



# Parent Handbook

## 2025-2026

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

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# TABLE OF CONTENTS

[MISSION STATEMENT](#)

[VISION STATEMENT](#)

[EDUCATIONAL PHILOSOPHY](#)

[Attendance](#)

[Absences](#)

[Arrival & Dismissal](#)

[Early Dismissal](#)

[Early Release Days](#)

[Before & After-School Care](#)

[Bar/Bas Mitzvah Policy](#)

[Scheduling](#)

[Hanochas Teffilin](#)

[Bar Mitzvah](#)

[Bas Mitzvah](#)

[Books/Valuables/Personal Items](#)

[Carpools & Transportation](#)

[Transportation Changes](#)

[Community Service Hours \(Chesed\)](#)

[Communication, News & Notices](#)

[Phones](#)

[Confidentiality](#)

[Updates & Notices](#)

[Code of Conduct](#)

[Dress Code](#)

[Early Childhood Center Attire](#)

[Uniforms - K-8](#)

[Special Days](#)

[Lost & Found Clothing Items](#)

[Field Trips](#)

[Finances & Fundraising](#)

[Tuition & Fees](#)

[Tuition Assistance](#)

[Step Up for Students \(SUFS\)](#)

[Fundraising Activities](#)

[Health, Safety, and Security](#)

[Florida State School Health Laws](#)

[Custody/Legal Guardianship, Visitation](#)

[Guide to a Safe School](#)

[Emergency Evacuation Policy](#)

[Illness & Medication](#)

[Medications](#)

[Injury in School](#)

[Internet Use](#)

[Computers](#)

[Internet Access to Materials](#)

[Supervision & Monitoring](#)

[Social Media](#)

[Intranet Access](#)

[Kashrus/Food](#)

[Food Allergies](#)

[Lunches & Snacks](#)

[Snack Time](#)

[Birthday Policy](#)

[Report Cards & Grading](#)

[Honor Roll/Dean's List/Dugma Chaya](#)

[Homework Policy](#)

[School Property/Items](#)

[Teacher Grade Books](#)

[Middle School Finals & Grading](#)

[Students with Learning/Behavior Challenges](#)

[Parent-Teacher Organization](#)

[School-Sponsored Sales](#)

[Visitors](#)

[Voluntary Pre-Kindergarten \(VPK\) & Step up for Students](#)

[Appendix A: Guide For Trip Chaperones](#)

[Safety](#)

[Dress](#)

[Kashrus](#)

[Appendix B: Chesed Form - Middle School](#)

[Appendix C: Parent Statement of Understanding](#)

## TABLE OF CONTENTS

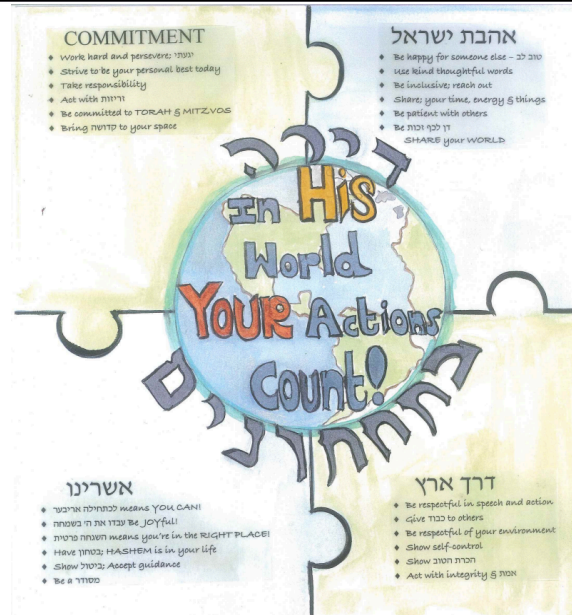
<b>MISSION STATEMENT</b>	<b>5</b>
<b>VISION STATEMENT</b>	<b>5</b>
<b>EDUCATIONAL PHILOSOPHY</b>	<b>6</b>
<b>Attendance</b>	<b>7</b>
Absences	7
<b>Arrival &amp; Dismissal</b>	<b>8</b>
Early Dismissal	8
Early Release Days	9
Before & After-School Care	9
<b>Bar/Bas Mitzvah Policy</b>	<b>9</b>
Scheduling	9
Hanochas Teffilin	9
Bar Mitzvah	9
Bas Mitzvah	10
<b>Books/Valuables/Personal Items</b>	<b>10</b>
<b>Carpools &amp; Transportation</b>	<b>11</b>
Transportation Changes	11
<b>Community Service Hours (Chesed)</b>	<b>11</b>
<b>Communication, News &amp; Notices</b>	<b>12</b>
Phones	12
<b>Confidentiality</b>	<b>12</b>
Updates & Notices	13
<b>Code of Conduct</b>	<b>13</b>
<b>Dress Code</b>	<b>14</b>
Early Childhood Center Attire	14
Uniforms - K-8	14
Special Days	15
Lost & Found Clothing Items	15
<b>Field Trips</b>	<b>15</b>
<b>Finances &amp; Fundraising</b>	<b>16</b>
Tuition & Fees	16
Tuition Assistance	16
Step Up for Students (SUFS)	17
<b>Fundraising Activities</b>	<b>17</b>
<b>Health, Safety, and Security</b>	<b>18</b>
Florida State School Health Laws	18
Custody/Legal Guardianship, Visitation	18
Guide to a Safe School	18
Emergency Evacuation Policy	18

