



Family Handbook

School Year

2014-2015

Revised June 2014

Please print, sign and date (both parents {all grades} and students in grades 4 to 8) the last page of the booklet, which acknowledges that you read, understood, and accept these terms. Please return the signed form to the school office before the start of the new school year.

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Philosophy Statement

Harkham Hillel Hebrew Academy, a Parent & Me through 8th grade Orthodox Jewish Day School, is committed to developing well-rounded, engaged and confident students and citizens by offering a developmentally appropriate, challenging and highly creative educational program in a nurturing, child-centered environment. The Academy recognizes the uniqueness of each student and is dedicated to the principles of pride in oneself and concern for others, the development of strong ethics, and the intellectual, physical, and social-emotional growth and well-being of each student.

Hillel is committed to Torah values, *middot*, and the development of each student's character as a way of life. We commit to the belief that the centrality of the State of Israel (*Medinat Yisrael*) is paramount to our *Torah* values. The love for one Jew to another (*Kelal Yisrael*) as well as the respect towards our diverse world and its communities are vital components of the educational experience.

Academic Progress/Reports

Academic integrity and the pursuit of academic excellence are fundamental to each child's success at Hillel. Each student is responsible for preparing, organizing, completing, and maintaining the originality of his/her own work. Each semester, from the time a student enters Hillel, progress is recorded on the permanent cumulative record or "transcript." The cumulative record also tracks extracurricular participation in sports, student leadership, school and community service, and other achievements. The transcripts will accompany all high school applications and includes semester report card grades.

Standardized tests (ERB) are administered to students beginning in 3rd grade to assess the achievement of basic skills and grade level standards.

Teachers work together, teaming by grade level, in order to group and regroup students according to their needs. Report cards are our way of communicating how a student is progressing academically. At Hillel, teachers do not "give" grades; rather, students "earn" grades. The school year is divided into semesters with interim progress reports in between the report cards. Grades are cumulative throughout each semester. This means that the final grade represents an average of the two semester report periods. Scheduled parent/teacher conferences will be held in November. Additional conferences, by teacher or parent request, will be held by request.

Arrival and Dismissal

All morning drop-offs occur at the **Doheny entrance**. Drive east on Olympic and south on Doheny to pull into the semi-circle drive-thru lane. Please follow the instructions of the staff on duty. Your child will be helped into the car. **Please do not leave your car.** Honking is not allowed.

The Police will attempt to avoid ticketing if our procedures and guidelines are followed. Please follow the directives of traffic personnel and staff on duty at all times. These procedures are necessary for the smooth flow of traffic. The carpool staff may ask you to drive around the block if the carpool is delayed.

- **Pre-Nursery, Nursery, and Kindergarten** children may go to Room 158 no earlier than 7:45 a.m.
- Regular drop-off for **Kindergarten** is in the carpool lane beginning at 8:15 a.m. Children who are **accompanied by a parent** may also arrive on the yard beginning at 8:15 a.m.
- **Pre-1st** children can be dropped off at 8:00a.m. on the ECE yard. **There is no supervision on the yard before 7:45 a.m.**
- For your convenience, ECE has teachers on carpool duty from 8:45 -9:15a.m. **at the Doheny Location** to assist children to their classes. If you arrive after 9:15a.m. parents are required to walk their child into their classroom.
- **1st-8th** children can be dropped off at 7:45a.m. at the Doheny Location.
- **Please do not use the garage entrance, neighbors' driveways, or the alley next to the school for morning drop-off.** Please be sure to check the Arrival/Dismissal Protocol letter for specific details which is included in this summer mailing. Students in Grades 1-8 will proceed directly, from the Doheny Entrance, onto the yard. Grades 6-8 will go immediately to davening, while grades 1-5 will wait on the yard until line up and their teachers take them to class. On rainy days, students will enter the Doheny lobby entrance and grades 1-5 will proceed to the lower gym. Early Childhood Education students should enter through the Doheny lobby. We urge you to join a carpool. This will be the single most effective way to ease the wait and congestion at pick-up and drop-off. Please consider creating a carpool with your neighbors.

NOTE: No staff is on duty before these times. The school is not liable for supervision if these hours are not followed.

