



Parent Handbook

2020-2021

Ruth E. Cohan Early Childhood Center
Hebrew Academy Elementary School
Hersch ben Yehuda Middle School

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TABLE OF CONTENTS

Mission Statement & Vision Statement	2
School Educational Philosophy	3
Attendance, Arrival & Dismissal	4
Absences	4
Arrival & Departure	4
Early Dismissal	5
Before & After-School Care	5
Carpool & Transportation	6
Communication, News & Notices	6
Telephone	6
Shabbat Shalom & Notices	7
Confidentiality	7
Parent-Teacher Organization	7
School-Sponsored Sales	7
Conduct & Disciplinary Policy	8,9
Finances & Fundraising	10
Tuition & Fees, Scholarships	10
Building Development Fund	11
Give-Get Obligation	11
Fund Raising Activities	12
Health, Safety & Security	13
Guide to a Safe School	13
Visitors	13
Illness, Medication, Injury in School	13,14
Internet Safety	15
Judaism & Kashrut	16,17
Lunches, Allergies, Birthday Parties	17
School Attire, Dress Code, Rosh Chodesh	
Lost & Found	18,19
Academic Policies	20
Homework Policy	20
Books, Testing	20
Interim Reports & Report Cards	20
Field Trips	21
Tzedakah, Chessed	21
Voluntary Pre-Kindergarten (VPK) Attendance Policy	22
The Code of Ethics of the Education Profession in Florida & Notice of Non-Discrimination	23
Supplement: A Guide for Field Trip Chaperones	24
Parent Statement of Understanding	25



Mission Statement

By providing a nurturing, and motivating environment
based on the values of Torah and Chassidus,
we will develop in our students:

a lifelong commitment to Torah and Mitzvos;

an awareness of Hashem's loving and detailed involvement
in our lives;

the ability to be independent and life-long learners;

the refined character and personal life skills needed to live with integrity, joy and confidence,

and a commitment to serve in our community.

Vision Statement

“If we wish to have a future generation of identifiable, Torah observant Jews, we must involve ourselves in the guidance of children from the youngest age in the proper Torah path.” (Hashlichus Hachinuchis B'igros Ha'Rebbe)

The Hebrew Academy Community School, founded at the behest of the Lubavitcher Rebbe, believes that every Jewish child has a “birthright” to an authentic Torah education of the highest academic standards, along with an excellent general education to enable him/her to grow into a productive, successful, and committed member of the larger Jewish and world community. As emissaries of the Lubavitcher Rebbe, the world view of Chabad philosophy guides our vision and propels us forward.

Our vision is a school where any Jewish child, regardless of affiliation, can receive instruction at his/her level with the view to advancement in all areas. Different backgrounds and levels of knowledge and observance should enrich the school population and nurture our empathy and acceptance of all Jews as expected of us in the verse, “וְאָהַבְתָּ לְרֵעֶךָ כָּמוֹךָ”.

Until recently a Jew could be isolated from or assimilated into the world. Our vision is not a compromise between these two. It is a bold new course charted by the Rebbe's view of a Jew's place in the world. Our goal is to educate children to be more than personally observant, rather that they will see themselves as G-d's personal ambassador to perceive the good in the world, and to bring their own corner of the world closer to the purpose for which it was created.

School Educational Philosophy

We Believe That:

- Opportunities must be provided for all Jewish children to receive excellence in Jewish and general studies education. Should a child require services not available at our school, we will guide the parents in identifying suitable placement.
- A quality program must include a caring and nurturing environment in which children can flourish while discovering their strengths.
- Students should be taught respect for all individuals regardless of background.
- In order for students to achieve the highest level of learning, they must be taught a love of learning and an understanding of the learning process.
- Loyalty to Judaism cannot be separated from Jewish learning.
- Through professional instruction, the Torah can be made accessible in its original, unadulterated form to every child.
- The teaching of ethical and moral values and the development of *midos tovos* (good character traits) are an important component of complete education.
- Effective Jewish education is achieved by promoting spiritual and ritual observances. Special care is taken to instill an appreciation of the importance of being *midakdek* (punctilious) in halacha (Jewish law) and minhagim (custom).
- A well-rounded education goes beyond traditional classroom teaching and should expose children to the arts, physical wellness, and athletics.
- The safe use of technology can greatly enhance one's pursuit of knowledge.
- The creation of the State of Israel is an important event in Jewish history. Recognizing the significance of Israel and its institutions, we seek to instill in our students an attachment to Eretz Yisrael and its people as well as a sense of responsibility for their welfare.
- Students should be aware of their civic responsibilities and be prepared to become productive, committed members of their family, community and people.
- It is important to appreciate what it means to be an American. Students should be aware of current events in their community and worldwide.
- WE BELIEVE THAT the students of the Hebrew Academy, through a well-balanced religious and general studies education, will be capable of functioning as dedicated men and women in the context of the American society emotionally, academically, socially and spiritually.

We Will Strive To:

- Instill in students an intellectual curiosity.
- Teach students to study and comprehend material in a wide array of content areas.
- Prepare students to achieve to their highest potential.
- Teach students to develop self-responsibility.
- Teach children to respect their physical and personal environments.
- Impart to our students the total Hebrew Academy philosophy.

Attendance

School attendance from Kindergarten level is mandatory in the United States by federal law. School begins PROMPTLY each morning and we ask that you make every reasonable effort to come to school on time. Children need a few moments each morning to transition from home into school; chronic tardiness directly affects your child's ability to be ready to learn.

If your children are late to school, DO NOT send them directly to a classroom. Students/teachers may not be there. All late arrivals MUST be accompanied by a parent/guardian to the office to receive a late pass or the child will not be admitted into class.

The same procedure is set for any students leaving early. Teachers may NOT release children directly to a parent/guardian from a classroom. Adults picking up for early release need to come to the school office to sign children out. See **Early Dismissal** below.

Absences

Hebrew Academy is required to maintain carefully monitored and recorded attendance and tardiness records due to federal/state/local funding which the school receives on your children's behalf. Please be sure to notify the school of impending absence/tardiness and, if at the doctor, obtain the proper note/s to be sent back with your child when s/he returns so that the absences can be counted as excused.

Unless a child is ill, absences are unexcused by law; additionally, frequent absences interfere with a student's learning and may incur loss of grades on report cards.