<b>Illness &amp; Medication</b>	<b>18</b>
Medications	19
Injury in School	19
<b>Internet Use</b>	<b>20</b>
Computers	20
Internet Access to Materials	21
Supervision & Monitoring	21
Social Media	21
Intranet Access	21
<b>Kashrus/Food</b>	<b>21</b>
Food Allergies	21
Lunches & Snacks	22
Snack Time	22
Birthday Policy	22
<b>Report Cards &amp; Grading</b>	<b>22</b>
Honor Roll/Dean's List/Dugma Chaya	22
Homework Policy	23
School Property/Items	23
Teacher Grade Books	24
Middle School Finals & Grading	24
Students with Learning/Behavior Challenges	24
<b>Parent-Teacher Organization</b>	<b>24</b>
School-Sponsored Sales	24
<b>Visitors</b>	<b>24</b>
<b>Voluntary Pre-Kindergarten (VPK) &amp; Step up for Students</b>	<b>24</b>
<b>Appendix A: Guide For Trip Chaperones</b>	<b>26</b>
Safety	26
Dress	26
Kashrus	26
<b>Appendix B: Chesed Form - Middle School</b>	<b>27</b>
<b>Appendix C: Parent Statement of Understanding</b>	<b>28</b>



## MISSION STATEMENT

LHA will foster within each child the understanding that they have a personal and communal commitment to their role in creating a Dirah Bitachtonim. Through providing excellence in Torah and Chassidus-based learning, encouraging leadership, and cultivating character, we will prepare our students for their role as future leaders wherever they may be.



## 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)

Lubavitch Hebrew Academy, was founded at the behest of the Lubavitcher Rebbe, and the world view of Chabad Lubavitch philosophy guides our vision and propels us forward.

A Torah true education of the highest academic standards, along with an excellent general education, to enable children to grow into productive and committed members of the larger Jewish and world community, is fundamental to our core principle of each person’s unique responsibility to partner in creating a Dirah B’Tachtonim, a dwelling for G-d here in our world. As emissaries of the Lubavitcher Rebbe, our vision is a school where a Jewish child, regardless of affiliation, can receive instruction at his/her level, and continue on to become a “lamplighter” for him/herself as well as others around him, and exert a positive influence on his/her environment.

Our vision is based on the course charted by the Rebbe’s view of a Jew’s place in the world; to educate children to be more than personally observant, rather that they will see themselves as G-d’s personal ambassador and lamp lighter, 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.

## EDUCATIONAL PHILOSOPHY

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### 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 Yiddishkeit cannot be separated from Jewish learning.
- Torah learning must 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 LHA, 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 their highest potential.
- Teach students to develop self-responsibility.
- Teach children to respect their physical and personal environments.
- Impart to our students the total LHA philosophy.

## Attendance

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**Boys campus:** Dropoff begins at 8:00, with Davening starting at 8:15. Pickup begins at 3:55 [Friday, 2:10].

**Girls and EC campus:** Dropoff begins at 8:10, with Davening starting at 8:25. Pickup times: EC/Kindergarten: 3:25-3:40. The gate will close at 3:40 until 3:45 and all cars will need to clear the drive through lanes. Girls 1st-8th pickup begins at 3:45 and finishes at 4:00 PM.

On Friday: EC/Kindergarten 1:40. At 1:55 the gate will close. 1st-8th girls: 2:00.

Please be aware that there is no aftercare

School attendance from Kindergarten level is mandatory in the United States by federal law. It is important that children come early/on time for class. Calm morning routines set a tone for positive learning each day.

Students arriving after class has begun must be accompanied by a parent/guardian to the office to receive a late pass or the child will not be admitted into class. Please provide a note that they have already Davened. Without the note we will provide a space for them to Daven during morning break.

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

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LHA 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.

Frequent absences interfere with a student's learning and may incur loss of grades on report cards.

The following are considered excused absences:

- Illness
- Serious illness or death in the immediate family
- Medical or dental attention
- Mandated court appearances

Excused absences of three or more days must be approved in advance by the administration. Absences due to illness extending beyond three days, must be cleared with a signed note from a healthcare practitioner.

LHA recognizes the nature of family simchas and trips required to attend life cycle events. Parents are asked to notify the appropriate Principal a week in advance and so they can make the determination of what is excused.

The following are considered unexcused absences:

- Vacations



- Travel Days
- Disciplinary Action
- Any other absence that does not qualify as excused

#### Attendance and Make-Up Work Policy (All Grades):

- Excused Absences: Students must catch up on specific learning items designated by the teacher as essential for future lessons.
- Unexcused Absences: Students are responsible for all missed work and must meet with teachers to discuss make-up opportunities (granted at teacher discretion).

