

- Ready means: I am prepared to learn. I am all set with the proper materials and ready to follow safety instructions.
- Respectful means: I will treat others how I want to be treated.
- Responsible means: I will follow classroom and school rules on a daily basis.

<b>Hebrew Academy Matrix</b>	<b>Ready</b>	<b>Respectful</b>	<b>Responsible</b>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Use walking feet</li> <li>• Single file line on the right side of the hallway</li> <li>• Face forward with hands to your side</li> <li>• If you are visiting the nurse, bring a pass</li> </ul>	<ul style="list-style-type: none"> <li>• Level 0-1</li> <li>• Be mindful of work on the walls</li> <li>• Hold door for others</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Stop at doors and stairs</li> <li>• Pick up litter</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Leave personal items in the classroom</li> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1</li> <li>• Allow for privacy</li> <li>• Leave bathroom stalls unlocked after you are finished</li> </ul>	<ul style="list-style-type: none"> <li>• Report problems to adults</li> <li>• Flush the toilet</li> <li>• Wash your hands with soap and water</li> <li>• Put trash in garbage cans</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Wash before bread</li> <li>• Walk quietly to your assigned table</li> <li>• Sit quietly and stay seated</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1</li> <li>• Say please and thank you</li> <li>• Include others and use kind words</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Clean personal area</li> <li>• Put all trash in garbage cans</li> <li>• Only eat your own food</li> </ul>
<b>Auditorium Arrival and Dismissal</b>	<ul style="list-style-type: none"> <li>• Go directly to your classes' designated area</li> <li>• Stay seated in assigned section</li> <li>• Put backpacks in designated area</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 0 at adult signal</li> <li>• Follow teacher directions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food, drinks and electronics inside your backpack</li> <li>• Listen for your name at dismissal and walk out promptly</li> <li>• Use crosswalk and sidewalks</li> </ul>
<b>Assembly or Special Event</b>	<ul style="list-style-type: none"> <li>• Walk quietly to your seat</li> <li>• Stay seated in assigned section</li> <li>• Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Level 0 at adult signal</li> <li>• Follow teacher directions</li> </ul>	<ul style="list-style-type: none"> <li>• Wait to be dismissed after assembly</li> </ul>
<b>Playground and Recess</b>	<ul style="list-style-type: none"> <li>• Line up promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Include others in games</li> <li>• Show good sportsmanship</li> <li>• Share and take turns</li> <li>• Follow teacher directions</li> </ul>	<ul style="list-style-type: none"> <li>• Use play equipment properly</li> <li>• Put equipment back where it belongs</li> <li>• Keep your hands and feet to your self</li> </ul>

**HEBREW ACADEMY PBIS PROJECT GEVURAH SCHOOL-WIDE EXPECTATIONS MATRIX**

Level 0= Silence    Level 1= Quiet Voice    Level 2= Indoor Voice  
Level 3= Outdoor Voice




## Incentives

Student incentives are earned daily, weekly and monthly.

### Daily - Warrior Way Notes

- Students may be given a Gevurah Note by any staff member to celebrate actions that demonstrate one of the following: Ready, Respectful, or Responsible.
- Students can “cash in” their Gevurah Notes once monthly for a variety of prizes or special opportunities.

<b>I got a GEVURAH NOTE!</b>	
<b>For showing that I can be:</b>	
	<b>Ready</b>
	<b>Respectful</b>
	<b>Responsible</b>
<b>Student Name:</b> _____	
<b>Given by:</b> _____	

### Weekly- Fun Friday

- Students meeting weekly classroom expectations by having no write-ups in their Student Behavior Log or Office Referral Forms will earn “Fun Friday.”
- Fun Friday will be a special activity determined by the classroom teacher.
- Students who have not met the weekly expectations will remain in the classroom and complete missed assignments, make-up any tests/work or do additional assignments.