Florida Statute 1003.27 provides that a parent or legal guardian who refuses or fails to have a child under his or her control attend school regularly, is subject to the charge of a second degree misdemeanor, punishable as provided by law. A student who accumulates 15 or more unexcused absences within 90 days with or without the knowledge or consent of the student's parent shall be classified as a habitual truant. If a student becomes a habitual truant, the school administration shall refer matters to the Legal Services Department. Thereafter, the Superintendent may file a truancy petition with the circuit court. The Superintendent also may choose to refer a truancy matters to the State Attorney's Office for criminal prosecution of the parent.

Hebrew Academy recognizes the nature of mitzvot and trips required to attend life cycle events. Parents are asked to notify the appropriate Principal and all teachers at least 10 school days (2 weeks) in advance so that teachers have time to prepare work and instructions for the child/ren.

Important Note to VPK/SUFS Parents: Should a VPK/SUFS child exceed the absences allowed during any part of the school year, parents will be charged for each day not funded by the government.

Arrival & Dismissal

Classes begin promptly at 8:10 AM (Middle School) and 8:15 AM (Elementary School). It is important that children come early/on time for class. Calm morning routines set a tone for positive learning each day.

The school day ends at 3:45 P.M. Monday-Thursday and 2:15 Friday

Procedure:

- **For carpools with a non-walking infant/toddler**, the driver **MUST** park to walk in; all children in the carpool will be sent to the infant room
- **For carpools with children in Early Childhood**, please make every effort to drive into the inner lane, closest to the school building.
- **All** carpool vehicles **MUST** pull up as directed to buckle children safely into seatbelts prior to departing the ground.
- **Aftercare/After-School Clubs:** Hebrew Academy offers after-school clubs and aftercare daily, Monday through Friday for an additional charge/s. See **Aftercare** below All students **MUST** be enrolled in a club or due to insurance liability, will not be permitted to attend.
- Aftercare may be used on an as-needed basis. It is appreciated if you call in advance on that day to let the office know to send your children to aftercare.
- In the event of an emergency, please notify the office. Students will be sent to aftercare (where an additional charge is incurred).
- **Children, regardless of their age**, **MAY NOT**, at any time, be on school grounds without adult supervision.

Please **DO NOT** ask teachers for an informal conference/conversation about your children during drop-off or dismissal. For children’s safety, all faculty **MUST** assist at drop-off and pick-up times.

Early Dismissal

If a child must leave early, please notify the school office and teacher beforehand in writing or by telephone as early in the day as possible. This will enable the teacher to have your child ready to be sent to the office on time. **Parents must come to the office to sign out the child.**

For safety reasons, there is **NO early dismissal** available when we are **within 30 minutes of a regular dismissal time.**

Early Release Days

Monthly teacher faculty meetings/professional growth will be held, usually, on the first Tuesday of every month. School ends at 3pm for all grades on these days. There IS aftercare available.

Before & After-School Care

Students may not arrive at school and left unattended prior to 8:00 a.m. Students **MAY NOT** wait by classroom doors, on the playground, etc. Families whose children are found wandering around the school, before or after hours, will face at-home suspension and fees. Safety is our number one concern; unsupervised children are **NOT** safe.

Aftercare

After-Care is available from 3:50 pm until 5:30 pm (3:30 pm on Fridays) for an additional fee. Parents arriving late to pick up their children should know that students will automatically be sent to after-care at 3:45 pm. If your children will use aftercare daily, or on a set schedule, please sign up in advance with Morah Sima Ziv. The rates are as follows:

<u>Mondays – Thursdays:</u>	3:50 PM – 4:30 PM	\$5.00 per child
	3:50 PM – 5:00 PM	\$10.00 per child
	4:30 PM – 5:00 PM	\$5.00 per child
	Dismissal - 5:30 PM	\$15.00 per child
<u>Fridays:</u>	Dismissal – 3:30 PM	\$5.00 per child
	After 3:30 PM	\$15.00 per child

AFTERCARE MUST BE PAID DIRECTLY TO PROVIDER UPON PICK-UP EACH DAY.

Carpools & Transportation

Carpools

Parents whose children are in a carpool MUST inform the office of the carpool names so that we can ensure safe, efficient dismissal. If there is a transportation change during the year, please inform the office in writing so that we can supervise the children properly.

Parents in each carpool are responsible for any emergency arrangements that must be made if the driver for that day will not pick up.

Transportation Changes

Students will not be allowed to leave school with others unless you have made the school aware of your consent. If your child plans to go home with a friend, please phone or write the office prior to dismissal. We cannot accept a child's verbal notice to us regarding carpool changes. This includes early dismissal for Middle Schoolers on fast days.

Communication, News & Notices

Effective communication between home and school is imperative. Our main method of formal written communication is through RenWeb. All families must join RenWeb electronically and need to follow the set up directions. RenWeb hosts all relevant school information *by child*, including: calendar information, homework, tests, special school days, photos, etc.

Teachers will set up What's App groups as well for an informal, easy-access communication tool between all parents in a class. Please be sure to keep your e-mail and cell phone numbers current with the office. Please do not write personal issues or private conversations on What's App; it is a **public** class forum. Use RenWeb to access teachers, other parents, administration, etc. for private communication.

Parents are asked to communicate with classroom teachers regarding academic/social-emotional concerns, questions, compliments, prior to speaking with administration. Send an email note

through RenWeb, in your child's communication folder, or call the school office and ask that the teacher/s contact you. Teachers MAY NOT conference with parents during their teaching time. Unless it is an emergency, the teacher will contact you within one (1) school day.

If there are instructional or program questions which cannot be answered or solved between a parent and teacher, the appropriate Principal will get involved. Any questions of school policy should be directed to the administration, not the teachers.

Phones

Students may NOT use phones during the day at school; please do not call and ask to speak to your child. In the case of an emergency, call the office, 954-978-6341 and messages will be given to the teacher or your child directly. If a child needs to call home during the day (we will limit this for your sake), s/he will come to the office to call you.

Students bringing a cell phone to school MUST drop it off in the school office each morning prior to class. Pick up of cell phones will be after the child/carpool name has been called during dismissal.

Parents are requested to respect the privacy of the faculty and not to phone staff members at home or on their cell phones. Staff are NOT permitted to phone/text parents from private cell phones during school hours.

Confidentiality

Hebrew Academy Faculty is ONLY PERMITTED to talk to you about YOUR children. Please do not ask them to discuss anyone else's child.

By statute, all parent conversations with Hebrew Academy faculty and administration is considered confidential. If you want us to share information such as: a student reference for high school, academic/social information with a therapist or tutor, Hebrew Academy is required to have your specific, written permission.