In Middle School the expectation is that students get notes from missed learning independently.

**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 matter to the State Attorney's Office for criminal prosecution of the parent.**

**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

##### Procedure:

- **All Cars must have a School issued Decal.** Cars that do not have a Decal will be directed to park across the street and walk in to pick up their children. If you are sending a driver, please ensure that they have a decal.
- **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.
- In the event of an emergency, that will make you late for pickup, please notify the office.
- **Children, regardless of their age, MAY NOT,** at any time, be on school grounds without adult supervision.

**Please understand that staff are NOT permitted to remove students from vehicles. If your child is not ready to exit their car on their own, we will ask parents to either park and escort the child in or keep the child with them.**

**Students Not Entering Class:** Should a student come to LHA and not enter class, staff will speak with the student and encourage him to enter. If a student is running away or showing unsafe behavior, the parent will be asked to pick up their child.

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**

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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.**

**We may not be able to accommodate early dismissal requests within 30 minutes of a regular dismissal time.**

### **Before & After-School Care**

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Prior to the start of drop-off, students may not arrive at school and be left unattended. Students MAY NOT wait by classroom doors, on the playground, etc. Safety is our number one concern; unsupervised children are NOT safe.

### **Bar/Bas Mitzvah Policy**

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#### **Scheduling**

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To assist scheduling your simcha without conflicts, we have created spreadsheets to add the date of your celebrations and enable other parents to plan accordingly. The link to the spreadsheets will be sent in a separate communication to parents. This is a courtesy for parents, should any scheduling conflicts arise please reach out to the family directly to coordinate.

#### **Hanochas Tefillin**

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We invite parents and extended family to join the students minyan on the first day that your son puts on Tefillin. Please schedule one month prior with the office. At the Hanochas Tefillin, your son has the opportunity to say (part of) his Bar Mitzvah Ma'amar and the father is invited to share a few words.

Parents may wish to offer students light refreshments at breakfast for this event. Typically this would include bagels, cream cheese, & orange juice. Please take note of the following:

1. The student's class is invited. Other classes davening at the Minyan may be invited, though not a requirement.
2. Siblings are welcome to attend.
3. Food products must be store bought, Pas Yisroel or Cholv Yisroel. Caffeinated beverages and candy are not permitted.
4. Allergies: Peanut items and by-products (such as Bamba and peanut butter granola bars) are not allowed.
5. Set up/cleanup, food, tablecloths, and serving utensils are to be arranged by the family.

#### **Bar Mitzvah**

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A Bar Mitzvah and its celebration set a foundation for the life of your child and his friends who are celebrating together with him.

- **Chaperone:** We encourage parents to have a chaperone to supervise the boys.
- **Chassidishe Ruach:** It is important that the atmosphere of these celebrations and its results are such that they promote positive, Torahdik and Chassidishe values. We ask that in

planning your child's Simcha, you make every effort that the atmosphere at this auspicious event is within the parameters set by Halacha and in a Chassidishe ruach; including a proper Mechitzah, appropriate music and entertainment.

- **Food:** Please ensure the food is up to the acceptable standard of Kashrus and that classmates have no access to alcohol. Please call with any questions.
- **Invitations:** Please ensure all classmates are invited.
- **Scheduling:** The Bar Mitzvah celebrates the child as he begins to assume the responsibilities of a Yid, Tefillah B'tzibur and Limud Hatorah. When making a Bar Mitzvah celebration on a school night, please schedule the event in a manner that all children can be home at a reasonable time (around 10:00 P.M.) so that they can be on time for Minyan and focus in class the next day. Being out late at a classmate's Bar Mitzvah is not considered grounds for excused lateness or absence.
- **Student Guidelines:** 1) Safe behavior, 2) Ahavas Yisroel [ensuring all are included], 3) Being seated and quiet during the program, and 4) Participating in the dancing.

## Bas Mitzvah

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A Bas Mitzvah is an important milestone for your daughter, and the celebration of this occasion should be reflective of the significance of this day.

- **Invitations:** Please ensure all classmates are invited.
- **Chassidishe Ruach:** It is important that the atmosphere of these celebrations and its results are such that they promote positive, Torahdik and Chassidishe values. We ask that in planning your child's Simcha, you make every effort that the atmosphere at this auspicious event is within the parameters set by Halacha and in a Chassidishe ruach; including a proper Mechitzah, appropriate music and entertainment.
- **Food:** Please ensure the food is up to the acceptable standard of Kashrus and that classmates have no access to alcohol. Please call with any questions.
- **Scheduling:** When making a Bas Mitzvah celebration on a school night, please schedule the event in a manner that allows all children to be home at a reasonable time (around 10:00 P.M.) so that it doesn't have a major impact on the following day. Being out late at a classmate's Bas Mitzvah is not considered grounds for excused lateness or absence.
- **Supervision:** We encourage parents to have a chaperone to supervise the girls during the celebration.