### Weekly- Warriors of the Week

- Warrior of the Week winners will be announced each Friday morning at Shabbat Assembly.
- Warriors of the Week will receive the award based on demonstrating outstanding behaviors in the areas of Gevurah: Ready, Respectful, and Responsible.

## Categories of Behaviors

The following is a list of behavioral classifications for minor and major violations. All major violations may result in an office referral. All minor violations may result in use of the Student Behavior Log and will lead to an office referral after 5 violations.

**Minor:** *Minor behaviors are defined as discipline incidents that can be handled by the classroom teacher; usually do not warrant a discipline referral to the office, and are documented in the Student Behavior Log.*

### 1. Difficulty Adhering to Rules and Procedures

Disruption: Student engages in low-intensity, but inappropriate disruption that interrupts a class, activity, or learning opportunity. Examples include: sustained loud talking, yelling, interrupting the teacher, making noise with materials, taking items from other students, horseplay, and/or sustained out of seat behavior.

- Inattentiveness: Student engages in off-task behaviors in the classroom setting. Examples include: minimal or no effort put forth in class work, is inattentive during instruction, or difficulty staying on task.
- Student exhibits inappropriate behavior in the bathroom, hallway, recess cafeteria, or auditorium.
- Students disrupt the learning of others.

### 2. Disrespect toward Peers or Adults

- Defiance/non-compliance: Student engages in brief or low-intensity failure to follow directions. Examples include: Unwillingness to line up, not keeping classroom and outside areas clean, or does not follow classroom directions or routines.
- Disrespect: Student delivers low-intensity, socially rude or dismissive messages to adults or students or talks back to an adult.
- Inappropriate language: Student engages in low-intensity instances of inappropriate language.

### 3. Difficulty Demonstrating Responsibility

- Student is unprepared for class: Student does not consistently do or complete homework or class work, student does not have classroom supplies.

- Skips class: Student arrives late, leaves class, or does not attend class (not due to parent drop off).
- Inappropriate location: Student is in an area that is outside of school boundaries.
- Physical contact/physical aggression: Student engages in non-serious, but inappropriate physical contact.
- Property misuse: Student engages in low-intensity misuse of property.
- Technology violation: Student engages in non-serious, but inappropriate use of cell phone, music/video player, camera, computer, tablet, or other electronic device.

**Major:** *Major behaviors are defined as discipline incidents that must be handled by the administration.*

#### **4. Defiant Behavior Toward Adults**

- Abusive language/inappropriate language/severe profanity: Student delivers verbal messages that include swearing, name calling, verbal threats, or use of words in a very inappropriate way toward adults.
- Defiance/Insubordination/noncompliance: Student engages in refusal to follow directions or talks back.
- Forgery/ Theft/ Plagiarism: Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without the person's permission, or claims someone else's work as their own.

#### **5. Defiant Behavior Toward Peers**

- Fighting: Student is involved in mutual participation of an incident involving physical violence.
- Physical aggression: Student engages in actions involving serious physical contact where injury may occur. Examples include: hitting, punching, hitting with an object, kicking hair pulling, scratching.
- Bullying behaviors: The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, and/or name calling on an ongoing basis (verbal, physical, relational bullying).
- Harassment: the delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
- Abusive language/inappropriate language/severe profanity:

Student delivers verbal messages that include swearing, name calling, or use of words in a very inappropriate way toward peers.

## **5. Destruction of School Property/Unsafe Behavior**

- Property Damage/ Vandalism: Student participates in an activity that results in destruction or disfigurement of property. Examples include: graffiti, food fights, or other property damage.
- Possession of weapons or unsafe items: Student is in possession of objects readily capable of causing bodily harm. Examples include: throwing furniture or possessing a knife.

## **Additional Behavior Support**

### **Behavior Support Contract**

- The purpose of the Behavior Support Contract is to develop concrete behavior goals with a student who has not responded to classroom management strategies and/or continues to be written up in the Behavior Log. The behavior support contract is sent home for parental signature and returned back to the school.