Updates & Notices

Updates and important notices will be e-mailed to parents on a regular basis. Teachers publish curriculum updates as well in their RenWeb class pages which parents are able to access through the Parents' Web. Teachers create newsletters on Fridays as a part of the *Shabbat Shalom*. These, and other important messages and announcements, WILL BE SENT TO THE PARENT THROUGH RENWEB EMAIL. (Early Childhood and Grades K-3 also send a hard copy home of the newsletter and Shabbat table information. It is therefore imperative to check your Renweb account on an ongoing basis.

Parents are also encouraged to visit the www.hebrewacademy.org website for needed forms, information, etc.

Parent-Teacher Organization

The Parent-Teacher Organization is an important part of our school for both friend and fund-raising. Please consider joining and participating. Parents who are interested in helping the PTO should

contact the PTO President. Your PTO provides a forum from which parents can share and further the goals of our school.

School-Sponsored Sales

Our Parent-Teacher Organization raises funds in many ways over the course of the school year; all proceeds benefit your children. **Please, please SUPPORT THE EFFORTS OF YOUR PTO!!**

Additionally, we appreciate working parents who ask co-workers to participate in purchases where applicable.

When your children see that you are involved in the school, Hebrew Academy and their education become more important to them. ☺

Disciplinary Policy

The safety and wellbeing of **each child** at Hebrew Academy is of paramount importance. Children may not intentionally hurt themselves, other children, adults, or the classroom/materials.

Our school is founded on the belief of recognizing positive behavior and marginalizing negative behavior. Hebrew Academy utilizes ***The Nurtured Heart*** approach to the classroom environment. The Nurtured Heart basic philosophy is that children should be noticed and praised/rewarded for positive behaviors. Negative behaviors are quietly and firmly not allowed. Expectations are clear.

Teachers structure the classroom so that self-discipline, self-esteem and a feeling of consideration for others are encouraged. The school will promote programs which reinforce positive behavior and give natural consequences for inappropriate actions.

Our faculty ensures that age-appropriate, individual constructive disciplinary practices are used for the class and for each child. Cooling off time, removal from an activity or group and/or discussions with a teacher or Principal, are methods for guiding student behavior.

If a child displays behaviors such as hitting, throwing things, biting, choking, etc., the child will be removed from the group, an incident report written, and parents contacted. Children may need to be sent home. Physical altercations among upper elementary and middle school students result in suspension.

In the event of an ongoing behavioral problem, a conference with the parents and staff will be scheduled. Children who consistently exhibit aggressive/disruptive behavior and do not seem to respond to the school's disciplinary practices may be asked to withdraw from the program until intervention/improvement occurs.

While Hebrew Academy strives to be as inclusive a school as possible and the faculty members are highly trained, a professional evaluation at the parent's expense or through Broward County may be required to better understand a student's needs, and, to determine if Hebrew Academy is the proper educational setting for your child.

Parents/guardians **MAY NOT** discipline others' children at school under any circumstances. If you and/or your child is having a school-related issue with another child, please contact the children's teacher and/or a Principal regarding a resolution. If you are a parent supervising as a chaperone on a field trip, discipline of others' children is limited to safety issues.

Conduct & Discipline

Student Code of Conduct

All students:

- Will show respect "Drech Eretz" to all staff and employees.
- Will show consideration for other students and treat others as they, themselves, would like to be treated.
- Will use appropriate language at all times.
- Will never strike, hit or harm another person with words or physical action.
- Will behave according to class/school rules and routine.

- Will respect school property. It is unacceptable to lose or deface any part of the Hebrew Academy including, but not limited to: walls, furniture, common areas, textbooks, library books, etc. Students' families will be charged for any school items destroyed by a student.
- Will behave appropriately, and, according to all school rules on school trips and outings.
- Will only bring items to school considered safe and in accordance with Jewish values.
- Will respect the Hebrew Academy as an Orthodox Jewish facility. Students will bring only appropriate reading and listening material. Inappropriate materials will be confiscated and may only be retrieved by a parent or guardian.
- Will understand that, as part of our curriculum, students have access to the Internet and will be taught to use this learning tool in an Orthodox-appropriate manner. Students MAY NOT use school computers unless a faculty member is physically present in the room.

By following the Student Code of Behavior, children will contribute to the safe, mutually-respectful learning environment that is paramount at Hebrew Academy.

School Rules

Hebrew Academy has five (5) basic school rules necessary for all students to be able to learn:

1. Follow adult directions first time given.
2. Keep hands, feet and objects to self at all times.
3. Remain in assigned area at all times unless permission is given to leave this space.
4. Raise hand and wait for permission before speaking.
5. Continue to work on academics throughout the school day.

Teachers will include specific class rules so that each room functions optimally for every student.

Students who follow these rules will be acknowledged and may earn prizes. Student unable to conduct themselves according to these five basic rules will accept the natural consequences, which may include:

1. Loss of privileges; separation from classmates during work/recess time.
2. Detention, working lunch, or community service at school.
3. In-School suspension
4. At-home suspension
5. If a student creates situations whereby the learning and/or positive classroom environment simply cannot be maintained, a child may be asked to leave the Hebrew Academy.

For students who display ongoing behavioral problems, a conference with the parents and staff will be scheduled.

Finances & Fundraising

Tuition & Fees

In order for a student to attend the Hebrew Academy, each family must sign an *Enrollment Contract* with the Hebrew Academy and register on-line with FACTS Management Company, our school's authorized agent for the collection of tuition and fees.

Hebrew Academy is dependent upon regular and timely tuition payments in order to function effectively for your children. If payments are two months or more in arrears this is cause for immediate suspension of the student's enrollment at the Hebrew Academy until/unless tuition is brought current.

Such enrollment shall be terminated upon the school's notification by certified mail to the Parent/Guardian. **THIS WILL BE STRICTLY ENFORCED.**

Certain fees are due on August 1st prior to the beginning of the school year. Payment of tuition begins on September 1st with 1/10th of the annual tuition withdrawn from your bank or credit card account on the first day of each month.

In addition, each family is required to donate or raise \$500.00 during the school year as part of our Give-Get program. A check in this amount dated May 1st will be deposited with our bookkeeper by August 1st. (*See Give-Get Obligation*)

A Building Development Assessment is collected every year from each family. A check in the amount of \$360.00 dated February 1st will be deposited with the bookkeeper by August 1st.