## Books/Valuables/Personal Items

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.***

Every student will have a book number for the majority of his/her books. Books not needed for homework/studying should be put away in your locker by the end of each day.

YOU are responsible for the condition of the books. Loss or excessive damage will result in replacement or repair charges. Books found on our school campus or outside lockers will be collected by a Principal who may levy a fine for their return.

**Any personal books brought to school must be from a frum publishing house.**

Playing cards and sports cards are not permitted to be brought to school.

Electronics, including any internet-capable watches/devices, are not permitted.  
Any confiscated items may or may not be returned to this student.

Manipulatives/fidgets are allowed to be brought to school and are permitted in class with the following conditions:

- They fit in the palm of your hand
- They do not make noise
- They do not require your focus
- They do not create a disturbance to other members of the class

Any other items may be permitted at the discretion of the Principals.

**Other valuable items such as Tefillin should not be left in school. LHA does not take responsibility for items left here overnight.**

### **Carpools & Transportation**

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.

Please communicate with your carpool should changes have been made.

### **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 call or email the office prior to dismissal. We cannot accept a child's verbal notice to us regarding carpool changes. This includes early dismissal for Middle School students on fast days.

### **Class Placement**

Class divisions are set as students enter First Grade, and parents are invited to share placement requests that summer. In future years, classes generally stay the same. The school may adjust placements as needed based on enrollment or educational considerations.

### **Community Service Hours (Chesed)**

Each student in Middle School is required to perform chesed hours of volunteer service to the community during the school year.

6th graders – 25 hours

7th & 8th graders – 30 hours

Students may volunteer at schools, Shuls, hospitals, community events, charities, nursing homes, shelters, etc. or by providing unpaid help to individuals. Helping out at home or in businesses or professional offices does not constitute chesed hours. Your progress in incurring chesed hours will be shown on your report card. 1/3 of your required chesed hours must be completed before the end of each marking period.

Make sure to submit your properly filled out Chesed Hours Community Service Log form, found at the end of this Handbook, to the office one week before the end of each marking period.

Students who have not completed this requirement are ineligible for inclusion in the Honor Roll, participation in trips, camping or Student Council.

### **Communication, News & Notices**

Effective communication between home and school is imperative.

**ParentLocker:** Parent Locker hosts all relevant school information *by child*, including: calendar information, homework, tests, special school days, photos, etc.

**Email:** Our main method of formal written communication is through email. All families must join Parent Locker electronically and follow the set up directions. Please be sure to keep your email and cell phone numbers current with the office.

**WhatsApp:** Teachers will set up WhatsApp groups for an informal, easy-access communication tool between all parents in a class. Please do not write personal issues or private conversations on WhatsApp; it is a **public** class forum. Additionally we encourage you to join our school's **WhatsApp broadcast list** for important reminders and updates.

Parents are asked to communicate with classroom teachers regarding academic/social-emotional concerns, questions, compliments, prior to speaking with administration. Communication begins through email. 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.

**Please know that it is standard protocol for principals to be cc'd on emails. It is not reflective of any seriousness of the situation.**

If a social concern arises between two children, parents are strongly asked to contact the school, not the other parent, so that we can address the issue thoughtfully and professionally.

Students may NOT use phones during the day at school. In the case of an urgent need, call the office at 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, (s)he will come to the office to call you.

### **Confidentiality**

*LHA Faculty are ONLY PERMITTED to talk to you about YOUR children. Please do not ask any faculty member to discuss anyone else's child.*

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

## Updates & Notices

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Updates and important notices will be e-mailed to parents on a regular basis. It is therefore imperative to check your email on an ongoing basis.

Parents are also encouraged to visit the [www.hebrewacademy.org](http://www.hebrewacademy.org) website for needed forms, information, etc.

## Code of Conduct

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Students at LHA:

- Will show Derech Eretz - respect to all staff, faculty, and employees at all times.
- Will show consideration for other students and treat others with the accepted standards of consideration, as they themselves would like to be treated.
- Will use appropriate language at all times. Use of profanity, substitute for profanity, profane gestures or substitute gestures, racial or homophobic slurs and any other demeaning statements will be grounds for immediate suspension without additional warning.
- Will never strike, hit or harm another person with words or physical action. All physical contact including hitting, tackling, horsing around or fake fighting is not allowed. Doing so is cause for immediate suspension and you may be asked to leave the school.
- Will behave according to class/school rules and routine.
- Refrain from talking about the other gender [unless within learning, under teacher supervision]
- Will respect school property. It is unacceptable to deface walls, desks, furniture, sidewalks, textbooks, clothing etc. You will be charged full replacement/repair cost if involved in damaging school property and may be suspended or asked to leave the school.
- Will not damage another student's property. You will be charged full replacement/repair cost if involved in this type damage and may be suspended or asked to leave the school.
- Should students cause damage to school property, whether intentional or by mistake:
  - Parents will be charged the replacement charge.
  - A deposit of \$100 will be provided, to be returned at the end of the year, if there is no further damage.
  - If this continues a second time, steps may include suspension and a parent meeting.
- Students who are unregulated and damage school property will be sent home and will require a parent meeting prior to returning to school.
- Will behave appropriately on school trips and outings.
- Any illegal activity is expressly prohibited even outside of school hours and grounds. They will result in an immediate parent meeting and possible suspension and even expulsion.
- Will not cut class, hide or depart campus without permission, even as part of a prank.
- Pranks of any kind (i.e. Chodesh Adar/Purim) are not permitted.
- Will understand that as part of our curriculum students may have access to the Internet and will be taught to use this learning tool in an appropriate manner in accordance with our school philosophy. Students will be responsible for using this media in an appropriate manner. Students will NOT use school computers unless a faculty member is physically present in the room. Students will adhere to the Chromebook Protocols Agreement.
- Will not bring any electronic devices to school.
- Inappropriate materials and/or items considered dangerous or disruptive to learning, such as knives or play guns, will be confiscated; and disciplinary action forthcoming.
- Will respect LHA as a Chabad Orthodox Jewish institution.