### **Office Referral Forms**

- After a student has accumulated a full Student Behavior Log (SBL) an Office Referral Form is completed. The administration will determine the consequence and next steps based on a hierarchy of consequences.
- Data will be documented in the data documentation system and in the student's record.

## **Cell Phones and Other Electronics**

Students may not have cell phones at school. If an emergency arises, the office staff or the principal will make a phone accessible to the student. Students will be using tablets, laptops and computers in school. These computers and tablets may be used in school with the teacher's permission for designated school projects and blended learning experiences. It is essential that students abide by rules and regulations that ensure proper usage. At any time, students may not use cell phones or any other electronics in any way that is harassing or disruptive, including making threats, or in ways that would otherwise violate a school rule. There will be serious consequences, including confiscating the phone or device, for inappropriate cell phone or electronic device usage.

## Trips

Trips outside of the school facility are an essential part of student learning. These trips are done on a class by class basis. There will be a permission form sent a few weeks before the trip with all of the essential particulars. The chaperones for these trips are the specific grade teachers and other faculty members of our school. Parent chaperones must complete the Chaperone Training Course offered by our Dean of Admission, Dr. Ami Eskanos. Administration approval is required for every parent chaperone. Please contact [admission@rasg.org](mailto:admission@rasg.org) if you are interested in participating in the training course.

## Electronics on Class Trips

Although this may not apply to every grade and every trip, you should be familiar with our policy about electronics on school trips. Students may bring cell phones or tablets on school trips (with parental permission) lasting more than 4 hours with the following caveats:

- No calls by students may be made during the trip. Parents may be called when we want to advise them that either we have arrived at our destination or are arriving shortly at school. We would greatly appreciate it if parents do not text or call students while they are on a class trip. Cell phone numbers for school chaperones will be provided to parents for check-in.
- No WiFi may be used by any electronic device. Downloaded games or movies (g-rated only) are permitted.
- If a student violates any of the above mentioned rules, their device will be immediately confiscated and returned to the parent at the end of the trip. A teacher or administrator will solely make that decision.

**Internet Safety: Please see Technology Acceptable Use Policy**

## IX. MEETING INDIVIDUAL NEEDS

Concerns regarding students' academic, social, emotional, or mental well-being should be referred directly to the Administration.

## X. GENERAL POLICIES AND PROCEDURES

- School Hours
- Monday-Thursday 7:50 AM – 3:45 PM
- **Friday 7:50 AM – 2:30 PM -Aug. 28 – OCTOBER 30, 2020**
- **FRIDAY 7:50 AM – 1:30 PM – NOVEMBER 6- MARCH 12, 2021**
- **FRIDAY, 7:50 AM – 2:30 PM – March 19- June 11, 2021**

**Arrival:** School begins promptly at 7:50 AM with students going directly to their morning classes. Classes begin promptly at 8:00 AM. Students should arrive at school between 7:45 AM and 7:55 AM as the building is unsupervised before that time. Students may not enter before 7:45 AM.

**All students will be required to undergo temperature screening upon entering the campus with a touchless thermometer.**

Parents must drop off their children at the main entrance and remain in their cars at the beginning of the school day. Parents may not block the student drop-off or enter the building at this time. If it is necessary to accompany your child into the building, please park in an appropriate spot in the school lot and walk your child into the building. Please be aware because of our security concerns, all adults entering the building at all times must have a proper ID that will be presented to our security team. The walk-in main gate (where security is located) is open until 8:10 AM. **After that time, parents must park in a designated parking location (not the circular driveway) and walk their child into the office and sign their child in.**

**Late Students:** Attendance is taken at 8:10 AM. Students arriving after 8:10 AM are marked tardy. **Parents may not accompany their students to their classroom at any time.** If children need assistance, a staff member will help the student.