Parents of VPK students will be responsible for tuition and fees that are over and above the hours subsidized by the State of Florida if the VPK student will be in school past the subsidized hours.

All requests for financial assistance or tuition reduction must be submitted through the online scholarship application through FACTS, to the Hebrew Academy Scholarship Committee. Should you require any modifications or amendments to these payment requirements, please seek the help of the bookkeeper immediately.

Important: Hebrew Academy policy prohibits the release of report cards, progress reports, school records, diplomas or recommendations unless all obligations to the school have been satisfied. This includes, but is not limited to, all financial obligations, the completion of Chessed Hours for Middle School students, and the return of text and library books.

Tuition Assistance

Scholarship funds are limited and provided on a first-come first-served basis. We urge you to apply as soon as eligibility opens. Parents applying for Tuition Assistance, and who are eligible for VPK, Step Up for Students, and/or, other government subsidies, are required to apply for these first. Tuition Assistance is meant to 'close' the gap AFTER all other options are exhausted.

Tuition Assistance agreements are null & void if tuition & fee payments are not made on time.

Parents who are granted a reduction in tuition commit to volunteer a specific number of service hours to HACS during the concurrent school year. Hours are calculated in accordance with the

level of scholarship granted. Parents must submit a signed Volunteer Sign-Up form before reduced tuition can begin. *These hours must be scheduled with the school office personnel before the school year begins.* All service hours must be approved by HACS administration and logged in the office.

Building Development Assessment

There is a \$360 assessment per family each year to support the school building. A check in the amount of \$360 will be deposited with the bookkeeper by August 1st for deposit on February 1st of the current school year.

Give-Get Obligation

Each Hebrew Academy family is required to raise or contribute a minimum of \$360.00 per year. The school conducts a number of fund raising events (shown below) which families can participate in to raise the \$360.00 obligation. In addition, parents may volunteer at the school to earn Give-Get credit (tuition-assistance in-service hours do not count toward Give-Get obligation). A \$360 check dated May 1st of the current school year must be deposited with the bookkeeper on August 1st. This check will be deposited if the family has not fulfilled its Give-Get obligation.

Give-Get Credit Schedule

Major Fund Raiser Chairperson (expected yield \$10,000)	\$360
PTO President	\$360
Sale of advertisement in Chabad Yellow Pages, Dinner Journal or for sale of tickets for annual concert/play	Equal to Sale
Event Committee Member	\$150
PTO Board Member	\$200
Assistance at School Functions (Minimum 3 hours)	\$50
Library, Office, Classroom Aide or Lunchroom Volunteers	\$15/hour
Class Mothers	\$100
Matching Gift Parent	\$250
Patron Program (For providing potential Patron name which leads to contribution)	Total amount of donation (\$250 max.)
Auction Donation	Equal to item's purchase price
Participation in small fund-raisers, i.e. Magazine or Candy sale, Walk-a-thon, Read-a-thon	Equal to school profit
Minor Fundraiser Chairperson (expected yield less than \$10,000)	\$250

Please note that chaperoning a field trip (considered quality time with your child) does **not** count for volunteer hours.

Should parents elect to perform a volunteer task shown above to satisfy the reduced-tuition requirement, the dollar amount will not be credited to Give-Get.

Fund Raising Activities

Fund raising activities are planned either by the Parent-Teacher Organization (with funds used for new equipment purchases or special program sponsorship) or by the school administration (which continuously raises funds for the general operational and scholarship funds). Events planned for a school year may include:

- 1. Match-a-thon or other Social Media Fundraising-** Parents and students make phone calls and/or put the information onto their own Social Media to raise funds.
- 2. Book-a-Thon** – Children will read Jewish books and all funds raised go directly to the purchasing of Jewish books for our school library.
- 3. Gala Dinner-** Invite friends and family to join you in enjoying a gala evening of fine dining and outstanding entertainment while supporting your school.
- 4. Goods & Services Auction** – parents are asked to solicit new auctionable items from friends, vendors and business acquaintances.
- 5. Sales of advertisements in the school calendar or Dinner Ad Journal:** Parents are encouraged to sell and purchase ads for the annual Children’s Calendar, the Dinner Journal and other school-sponsored media. Credits will be limited to the \$360 Give-Get amount.
- 6. Sale of tickets to school-sponsored concerts/plays:** Our school sponsors several evenings of entertainment during the year in order to raise funds for our Scholarship Fund. Parents are asked to sell and buy tickets and to join us in enjoying these fun events while helping to sponsor the Jewish education of deserving children.
- 7. Patron Program** – The school conducts an ongoing program seeking donors to the general fund. Parents are encouraged to speak with Rabbi Denburg regarding possible patrons.
- 8. Matching Gift Program** – Many large corporations have Matching Gift programs, which can benefit the school. Parents are asked to determine the existence of such programs at their place of business and to advise the school administrator.
- 9. Shalach Manos Campaign** – Students perform the Purim mitzvah of sending foods to others by ordering Shalach Manos boxes, which the PTO prepares and delivers to students’ friends and teachers.
- 10. Special Campaigns** – The Hebrew Academy enlists the support of its parent body to help to raise monies and leverage corporate assistance. Every dollar raised at HACS ensures and enhances the quality of education for your child/ren. Each year special, targeted projects are chosen and funds raised toward these academic, school-improvement plans.

11. Hebrew Academy students are also asked to participate in “mitzvah” fund raising activities for outside charities such as Federation’s Super Sunday.

Health, Safety & Security

Florida State School Health Laws

Florida State law requires a completed, current DCF health form (Form 3040) and record of immunization (Form 680) or waiver of immunization form in order to admit the child into school, no exceptions. These forms are conditions of enrollment per the Florida Department of Education, FLDOE.

Custody/Legal Guardianship, Visitation

Hebrew Academy follows the letter of the law regarding custody, guardianship, visitation, etc. We are required to have certified copies of any legal rulings which are in effect during school hours, and/or on school grounds-**NO EXCEPTIONS**. All information is kept confidential except to those required to enforce any legal rulings.

Guide to a Safe School

Our school has emergency plans for fire, hazardous weather, security threats, etc. Fire drills are conducted on a monthly basis per statute. Evacuation and lock-down drills are conducted so that we can secure your children as quickly as possible in an emergency. Due to the seriousness of these drills the following rules must be complied with:

1. No talking
2. Follow the instructions of the teacher
3. Walk quickly and quietly in lines.

Please help Hebrew Academy by supporting our enforcement of these important safety rules.