**By following this Code of Conduct, students contribute to the safe and mutually respectful learning environment that is paramount to the LHA community.**

Should a student fail to conduct him/herself according to these expectations, consequences may include:

1. Loss of privileges
2. Working lunch, extra assignment or community service at school.
3. At-home suspension
4. Expulsion

Food & Drink in The Classroom:

- Only water is permitted during class time. Refilling water bottles is to be done during breaks, and not during class.
- Outside of class time, healthy drinks [low sugar, and non caffeinated] are allowed. No cans.
- It is our school policy that children should not be eating during instructional time.
- Students may not bring candy, even if it's just for themselves, to school.
- Teachers may not serve any food or drinks to children unless approved by a Principal in advance.
- Soda and slurpees are not allowed

**Students may not sell any items in school without express permission from the Principals.**

## **Phones**

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**Students are not allowed to bring smartphones to school or school functions.**

Phones that just have the capacity to call and text ("dumb phones") can be used for **only** carpool related situations after being approved by the principal. If such a phone is being brought to school, it must be handed in to the office at the start of the day. **If a student brings a phone to school, or school function, the phone may be confiscated and not returned.**

Any other items may be permitted at the discretion of the Principals.

## **Dress Code**

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**This uniform dress code applies at school and school trips. Sunday Cheder does not require a uniform. Students should wear pants (no jeans/shorts) and a respectful shirt.**

**LHA Tznius dress code standards must be followed at all school sponsored events.**

## **Uniforms - K-8**

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**All students from Kindergarten through 8<sup>th</sup> grade are required to wear school uniforms.**

LHA administration reserves the right to determine appropriateness of student appearance and will determine the acceptability of adornments. Students are expected to arrive at school daily clean and well-groomed. Parents will be notified if a child is not properly attired in uniform and will

be asked to bring a change of clothes or will be provided and billed from the front office.

Item	Girls KDG–2nd	Girls 3rd–8th	Boys KDG	Boys 1st–8th
<b>Shirt / Top</b>	Long-sleeve polo — white, pink, light blue, navy Monogram <b>not</b> needed Top button only may be open	Long-sleeve polo — white, pink, light blue, navy LHA monogram required Top button only may be open	Polo — white, light blue, navy LHA monogram required	Polo — white, light blue, navy LHA monogram required <b>Bar Mitzvah Boys:</b> Black hat & jacket for davening, White Oxford shirts acceptable
<b>Bottom</b>	Navy blue jumper LHA monogram required Length must be considerably below the knee	Navy blue pleated skirt Length must be considerably below the knee	Navy or black uniform pants/long shorts	Navy or black uniform pants. No joggers, cargo, jeans, shorts, or jeggings
<b>Socks / Legwear</b>	Knee socks, tights, stockings, or leggings + mid-calf socks — legs must be fully covered	Knee socks, tights, stockings, or leggings + mid-calf socks — legs must be fully covered	Crew socks required — no ankle socks	Crew socks required — no ankle socks
<b>Shoes</b>	Closed shoes or sneakers. No crocs, wheeled sneakers, slippers, or slides.			
<b>Sweaters</b>	Solid colors only. No logos, words, or designs including camps or simchas. No Bar/Bas Mitzvah sweaters. Chidon sweater allowed. Only the current 8th grade sweater allowed.			
<b>Hair</b>	Long hair must be tied back	Long hair must be tied back	Short haircut, same length all around. No bangs or styled cuts.	Short haircut, same length all around. No bangs or styled cuts.
<b>Caps/ Hoods</b>	Caps and hoods may only be worn during recess or PE			
<b>Backpack / Lunchbox</b>	No pop culture characters or designs			
<b>Other</b>	Nail polish: only light pink or beige No makeup Jewelry: no multiple earrings. No large hoops or chandelier earrings.		Accessories not allowed	Accessories not allowed



## Special Days

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On selected days, students may be invited to wear Shabbos clothes. These days are special events and they are to serve as a **dress up**, not a **dress down** day. **Tznius guidelines must be adhered to.** All standard dress code rules apply. Students who choose not to wear Shabbos clothing must wear their school uniforms.