**Excessive Tardies and Absences:** Attendance and promptness to school are important for all students. Please make every effort to prioritize our daily schedule. Our school day begins with our daily tefillot and davening. It is the responsibility of students and parents to be aware of the number of absences at all times and the impact that it may have on the student's learning and grades. Monitoring can be done by checking the portals or confirming with the teachers. These are important parts of our yeshiva school day.

**Dismissal:** Please remember to turn off your cellphones when you come on campus to join the carpool line and put your car in park when you are stopped. Please do not call or text your child to tell them to come out and meet you. It is advisable you share a carpool with children in the same cohort to minimize exposure. Please be sure that your car is equipped with adequate car seats and seat belts for every single student in your carpool. It is the parent's responsibility to seatbelt every student before pulling away from the carpool line.

**Stay in Your Car:** To ensure a safe and efficient dismissal, all drivers must remain in their cars until your children are brought to you. **No parent may enter the school to pick up their children.** Students are dismissed at 3:50 pm. Please secure children in their seats before pulling away. No cars or

children may ever be left unattended.

**Keep Us Informed:** Please communicate play dates, or changes in pick to the school office. This can be done by writing a note or sending an e-mail. **If advance notice cannot be given, please call the school office before noon. No dismissal changes will be accepted after 3:00 p.m.**

**Taking Your Child Off Campus:** We ask that parents make every effort to schedule medical, dental and all other essential appointments for non-school hours. If that is not possible, please follow the procedures below.

- A note or e-mail must be sent to the classroom teacher and office staff stating the date and time he/she will be leaving and returning. This note must be sent by 8 am on the date of the early pick up. Teachers do not check their email throughout the day.
- Your child will be called and sent down to the office. **PARENTS MAY NOT GO DIRECTLY TO THE CLASSROOMS FOR STUDENT PICK UP. STUDENTS WILL BE CALLED DOWN BY THE MAIN OFFICE FOR DISMISSAL.**
- Children will report to the **school nurse** upon your return to school. Parents may not bring children to the classroom, cafeteria, gym or auditorium.
- Only parents, legal guardians or adults designated by parents may pick up students. These adults must have and present current identification that will be cleared by our security.

## **Inclement Weather, Closings/Delays, Weather Dismissals**

Consult the school Hotline for up-to-date information at 305-460-3246.

- Hebrew Academy follows the lead of the Miami-Dade Public School System regarding school closure and evacuation. In the event that there is no public school schedule 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 there is a watch or warning posted, students will be sent home in an organized manner.
- Please note that all after-school activities are canceled whenever there is a weather-related early dismissal.
- In the event of a TROPICAL STORM WATCH or WARNING, the school may be open. Consult the school hotline or website for information.

- In all cases when the Academy is open, use good judgment and common sense in deciding whether to send your child to school. If you live in Broward or Monroe counties, act in accordance with the conditions where you live in the weather is more severe than near the school and/or you feel 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.

### **School Reopening**

- Each campus will be thoroughly inspected for safety and health concerns before announcing the school's reopening.
- Please note that the school's decision to reopen or remain closed may be inconsistent with the Public School's decision.
- Information related to reopening will be available through the hotline and if permissible, the school's website, [hebrewacademymiami.org](http://hebrewacademymiami.org).

### **After School Opportunities**

Information about all after-school activities—including rates—is available on the school website.

### **Professional Days for Faculty**

In order to afford our faculty the opportunity to participate in professional development to enhance the education of our students and promote best practice for our school community, we have scheduled several days during the year for professional days. Please consult the school calendar as well as early dismissal days, so you will be able to make any necessary childcare arrangements in advance. There is no aftercare available on professional development days.

### **Health Procedures**

Hebrew Academy has a full time nurse who maintains an office outside the Welcome Center. The nurse maintains health records, communicates health concerns, formulates and maintains health policies, and is on hand to address issues as they arise. The nurse also participates in informal health education and collaborates with teachers on certain lessons. No medication of any type will be administered by the school nurse without written medical instructions and permission. (See form on school website.)