Emergency Evacuation Policy

In the unlikely event of a true emergency, all parents will be notified via phone, email, and/or text alert. In case of imminent danger which requires immediate evacuation of the building, students will be transferred to a police-approved off-site location and a message will be sent to the parents as to the location of all children.

Visitors

All parents and visitors who come into the school must go directly to the office prior to going into any classroom or activity room and obtain a Visitor Pass.

If bringing lunch, schoolwork or other items to your children during the school day, please leave these items at the school office. Do not enter classrooms or the lunchroom.

Should you be kind enough to chaperone a field trip during the year, please review the “Guide for Field Trip Chaperones” (printed at the end of this Handbook for your convenience).

Illness & Medication

Sick children DO NOT belong in school. Children who are ill during the night or display symptoms of a beginning illness should be kept at home; please do NOT medicate a child with fever and then

send to school. Teachers will do a visual *well-check* of students when they arrive each day and will send visibly ill children home. Parents will be called to pick up ill children immediately. Emergency names will be called in the event we cannot reach a parent. Use the maxim, ***when in doubt, stay out.***

We appreciate a phone call if your child is out and ill, particularly if the illness is serious and/or contagious. Someone will call you if your child is out for more than two (2) days.

Children **MUST** remain at home per FL statute when any of the following conditions are present:

1. Fever of 100 or higher (24 hours fever-free for re-admittance)
2. Behavior: If a child looks or acts differently, i.e. awake all night and crying, unusually tired, pale, lack of appetite, irritable, listless or restless
3. Respiration: Breathing difficulties, wheezing or coughing, colds with yellow/green nasal discharge, initial onset of cold with watery eyes and clear nasal drainage along with sneezing
4. Vomiting
5. Diarrhea
6. Rash: Undiagnosed other than heat rash or diaper rash
7. Sore Throat
8. Conjunctivitis (Pink Eye)
9. Head Lice
10. Impetigo
11. Other Communicable Diseases

After a contagious illness, children may return to school with doctor certification or:

1. Chicken Pox – 6 days, all lesions are dry and crusted
2. Streptococcal infection including sore throat and scarlet fever –24 hours after start of antibiotics
3. Head Lice – all nits and lice totally removed. Children **WILL** be checked by school personnel when they return after treatment.
4. Conjunctivitis –24 hours after the start of medication and no drainage present
5. Pinworms – 24 hours following the start of treatment

For any other illnesses or health concerns, please contact your pediatrician. Hebrew Academy reserves the right to determine whether a child is well enough to be in school.

Medications

The Hebrew Academy is allowed to dispense medications used in: injuries, preventive care, emergencies, doctor-prescribed, or for educational reasons. Parents **MUST** sign and turn in a DCF-approved consent form before any prescription or over-the-counter medication can be dispensed. All prescription and over-the-counter medication **MUST** show the dosage to be dispensed. All medication is kept in the school office.

Do NOT send any medication in a child's lunch box or backpack. This is a serious safety/poisoning hazard. Notify the teacher/office of medication coming in; should be brought by the parent or the carpool driver to the office directly.

Over-the counter and prescription medication **MUST be brought in the original container or it cannot be dispensed—NO EXCEPTIONS—per statute.** No changes in dosages can be made without a written order from the physician.

Injury in School

In accordance with Broward County regulations, Hebrew Academy is restricted to treating wounds or injuries with ice, soap and water, topical antibiotics such as Neosporin and band-aids only. If an injury occurs which requires more, parents will be notified immediately and/or paramedics will be summoned if we believe the injury is an emergency.

Each student file **MUST** contain a signed/notarized **Emergency Form**. This form, in addition to providing emergency and medical alert information, grants Hebrew Academy the statute required authorization to agree to EMS (Emergency Medical Services, 911) in the unlikely event these are needed for your children.

Hebrew Academy does not assume liability for the medical expenses associated with injuries.

Internet Safety

Publication of the Hebrew Academy CIPA Policy

The Hebrew Academy CIPA policy is contained in our Teacher, Parent and Middle School Handbooks. It is the policy of the Hebrew Academy to:

- prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- prevent unauthorized access and other unlawful online activity
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- comply with the Children's Internet Protection Act Pub.L.No. 106-554 and 47 USC 254
- teach safe internet usage, including anti-cyber bullying

The School regards any behavior of a student that is not in the best interests of the School and its expectations of its Torah values, whether at School or elsewhere, including our Jewish communities, the general public and cyberspace. Misuse is sufficient grounds for a disciplinary response, including detention or expulsion.

All pupils will recognize that use of the Internet and electronic devices in any form, including research or social media, **MUST** be supervised by an adult, and will be used appropriately.

Internet Access to Materials

The Hebrew Academy is protected by a secure system that relies on a firewall. This device serves as a secure filter preventing external invasions and access to the network.

Within our intranet we create security groups designed to grant permissions both to intra and Internet resources. Students are granted access to the Internet only through specific *white-listed* URLs. These are reviewed by a principal/administrator for content.

In addition, the firewall prevents further Internet access beyond the *white-listed* site. Teachers may request that closed sites be white-listed temporarily.

Supervision & Monitoring

Teachers at Hebrew Academy educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children's Internet Protection Act and the Protecting Children in the 21st Century Act. All faculty using computers with students are responsible for providing age-appropriate training for students who use the system.

Chat Rooms & Social Media

In accordance with school's internet facilities, training provided is designed to promote the school's commitment to:

- The standards and acceptable use of the Internet services as set forth in the school's internet safety policy;

Student safety with regard to:

- Safety on the internet
- Appropriate behavior while on line and websites.
- Cyber-bullying awareness and response

Students at Hebrew Academy may not be members of any social media or utilize chat rooms except those set up by faculty for their educational usage.

No student is ever permitted to be on a computer without a faculty member present and in a position to view the students screen.

Intranet Access

All students, faculty and staff have unique inter/intra net profiles. These are used to provide access as determined by the group characteristics. Students have no access to our intranet beyond a specific location they use to store their own documents. This space is segregated from all other faculty, staff, and administration sites.

With the Digital Citizenship program in place, students will receive direct instruction in developing these new life skills.