## Lost & Found Clothing Items

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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.**

## Field Trips

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

*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.*

Siblings may NOT attend field trips if a parent chaperones.

Parent-chaperones should dress according to LHA's faculty dress code, as follows:

**Women** are expected to wear skirts or dresses with hemlines below knee length. Skirt slit lengths must be minimal and below the knee. Blouse sleeves must be elbow length, with modest necklines. Socks or stockings must be worn at all times. Denim is inappropriate (except for EC staff). *Tichels* and caps are not acceptable head coverings.

**Men** are expected to wear clean, pressed pants (not jeans), and collared shirts. Men may not wear jewelry other than a wedding ring or watch. Hairstyle must be cut short and conservative.

## Finances & Fundraising

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### Tuition & Fees

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

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.

**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.

**Important:** LHA 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 Chesed Hours for Middle School students, and the return of text and library books.

### **Tuition Assistance**

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**All requests for financial assistance or tuition reduction** must be submitted through the online scholarship application through Parent Locker to the LHA Scholarship Committee. Should you require any modifications or amendments to these payment requirements, please seek the help of the Director of Finance immediately.

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.

### **Step Up for Students (SUFS)**

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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.

### **Fundraising Activities**

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Fundraising 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:

- **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.
- **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.
- **Book-a-Thon** – Children will read Jewish books and all funds raised go directly to the purchasing of Jewish books for our school library.
- **Gala Dinner-** Invite friends and family to join you in enjoying a gala evening of fine dining and outstanding entertainment while supporting your school.
- **Goods & Services Auction** – parents are asked to solicit new auctionable items from friends, vendors and business acquaintances.

- **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.
- **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.
- **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.
- **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.
- **Special Campaigns** – LHA enlists the support of its parent body to help to raise monies and leverage corporate assistance. Every dollar raised at LHA 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.

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## Health, Safety, and Security

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### Florida State School Health Laws

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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

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LHA is required to have certified copies of any legal rulings regarding custody, guardianship, visitation, etc. 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

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Our school has emergency plans for fire, hazardous weather, security threats, etc. Fire drills are conducted as per statute. Evacuation and lock-down drills are conducted so that we can secure your children as quickly as possible in an emergency.

LHA, in the interest of school safety and security, has, at the discretion of the administration, the right to inspect any bags or lockers at any time.

### Emergency Evacuation Policy

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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.

## Illness & Medication

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**Every child needs to be in a safe environment.**

**If your child is not feeling well, please keep him/her home.**

Plan ahead for childcare so that your child will have a comfortable place to stay if (s)he is not well. Do not send your child to school if (s)he has:

- **Fever** (child's temperature is above 100.4 degrees) in the past 24 hours
- **Vomiting** in the past 24 hours
- **Diarrhea** in the past 24 hours
- Chills
- Conjunctivitis (Pink eye)
- Sore throat
- Strep Throat (child must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night
- Head lice – until your child has been treated according to the nurse or doctor's instructions

If your child becomes ill at school, you will be called to take your child home. It is essential that the office has a phone number where you can be contacted during the day, and an emergency number in the event you cannot be reached.

If your daytime or emergency phone number changes during the year, please notify the school office immediately. Please call the school office if you have any questions or concerns.

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 (Pink eye) –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. LHA reserves the right to determine whether a child is well enough to be in school. In the event that your child was diagnosed with one of the above illnesses, please notify the school so that we can share with parents if necessary.**

## Medications

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Parents **MUST** sign and turn in a Department of Children and Families approved consent form before any prescription or over-the-counter medication, including tylenol/advil, can be dispensed. **All medication must be kept in the school office.**

**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.

**Parents are required to notify LHA of any and all medications that their child/ren are taking.**

***Do NOT send any medication in a child's lunch box or backpack. This is a serious safety/poisoning hazard.***

## **Injury in School**

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In accordance with Broward County regulations, LHA is restricted to treating wounds or injuries with ice, soap and water, topical antibiotics such as: Arnica, Neosporin, and bandages only. If an injury occurs which requires greater attention, 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 **Emergency Form**. This form, in addition to providing emergency and medical alert information, grants LHA the statute required authorization to agree to EMS (Emergency Medical Services, 911) in the unlikely event these are needed for your children.

**LHA does not assume liability for the medical expenses associated with injuries.**

## **Internet Use**

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### **Publication of LHA's Children's Internet Protection Act (CIPA) Policy**

LHA's CIPA policy is contained in our Teacher, Parent and Middle School Handbooks. It is the policy of LHA 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

***Student behavior 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 expulsion.***

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

## **Computers**

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LHA recognizes that there is an educational benefit in using Chromebooks in certain learning scenarios. We also recognize the downside.