School Hours

Parent & Me	9:00 - 10:00 (Tuesday and Thursday)	
K'Tan Tan	9:00-11:00/12:00 (Mon, Wed, and Fri) - 3 Day KTan Tan	
K'Tan Tan	9:00-11:00/12:00 (Mon, Wed, and Fri) 10:15-11:15 (Tues, Thurs)/12:00-5 Day	
Pre-Nursery (Half Day)	9:00 – 12:30 (Mon.-Thurs.)	9:00-12:00 (Friday)
Pre-Nursery (Full Day)	9:00 – 2:30 (Mon.-Thurs.)	9:00-12:30 (Friday)
Nursery (Half Day)	9:00 – 1:00 (Mon.-Thurs.)	9:00-12:15 (Friday)
Nursery (Full Day)	9:00 – 1:00 (Mon.-Thurs.)	9:00-12:30 (Friday)
Kindergarten	8:45 – 2:30 (Mon.-Thurs.)	8:45-12:30 (Friday)
Pre-1 st	8:15 – 3:15 (Mon.-Thurs.)	8:15 - 1:00 (Friday)
After Care - ECE	2:30 – 4:45 (Mon-Thurs.)	12:30-1:30 (Friday)
Grade 1	7:55 – 3:15 (Mon.-Thurs.)	7:55-1:15 (Friday)
Grade 2	7:55 – 3:15 (Mon.-Thurs.)	7:55-1:20 (Friday)
Grades 3 and 4	7:55 – 3:40 (Mon.-Thurs.)	7:55-1:30 (Friday)
Grade 5	7:55 – 4:00 (Mon.-Thurs.)	7:55-1:40 (Friday)
Grades 6, 7, 8	7:45 – 4:40 (Mon.-Thurs.)	7:45-2:00 (Friday)

Dismissal Times

Dismissal takes place from both the Oakhurst gates and the Doheny lobby depending on grade.

Students are expected to behave appropriately at all times including at dismissal time. Dismissal times are as follows:

Monday through Thursday:

Parent & Me	10:00 a.m.
Dismissed from Classroom until ready for Doheny Lobby (date TBD)	
K'Tan Tan	11:00/12:15 p.m. Dismissed at Doheny Lobby (Mon, Wed, Fri)
	10:15/12:15 p.m Dismissed at Doheny Lobby(Tues, Thurs)
Pre-N (Half Day)	12:30 p.m. Dismissed at Doheny Lobby
Pre N (Full Day)	2:30 p.m. Dismissed at Doheny Lobby
Nursery (Half Day)	1:00 p.m. Dismissed at Doheny Lobby
Nursery (Full Day)	2:30 p.m. Dismissed at Doheny Lobby
Kindergarten	2:30 p.m. Dismissed at Doheny Lobby
Pre-1 st	3:15 p.m. Dismissed at Doheny Lobby
After Care- ECE	4:45 p.m Dismissed at Doheny Lobby
Grade 1	3:15 p.m. Dismissed at Doheny Lobby
Grade 2	3:15 p.m. Dismissed at Doheny Lobby
Grades 3 & 4	3:40 p.m. Dismissed to yard / exit through Oakhurst gate*
Grade 5	4:00 p.m. Dismissed to yard / exit through Oakhurst gate*
Grade 6,7,8 Girls	4:40 p.m. Dismissed to yard / exit at Doheny Lobby
Grade 6,7,8 Boys	4:40 p.m. Dismissed to yard / exit at Doheny Lobby

Fridays:

K'Tan Tan	11:00/12:15 p.m. Dismissed at Doheny Lobby
Pre N (Half)	12:30 p.m. Dismissed at Doheny Lobby
Pre N (Full)	12:30 p.m. Dismissed at Doheny Lobby
Nursery (Half)	1:00 p.m. Dismissed at Doheny Lobby
Nursery (Full)	1:00 p.m. Dismissed at Doheny Lobby
Kindergarten	1:00 p.m. Dismissed at Doheny Lobby
Pre-1 st	1:00 p.m. Dismissed at Doheny Lobby
After Care- ECE	1:30 p.m Dismissed at Doheny Lobby
Grade 1	1:15 p.m. Dismissed at Doheny Lobby
Grade 2	1:15 p.m. Dismissed at Doheny Lobby
Grade 3 & 4	1:30 p.m. Dismissed to yard / exit through Oakhurst gate**
Grade 5	1:40 p.m. Dismissed to yard / exit through Oakhurst gate**
Grade 6,7,8	2:00 p.m. Dismissed to yard / exit at Doheny Lobby

* = Gate open from 3:40 – 4:20 p.m. ** = Gate closes at 2:00 p.m.