Internet Safety, Cyber-bullying & the FBI-SOS Program

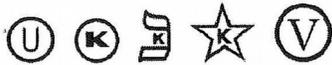
The Hebrew Academy has an active Internet safety program which is reactivated at the beginning of each school year. It is presented to our students in conjunction with the FBI-SOS program and includes cyber-bullying awareness training. All students grade four and higher participate in this program each year as part of our computer science curriculum. Representatives of the FBI and this program are invited to the school and present a program to the parent body regarding all facets of Internet safety.

Judaism & Kashrut

Hebrew Academy is a STRICTLY KOSHER facility. We need the full cooperation of all families in maintaining this standard and appreciate your sensitivity to this. As such:

- The only food/drink served in any classroom MUST be approved as strictly kosher.
- Including contents of goody-bags prepared by parents and snacks sent in for class parties.
- Foods and cakes sent in must either be store-bought showing the appropriate kosher symbol or pre-approved by Rabbi/Morah Denburg or Rabbi Sheinberger.

There are many kosher symbols; some are acceptable at The Hebrew Academy, some are not. Following are just a few of the accepted symbols: please ask about other symbols to see if they are accepted.



Additionally:

- Hebrew Academy allows **no sharing** of food products at any time.
- If wishing to send a snack to students, ALWAYS consult the office before distributing foods or beverages to teachers.
- Dairy products MUST be checked. Only dairy items labeled **Cholov Yisroel** are served at Hebrew Academy.
- Items showing *D* after a Kosher symbol are **NOT** served at Hebrew Academy.

-  is **NOT served at Hebrew Academy!** (Exceptions include OU-D from Israel.)

All baked goods including bread, crackers, pretzels, etc. must have the words: *Pas Yisroel*. No baked goods from home may be brought into school without prior approval from Rabbi or Morah Denburg.

- **ONLY items that EVERY child in a class can eat may be sent in-only exceptions are food allergies where parents provide us alternates for their child's needs.**

Food Allergies

Hebrew Academy is a Peanut Sensitive school. Peanut items and by products (such as Bamba and peanut butter granola bars) are prohibited on campus.

Lunches & Snacks

Hebrew Academy subscribed to the Childcare Food Program (I-Kdg) and National School Lunch (Gr. 1-8). In accordance with parents' financial eligibility, students may receive free, reduced or paid lunches.

For reduced-price and paid lunches, menus/order blanks will be sent home prior to the start of each month. Families in these categories may elect to order all or specific lunches. Orders and payments must be received in a timely fashion as instructions must be related to the caterers. If you choose not to order your child's lunch, please be sure to send in lunch for the day. When doing so, please be sure so only send in fleishig or lunches on the days when the school is serving same type meals.

Snack Time

Snack is provided to children in the Early Childhood Center and Kindergarten classes twice a day. The school will purchase certain bulk items for students. Students in grades 1-8 bring their own snacks; please send in nutritious, easy-to-eat snacks and WATER. Snack time is generally at recesses for grades 1-8.

Lunches

We appreciate your sensitivity to our policies. Students may bring their own lunch from home or receive hot lunches from the government programs described above. They may bring dairy or pareve lunches any day of the week. When the hot lunch for purchase will be a meat lunch (shown on hot lunch menus), students may bring a meat lunch from home.

Birthday Policy

A Jewish birthday marks a special day. We encourage children to celebrate by sharing a Torah thought, giving charity, making a resolution, saying a blessing, and sharing a special treat or special activity with their class.

Teachers maintain a list of each child's Jewish birthday and remind the students of the coming special day.

If you would like a small class celebration (Early Childhood-Grade 3), the no home baking/ cooking rules. You might prefer to send in a purchased snack, something the child can learn and share, a small denomination of coins for tzedakah, etc. Parties with balloons and frills should be celebrated at home. It is appreciated if the family donates a book to the classroom or school library in honor of the child's birthday.

Siblings from other classes *may not* be excused from class in order to attend a party in another classroom. Early Childhood through Grade 3 parents may opt for the *Classroom Created Birthday Party*; for \$25, the class will bake a cake, purchase a needed book or other class item, celebrate the *simcha*.

If giving a home/out-of-school party, invitations may be given out in school ONLY IF every child in the class is invited. Use this rule also when discussing birthday parties on WhatsApp. Likewise, when passing out Shalach Manos gift baskets at Purim-time or gifts at any time, we consider the sensitivities of all of our students. If you are not gifting every student in the class, Hebrew Academy does not permit giving gifts out at the school.

School Attire

Early Childhood Center Attire

EC does not have a formal dress code. Kippot/yarmulkes for boys are required. Please dress your child in comfortable clothes for preschool. Children wear smocks to protect clothing, but preschool is *messy-by-design* with: painting, water, sand, explorative play, etc. Avoid clothing with difficult buttons, snaps and belts. Comfortable clothing will make your child's preschool experience more enjoyable. Elastic waist-bands are requested for ease in using the bathroom or changing children not yet toilet-trained.

Closed-toe and closed-back shoes are necessary for safety.

If it would upset you to see paint on it, please don't let your child wear it!

Early Childhood students Sneakers are suggested daily.

Crocs and sneakers with wheels are a safety hazard and are prohibited.

Uniforms

All students from Kindergarten through 8th grade are required to wear school uniforms.

UNIFORM PURCHASE: The official uniform company is Uniforms & More, Inc. Uniforms may be purchased on-line at www.uniformsandmore.org or by calling 954-822-7177 at any time during the year. All uniform shirts and dresses are monogrammed with the Hebrew Academy logo.

Grooming & Hygiene

Students are expected to arrive at school daily **clean** and well-groomed. **Middle School students should bathe or shower daily, use deodorant, etc.** Hair length, style and color will be conservative and conventional. Children may not have hair dyed any unnatural colors. Long hair should be combed and held back from falling in a child's face. Once a boy is three (3) years old, conservative haircuts are appropriate.

Nail polish must be light in color for girls; boys are prohibited from wearing nail polish. Girls' jewelry should be modest. Except for a watch, boys may not wear jewelry. Hebrew Academy cannot take responsibility for the loss of jewelry at school; please refrain from wearing expensive or heirloom items. Students may not wear make-up.

Fad items such as rubber wristbands, camp-type lanyard bracelets, are not allowed. No caps, bandanas or kerchiefs will be allowed for boys or girls. Tattoos (permanent or temporary) are prohibited. Sweaters and sweatshirts will have **no words or logos**.

NO DENIM CLOTHING IS TO BE WORN AT HEBREW ACADEMY.

Hebrew Academy administration reserves the right to determine appropriateness of student appearance. Parents will be notified to come to school with a change of clothing if a child is not properly attired in uniform.