- 1) Chromebooks are to be used only to support specific educational objectives. Screentime, in the form of chromebooks or videos, is not to be used as a reward.
- 2) Chromebooks may not be used without active adult supervision, with teachers circulating throughout the classroom.

## **Internet Access to Materials**

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LHA 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.

## Supervision & Monitoring

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Teachers at LHA 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 21<sup>st</sup> Century Act. All faculty using computers with students are responsible for ensuring appropriate usage of the system.

## Social Media

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LHA believes that students should not have social media, as this is detrimental to their overall wellbeing and growth. Please be supportive of this standard.

Social media usage or sharing items with other students in opposition to LHA standards may lead to a parent meeting including review of the social media posts, and possible grounds for suspension or expulsion.

## Intranet Access

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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.

## Kashrus/Food

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

- LHA actively discourages students from sharing food with one another. Since it is not possible for LHA to monitor private snacks 100% of the time, it is essential for parents to discuss with their children their family's Kashrus standards.
- All snacks that children bring to school must comply with the LHA Kashrus standards and be Pas Yisroel and Cholo Yisroel.
- Food served in the classroom:
  - All food/drink served in any classroom must be store-bought, showing the appropriate kosher symbol, adhering to the highest level of Kashrus (including Cholo Yisroel - tuna fish and potato chips must be Bishul Yisroel - and Pas Yisroel) and **approved by a Judaic Studies Principal**.
  - **No** home made items may be shared. Students may be served food that was prepared at LHA.
  - ONLY items that EVERY child in a class can eat may be sent in. Exceptions are food allergies where parents provide us alternatives for their child's needs.

## Food Allergies

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

There are some classes with students who have additional food allergies. Parents in those classes will be notified of those restrictions.

## Lunches & Snacks

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LHA provides a hot lunch for all students. If your child chooses not to eat that lunch, please be sure to send in lunch for the day, ensuring it is dairy/parve on dairy days, and meat/parve on meat days. ***Please note that the school will not provide hot water for students. Please do not send instant soups with your child for lunch.***

## Birthday Policy

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A Jewish birthday marks a special day. We encourage children to celebrate in school by sharing a Dvar Torah, giving Tzedakah, making a Hachlata/resolution, and sharing a special treat or special activity with their class. For the celebration, you may send in one store bought snack and drink, adhering to the Kashrus rules above, and coins for Tzedakah. Siblings from other classes ***may not*** be excused from class in order to attend a party in another classroom.

Early Childhood through Kindergarten may opt for the *Classroom Created Birthday Party*; the class will bake a cake, purchase a needed book or other class item, and celebrate the simcha. In advance of your child's birthday, please reach out to the Judaic Studies teacher to schedule the celebration and discuss the details.

It is appreciated if the family donates a book to the classroom or school library in honor of the child's birthday.

**If giving out home/out-of-school party invitations at school, every child in the class must be invited.** Use this rule also when **discussing** birthday parties on WhatsApp. Please don't feel it is the standard to have out of school birthday parties, we are happy to celebrate your child in school.

## Report Cards & Grading

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### Honor Roll/Dean's List/Dugma Chaya

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Students in 4th-8th grade who excel in both Derech Eretz and academic performance, without any modifications, are recognized in the following ways:

- **Honor Roll:**
  - Academic subject grades are 'B+' and above.
  - Non academic grades are 'S' or above.
- **Dean's List:**
  - Academic subject grades are 'A' and above.
  - Non academic grades are 'S+' or above.
- **Dugma Chaya:** Non academic grades are all 'E'.

To be recognized in the above categories, all required chesed hours for that term need to have been completed and handed in.

### Classroom Awards Options

1. **Academic Excellence:** For Diligence and Consistency in Achieving Excellence
2. **Diligence:** Student who shows the desire to do well and puts in the most effort.
3. **Menschlichkeit:** For Having Good Middos and Interactions with Adults, Children and the World.

4. **Oved Hashem/Dugma Chaya:** For Being a Dugma Chaya of How a Chossid Davens, Learns, and Behaves.
5. **Honor Graduate:** For outstanding Middos, Conduct & Academics, **8th Grade only.** *Awarded to students who have been present at LHA in 7th & 8th grade.*

**Scales Breakdown:** A student's grade in each subject includes numerous categories, such as classwork/participation, homework, quizzes, and tests. Faculty use these categories when inserting the data:

1. **Davening:** Being on time, Behavior, & Participation
2. **Academic Subjects:** Classwork & Participation, Homework, & Quizzes/Tests. *A quiz is unique from a test in that 1) students are not expected to study in preparation, and 2) it is on a small amount of material.*
3. **Failing:** If a student earns an 'F' in any subject, a Principal approved assignment will be given to the student to complete within a specific time frame.

### **Homework Policy**

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We believe that children need review of material they have learned in class in order to integrate the subject matter appropriately. Homework should only be on material that has already been taught in class. Homework will count for up to 10% of the overall grade. Teachers will provide corrective feedback and will grade based on **completion**, not on accuracy.