Standing orders and health protocols are kept in the nurse's office. If a student experiences a minor illness or injury, he/she is sent to the nurse who will appropriately evaluate the health complaint, perform a physical examination, and implement an intervention. Parents will be notified of any significant findings and nursing actions, as well as recommendations for necessary follow-up care.

Any student in the elementary school who requires the attention of the school nurse will be seen by the nurse. The nurse will then contact the parents as well as the Principal by phone/email.

Any significant illness or injury that occurs during school hours is reported to the Administrators and the child's parents. In the case of significant injury, an accident report is filled out by the witnessing faculty member and the school nurse.

### **Emergency Information**

Emergency information containing parents' phone numbers and emergency contacts is kept in the Elementary School. (Students will not be permitted to attend school if a current emergency card is not on file.) Please update the information as necessary (move or change in phone number).

In case of a serious emergency, school personnel will call 911 and escort your child to the emergency room via ambulance. Parents and the child's physician will be immediately notified.

### **Health Forms**

Hebrew Academy requires parents to fill out and submit an annual student health history for each child.

Students are not permitted to attend school if their immunizations are not up to date and fully documented. Forms should be submitted to the office before the beginning of the school year.

### **Asthma/Allergies**

Allergic reactions/anaphylaxis to foods, insect bites or stings and asthma are potentially life threatening. It is the parents' responsibility to notify the school if your child has asthma and/or severe allergies and to provide an EpiPen, if medically indicated. Parents must complete a Medical Authorization form (on line) with an emergency treatment plan from a doctor which will be placed in the child's file.

### **Illness**

Children should not attend school if they are ill. Students with fever, diarrhea, or vomiting are required to remain home for at least 24 hours following these

symptoms. If a student has a contagious condition, such as strep throat, that requires antibiotics, he/she should not return to school until the antibiotics have been in effect for 24 hours. The school nurse should be kept informed regarding these circumstances. Please email the classroom teachers to inform them of the absence. In this way they can share any missing assignments with your child and check on how they are feeling. Should your child have a medical reason for not participating in PE on a given day, please send a dated and detailed note.

## **Lice**

Head lice are usually transmitted by direct contact with infested persons, their clothing, hair accessories, or hats. Children should be reminded by parents not to share hats, Kippot, combs, brushes, barrettes, or the like. Information about head-lice control is available in the nurse's office.

Our school nurse conducts a required head-lice check for students in the fall before school begins. Parents are requested to check their children's heads carefully before the start of school and routinely throughout the year. If a student is found to have lice or nits, he/she will be sent home for appropriate treatment and complete nit removal. The child's head will be checked upon readmission to school, and if nits are still present, the child will not be permitted to remain in school. Once a child is able to be readmitted, he/she will be re-checked by the school nurse periodically for one month. Periodic in-school lice checks will be arranged with the nurse and the administration.

## **Medications**

In accordance with state law, all medications—both prescription and over the counter—must be stored securely in the nurse's office. Students are not allowed to self-dispense medication. Under specific conditions, allowances can be made to allow a child to carry medication under the school nurse's supervision.

### **Regular Medications**

Children requiring medication on a regular basis must have completed parental consent and physician forms on file. The appropriate forms are available in the nurse's office.

### **Short-Term Medications**

Short-term medications such as antibiotics do not require a physician's form as the pharmacy label on the bottle is sufficient. However, a parent consent form is necessary. The appropriate forms are available in the nurse's office.

### **Non-Prescription Medicine**

The administering of non-prescription medication requires a parent note that details consent as well as the child's name, medication type, dates

in effect, and dosage.

Inform the Nurse: Parents are asked to keep the nurses informed of all medications students may be taking, even if they are not dispensed at school. In the case of a medical emergency, it may be essential for the nurse to have this information.

### **Use of crutches or wheelchair**

If a student has an injury and his/her mobility is affected, the nurse must be informed when the student returns to school. Whenever appropriate accommodations will be made.