Girls' Dress Code

ALL GIRLS: wear **school skirts/dresses** that are below knee-length. There are a few styles available from the uniform company. Narrow/tight floor-length or above the knee skirts are unacceptable.

Knee socks, tights or stockings must be worn at all times. Ankle socks are not acceptable.

Girls: Kindergarten-grade 2 wear navy blue JUMPERS (monogrammed) and polo shirt.

Girls: Grades 3 – 5: wear navy blue skirts **or** jumpers (monogrammed) and monogrammed uniform shirts.

Girls: Grades 6 – 8: wear skirts and school shirts. School shirts must be **long sleeved** but may not go past the wrist. If T-shirts are worn beneath the school shirt, they must be a solid, light color; tucked in at all times.

Boys' Dress Code

ALL BOYS: Are required to wear a kippah/yarmulke at all times while in school. An extra kippah should be kept in your son's backpack in case his is misplaced. Ankle-length or higher socks are required.

Boys: Kindergarten-grade 5 wear navy blue long pants or jams (knee length shorts) and monogrammed school shirts. Jeans, cargo pants, multi or zipper pocketed pants or torn pants are not acceptable.

Boys: Grades 6 – 8: wear long, plain, navy blue school pants, and monogrammed middle school shirts. Jeans, cargo pants, multi or zipper pocketed pants, shorts or torn pants are not acceptable.

Rosh Chodesh

On Rosh Chodesh, the first school day of each new month in the Jewish calendar, students are invited to wear Shabbos clothes which follow school guidelines for appropriate attire in honor of the

new month. Rosh Chodesh is a *dress up*, not a *dress down* day. Boys in grades 1-8 wearing Shabbos clothing must wear collared shirts.

Lost & Found Clothing Items

Please report any clothing or other personal items which were lost at school to the office immediately and we will make every attempt to find and return them.

School clothing and many school supplies look exactly the same; please LABEL everything.

Academic Policies

Curricular Standards

The curricular standards for both Judaic and General Studies are specifically outlined and reviewed constantly. It is the intent of the school that each teacher teaches to high level curricular standards and benchmarks.

Teachers Will:

- have high content knowledge of each subject to be taught
- come prepared for each day's lessons and classes
- write lesson plans with benchmarks, standards, skills and measurable outcomes
- deliver lessons using various effective teaching strategies
- plan for student proficiency
- differentiate curriculum as needed for each student's needs
- assess student progress informally and formally
- communicate progress with both the student and the parents

Students Should:

- get plenty of rest prior to each school day (this means going to bed at an appropriate time)
- come to school on time prepared to learn
- bring all needed supplies to class daily

Homework

In 2017-18 HACS "Student homework task force" was established (comprised of teachers, principals, & parents) to review and research homework policies in other schools and current research study findings. Task force recommendations were presented in order to help HACS develop comprehensive student homework policy. (Please see attached "Homework Policy")

Books/Technology & Other Learning Tools

Books, technology and other learning tools are expensive and Hebrew Academy requires that they all be treated with respect.

All *s'forim* must be covered (but no "sox" covers or stick on covers please). Students are expected to treat all school items, including books, computers Smart Boards etc. with respect.

Lost or damaged items will be charged a replacement cost to your family.

Teacher Grade Books

Hebrew Academy utilizes the RenWeb electronic/online grading system. Parents will be sent progress reports through each semester and report cards will be issued twice a year.

RenWeb automatically assigns letter grades to all teacher input of points, scores, etc.

Middle School Finals & Grading

The Middle School administers final examinations at the end of the 2nd and 4th quarters. They will count as more than a *regular* test.

- 6th graders have 2 end of year finals in Language Arts and Chumash.
- 7th and 8th graders have final examinations in Chumash, Gemara/ Halacha, Language Arts, Mathematics, and Science (STEM).
- An outline of expected content and skills WILL be prepared and given out by each teacher at least two weeks prior to exams.

Students with Learning/Behavior Challenges

Hebrew Academy recognizes and expects children to behave and learn according to their age/ability/skill levels and to show a range of emotions, talents and challenges. Teachers will learn and implement the **RTI** (Response to Intervention) format required by Broward County and the State of Florida. If after the RTI process, the child continues to display consistent difficulty and lack of success, the school will request that the parent secure a professional evaluation for their child, and to become a partner in establishing and maintaining a PSSP (Private School Service Plan) as set by the school.

On rare occasions we may work with families to seek the best care for their children if all parties agree that our program can no longer meet the needs of an individual student.

Field Trips

Students in Pre-K and above attend various field trips during the year. If you have any comments concerning field trips, please contact the office. A great deal of learning takes place beyond the classroom and parents are invited to assist as chaperones. This should be arranged with the classroom teacher.

A Field Trip Authorization form on file with the school office is required for every student or they cannot be permitted to participate-no exceptions. This is included in your enrollment contract.

Please note that chaperoning a field trip (considered quality time with your child) does not count toward volunteer hours. Siblings may NOT attend field trips if a parent chaperones. We ask parent-chaperones to dress in the spirit of the school dress code.

Tzedakah

It is important for children to learn to give to others. For this reason, Hebrew Academy teachers collect Tzedakah (charity) on a daily basis. The amount given is insignificant; a penny a day is preferred over a quarter one day per week.

Community Services Hours (Chessed)

● Each Middle School student will be required to perform *chessed* (kindness) hours of volunteer service to the community during the school year as follows:

- 30 hours in 6th grade
- 40 hours in 7th and in 8th grade
- At minimum, a quarter of Chessed hours must be completed each term of school.
- Chessed hours must be completed before the end of each marking period.
- Students may volunteer at schools, synagogues, hospitals, community events, charities, nursing homes, shelters, etc. or by providing *unpaid* help to individuals.
- Assisting at home, in business or professional offices are NOT considered Chessed hours.
- A completed Chessed Service Log (found at the end of the **Middle School Handbook**) must be submitted to Rabbi Sheinberger.
- Student progress in accruing Chessed hours will be noted on the report card. Students who have not completed the required number of Chessed hours in a timely manner are NOT eligible for inclusion in the Honor Roll, participating in trips and camping, nor the Student Council.
- **Final Chessed Hours** must be completed and reported to the Middle School Principal before Middle School finals.