- In Grades Kindergarten, 1st and 2nd: the recommended amount of time spent on homework should be 10 minutes for each Judaic Studies & General Studies.
- In Grades 3, 4 and 5: the recommended amount of time spent on homework should be 15 minutes each for Judaic Studies & General Studies.
- In Grades 6, 7, and 8: 10 minutes of Math Review should be expected nightly. It is also expected that students should be spending 5-10 minutes per subject reviewing information that was learned on the relevant days. The recommended amount of time spent on homework should be 30 minutes each for Judaic Studies & General Studies.

This does not include Tests & Projects.

### **School Property/Items**

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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**

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LHA utilizes an electronic/online grading system. Parents will be sent Gradebook Updates regularly throughout the school year. Report cards will be issued three times a year.

### **Middle School Grading & Finals**

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**Grading:** Students who fail a test may be allowed to retake it, at the teacher's discretion. The original and retest grades will be averaged together. Retests are taken during lunch or recess, without teacher assistance.



Finals:

Finals at LHA serve as an assessment tool, enabling us to evaluate the effectiveness of our curriculum, track class performance, and identify students who may require additional support.

Final exam results will serve as an important data point—together with teacher recommendations and a review of each Talmid's grades throughout the year—to help guide placement decisions for next year's Chumash and Gemara classes.

The Middle School administers final examinations at the end of the school year. 2-3 weeks in advance of the finals, students and parents should be told what material the finals will cover. They will count as double the weight of a *regular* test.

- 6<sup>th</sup> graders have end of year finals in Math, Language Arts, Chumash, and Navi (girls)/Gemara (boys).
- 7<sup>th</sup> and 8<sup>th</sup> graders have finals in Chumash, Gemara (boys)/Navi (girls), Language Arts and Math.

### **Academic Integrity**

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Students are expected to uphold honesty and integrity in all academic work. Cheating, copying another student's work, using unauthorized resources (including digital/AI tools) during an assignment or test, or presenting someone else's work as your own is considered academic dishonesty. Consequences may include a zero on the assignment, a parent meeting, or further disciplinary action.

Students must also not share test or quiz content with classmates who have not yet taken the assessment.

### **Students with Learning/Behavior Challenges**

---

LHA 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. If needed, teachers will implement steps of intervention to support the child. If, after following this process, the child continues to display consistent difficulty and lack of success, the school will request a parent meeting where the parents will be directed to obtain a professional evaluation for their child. In certain situations, it may become clear that our program can no longer meet the needs of an individual student. We will then work with the family to seek an alternate school for the child.

### **Parent-Teacher Organization**

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The Parent-Teacher Organization is an important part of our school. 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**

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

Additionally, we appreciate working parents who ask coworkers to participate in purchases where applicable. When your children see that you are involved in the school, LHA and their education become more important to them.

## Student Events & Celebrations

Throughout the year, we host meaningful programs such as assemblies, siyumim, and class celebrations. Parents may be invited to attend certain events; however, siblings may not be taken out of class to attend events in another classroom or division. Thank you for understanding and helping preserve the learning environment for all students.

## 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).

## 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, LHA 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 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.

## Appendix A: Guide For Trip Chaperones

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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 keep the following in mind when you chaperone a trip for LHA:

### Safety

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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 an LHA 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 for your cooperation in following LHA's dress code while on a school trip.

- **Women** are expected to wear skirts or dresses with hemlines below knee length. Skirt slit lengths must be minimal and below the knee. Blouse sleeves must be elbow length, with modest necklines. Socks or stockings must be worn at all times. Denim is inappropriate (except for EC staff). *Tichels* and caps are not acceptable head coverings.
- **Men** are expected to wear clean, pressed pants (not jeans), and collared shirts. Men may not wear jewelry other than a wedding ring or watch. Hairstyle must be cut short and conservative.

### Kashrus

---

LHA is a strictly kosher school – on and off campus. Children cannot purchase any food on a field trip unless specifically approved by their Judaic Studies teacher. We ask that our chaperones follow the same rules while with our students. Thank you for respecting these requests and for taking the time to chaperone your child's class. We know that it will be a rewarding and happy experience for you both.

## Appendix B: Chesed Form - Middle School

### Hersch Ben Yehuda Middle School Lubavitch Hebrew Academy

Chesed Community Service Log for \_\_\_\_\_  
Student Name Grade

*Please note that chesed hours must be completed and log turned in to Henie at the front office in a timely manner. Students who do not complete this requirement will be ineligible for inclusion in the Honor Roll, participating in trips, camping or Student Council.*

**Total Required Chesed Hours: Grade 6 – 25 hours    Grades 7 & 8 - 30 hours**

FACILITY	ACTIVITY	DATE	HOURS	TOTAL HOURS	SUPERVISOR

Total Hours Worked: \_\_\_\_\_

Chesed Hours Due: \_\_\_\_\_

Log Received & Approved by \_\_\_\_\_ Date: \_\_\_\_\_

**Middle School students are expected to read the Middle School Handbook and submit the following Statement of Understanding:**