### **Medication Labels**

Medications must be delivered to the school by an adult in a pharmacy or manufacturer-labeled container, as the nurse may not dispense them without having met these conditions. Pharmacies provide separate, labeled bottles for school and home at no extra cost. No more than a 30-day supply should be delivered to the school. Leftover medications may be picked up by the parent, or will be disposed of by the school nurse after a reasonable period of time has elapsed.

### **Year End**

All medications must be picked up by parents from the nurse's office before the last day of school. The nurses will dispose of the remaining medications.

### **Communication**

Open communication between parents and the school regarding health issues enhances our ability to provide appropriate care for your child. The nurse is available throughout the school year to discuss your child's health concerns.

### **Volunteering**

Many opportunities exist for parents and grandparents to serve the school by volunteering at PTSA events and in special programs. Tasks and time commitments can be tailored to the interests and availability of the volunteer. For more information, please contact the school.

### **Student Records and Information**

Requests for student records 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 fee.

# DIGITAL LEARNING PLEDGE

**As a student and a digital citizen, I pledge to:**

## Be Ready. I will...

- Remember that my teachers can see whatever I do and say on the school's device during video meetings, in emails and chats, and on shared documents.
  - Give credit to the sources of online information I use for schoolwork.
  - Know that not all information online is true.
  -
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## Be Respectful. I will...

- Tell my teacher if I'm confused about anything or need help.
  - Be a good friend to my classmates.
  - Tell my teacher or an adult I trust if I see someone being treated poorly or unfairly.
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## Be Responsible. I will...

- Do my best to complete my distance learning schoolwork and assignments.
  - Be careful with my device by:
    - carrying it with two hands.
    - putting it down on a clean, flat surface.
    - not eating or drinking when I use it.
  - Tell my teacher and parent or caregiver if my device is broken, stolen, or lost.
  -
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## Stay safe. I will...

- Not share my school account passwords with anyone other than my teacher and parent or caregiver.
- Not share private information without my family's permission. (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)

- Tell my teacher or an adult I trust if anything makes me uncomfortable online.

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### **Stay balanced. I will...**

- Set specific times to use my device for distance learning and schoolwork.
- Follow my family's media plan.
- Make sure there's time in my day for doing activities that don't involve electronic devices, like exercising and eating healthy food.
- "Pause for people" and look up if someone wants to talk to me when I'm on my device.

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### **In exchange, my parent or caregiver will...**

- Support my digital learning by setting me up for success.
- Communicate regularly with my teacher about my progress.
- Help me use technology responsibly and safely and be a good digital citizen.
- Talk to me about the consequences of my behavior.

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Signed by me

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Signed by my parent or caregiver

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Date

**RELEASE OF LIABILITY**

In consideration of the Board of Trustees, hereinafter referred to as “the Board,” of the Hebrew Academy (RASG), 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, athletic and social, we do hereby release, remise and forever discharge, indemnify and agree to hold harmless the Board, its officer, 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 a 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.

Please sign and return by August 24, 2020 or provide electronic signatures.

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Class/Age Level: \_\_\_\_\_

Mother’s Signature: \_\_\_\_\_

Father’s Signature: \_\_\_\_\_

## **RASG HEBREW ACADEMY PARENT/STUDENT HANDBOOK 2020-2021**

**I/we** understand the obligations of students and parents at the Hebrew Academy.

**I/we** agree to comply with the policies and procedures set forth in this handbook.

**I/we** understand that the School may modify or eliminate any policy, procedure, or regulation as deemed appropriate by the administration.

Please sign and return the form below by August 24, 2020 or provide electronic signatures.

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### **PARENT/STUDENT HANDBOOK 2020-2021**

Name of student: \_\_\_\_\_

(PLEASE PRINT)

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Mother's signature: \_\_\_\_\_

Father's signature: \_\_\_\_\_

Please sign and return to the school office.