Voluntary Pre-Kindergarten (VPK) & Step Up for Students

As our VPK program is state-funded, there are rules and regulations required by the State of Florida and the Office of Early Learning. The attendance procedures and policies are outlined below. It is very important that parents of VPK students (children who turn 4 by September 1 of the current school year) read this information carefully:

1. Sign In/Attendance Verification:

Your child must be signed in and out of school on the state-mandated VPK form. A full signature is required.

Parents are required to sign a *Student Attendance and Parental Choice Certificate* which confirms that your child attended the program during the past month and that you wish for your child to continue in this program.

2. Attendance/Absences:

Regular attendance is required in this program. It is important that your child attend every day in order to receive the maximum benefit from our program. It is a state requirement that parents comply with our center's attendance policy as well as our other policies and procedures.

- You must call the school office daily if your child will be absent, 954-978-6341.
- If your child is absent for five consecutive days, the VPK program considers the student withdrawn from the program unless you provide written documentation describing the reason/s for the absence which may include:
 - Hospitalization or illness of student, parent or guardian with appropriate medical documentation.
 - Death in the student's immediate family with appropriate documentation (i.e. obituary, death certificate).
 - Court ordered visitation with appropriate documentation (i.e. court order).
 - Unforeseen military deployment or exercise of the parent or guardian

Please note that absences due to vacations or trips out of the country, are not valid exceptions to this attendance policy unless they are for the reasons stated above.

More than three absences (three days) in any month are considered excessive. If, at any time during the school year your child's absences exceed more than this average, Hebrew Academy reserves the right to inform you that your child's continued enrollment in the VPK program is in jeopardy. **If a child's excessive absences result in the withholding of reimbursement funding by the State of Florida in VPK, parents are charged for each non-funded day (see Tuition Contract).**

The VPK program provides for 540 hours of free pre-kindergarten. Parents whose children for more than the VPK hours are responsible for the following:

- Registration, trip/activity fees
- All in-school hours over and above the 540 allotted. These include additional half-day attendance for the Judaic Studies portion of the school day and all hours/days attended after the 540 hours ends. Parents make these payment arrangements with our bookkeeping office prior to the beginning of the school year.
- Parents of students in our VPK program **MUST** sign the VPK Statement of Understanding provided at the end of this Handbook.

Step Up for Students (SUFS)

Parents whose children receive SUFS are required to follow all of the guidelines and procedures as outlined in the SUFS website. Students who are chronically late and/or absent may have consequences from the State of Florida. All students who received this funding are required to take national or state standardized tests annually; results are required to be shared with the government/ Department of Education.

Should Step Up for Students garnish any part of the subsidy for school tuition, the parent/guardian is responsible for any balances.

The Code of Ethics of the Education Profession in Florida

See attached.

The Principles of Professional Conduct of the Education Profession in Florida

See attached.

Immunity from Liability in Cases of Child Abuse, Abandonment or Neglect

According to Florida Statute 39.203 any person, official or institution participating in good faith in any act authorized or required by the Code of Ethics, or reporting in good faith any instance of child abuse, abandonment, or neglect to the Department of Education or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

However, nothing in the statute shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child or committed any illegal act upon or against a child.

Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the employment status of such person including, but not limited to, discharge, termination, demotion, transfer or reduction in pay or benefits or work privileges, or negative evaluation within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

Notice of Non-Discrimination As To Students

The Hebrew Academy admits students and employs staff of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students and staff at our school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs, athletic and other administered programs.

SUPPLEMENT: GUIDE FOR TRIP CHAPERONES

Dear Parent/s,

Thank you for supporting your child's class as a Field Trip Chaperone. We know that you recognize the importance of, and take responsibility for, the safety and wellbeing of the children attending an off-site trip. (Please note: Chaperoning a field trip is not considered volunteer hours.)

Please keep the following in mind when you chaperone a trip for the Hebrew Academy:

SAFETY

As a class chaperone, your role is the safety and security of the students in your supervision. In order to maximize your effectiveness please:

Keep a close eye on all students in your group at all times.

If a child needs to use the restroom, s/he must be accompanied. Ensure that the other children in your group are supervised by a Hebrew Academy adult if you are accompanying the student to the restroom.

You are NOT permitted to give special treatment to your own child, (i.e. buy snacks, gifts, etc.). All children are to be treated and watched equally.

You may not conduct personal business while chaperoning a class (i.e. turn off cell phones)

Follow instructions given by the teacher/s and field trip hosts at all times.

DRESS

We respectfully ask your cooperation in following Hebrew Academy dress code while on a school trip.

These include:

- Women are asked to wear skirts or dresses with hemlines below knee length
- Blouses should have sleeves and modest necklines
- Socks or stockings should be worn.
- Shoes should be closed and low-heeled. Clogs, flip-flops and open-toe/backed shoes are not safe. Sneakers are acceptable.
- Men should wear long pants and shirts with sleeves. We prefer that denim not be worn. Close-toe/back shoes are appropriate. Clogs, flip-flops and open-toe/backed shoes are not safe. Sneakers are acceptable.
- Parent chaperones are not permitted to smoke or drink alcohol while chaperoning a school field trip.

KASHRUT

The Hebrew Academy is a strictly kosher facility – on or off campus. Children cannot purchase any food unless specifically allowed to do so by the teacher. We ask that our chaperones follow the same rules while with our students. Thank you for respecting these simple requests and for taking the time to chaperone your child's class. We know that it will be rewarding and happy experience for you both.

Parents are asked to read "Guidelines for Parents" and submit the following Statement of Understanding:

Parent Statement of Understanding

Please sign the form below and return it to the school office on or before Sept 30, 2019:

Student Name(s):

_____	Grade _____

I have read the Hebrew Academy Guidelines for Parents Handbook and fully understand what is expected from my child(ren) and family, and what I may expect from the Hebrew Academy including *(please initial each item and sign at the bottom of the page)*:

_____ Attendance /Transportation/After-Care

_____ Communication

_____ School Attire, Conduct & Student Affairs

_____ Finances/Volunteer Hour Commitments/Give-Get & Special Event Obligations

_____ All Health, Safety, Lunch & Kashrut Regulations

I further understand that as part of our Computer Studies curriculum my child (ren) may have access to the Internet and will be responsible for using this media in an appropriate manner.

Signed: Date
(Parent or Guardian)

=====

Special for Parents of Students in our VPK Program

VPK STATEMENT OF UNDERSTANDING

I have read page 22 and thoroughly understand the rules and regulations governing Florida's Voluntary Pre-Kindergarten program.

Signed: *(Parent or Guardian)* Date