Alternatives to Driving

Consider sending written permission to the school office allowing your child to ride his or her bike to and from school. There is a bike rack in the school garage. You may also give permission to the school to allow your child to walk home or walk to an alternate pickup location of your choice. A permission slip form is included in your Elementary/Middle School information package. Please note that children who are added to the *Walking Home List* will be permitted to leave campus at the end of the school day. Parents who sign a *Walking Home Pass* are encouraged to tell their children where they can and cannot go upon leaving school.

Afternoon Pick-Up

During school hours, students will only be released to a parent or pre-approved designee. If your child is going home with someone other than a parent or pre-approved designee, please send this change to us in writing. Please email dismissal@hillelhebrew.org. Please give at least an hour's notice prior to your child's pick up time. Any later may result in a delay with your child at pick up.

ECE through Grade Two

Please be prompt for pickup. Understand that you will encounter delays on the carpool lane. We ask for your patience as the staff ensures the safety of all our children at pickup time. **Do not park in the Doheny driveway.** It is a loading and unloading zone only. Do not leave your car unattended for any reason. All children from Early Childhood Education through grade 2 will be dismissed from the Doheny lobby. To pick up at Doheny, **we urge you to not drive North on Oakhurst.** Instead, travel North on Palm (one block West of Oakhurst), make a right on Olympic (traveling East) and then a right on Doheny into the carpool lane. If the children in your carpool are not ready to be picked up upon your arrival in the carpool lane, **you will be required to drive around the block.**

The Police will attempt to avoid ticketing if the procedures and guidelines are followed. We ask you to follow the directives of traffic personnel and staff on duty at all times. These procedures are necessary for the smooth flow of traffic.

It goes without saying that parents may not honk horns while waiting in line as it is discourteous to our neighbors. Obeying all traffic signs and speed limits as well will assist us in setting the example we need to as the premier Jewish Day School in our community. Please do not leave the driveway or loading zone before your children are buckled up; do not enter the building to pick up your child and do not use the garage, neighbors' driveways, or the alley next to the school for pickup.

Grades 3-5

Children in Grades 3-5 will be dismissed on the Oakhurst side between 3:40 – 4:15 p.m. Please take note of these special instructions: Parents with a child in Grades 3-5 will be allowed to use the Oakhurst side. If you are picking up a child in Grades 3-5 and a child in a younger grade, you may use Oakhurst.

Parking/waiting will only be allowed in the white loading zone in front of the school on Oakhurst. No cars will be allowed to park south of the line and in front of the large gates to the yard. If all spaces are taken you will be asked to circle around the block once more. Please follow procedures. No cars will be allowed to park or wait at the loading zone prior to 3:35 p.m. Cars will be required to park from the front of the white line and move forward as instructed. At 4:15 p.m. the gates on Oakhurst will be closed. After this time, all dismissals including children in Grades 3-5 will take place from the Doheny lobby.

After picking up your carpool, do not make a left into the alleyway. Instead, obey traffic rules and proceed to Olympic and make a right turn when it is safe. **No U-Turns may be made on Oakhurst.** When traveling East on Olympic, please avoid making a right on Doheny to alleviate the congestion from the pickup on that side. Travel East one block and make a right hand turn on Wetherly. Obey all posted signs and city speed limits.

All students who attend homework clubs or after school programs will be dismissed after the club/program from the Doheny entrance. **All Students who are not enrolled in after school programs or sports that end after 5 pm should be picked up AT THEIR DESIGNATED TIME.** Parents should have their children picked up as close to their scheduled dismissal time as possible.

Middle School Students are expected to arrive on time for *davening* which begins at 7:45 a.m. for 6th, 7th and 8th grade boys and girls. Students are expected to be in classrooms on time for each class. Tardiness can slow a student's personal achievement and is disruptive to other students and teachers.

Dismissal times for 6th through 8th Graders is 4:40 p.m. Friday dismissal time for all Middle School students is 2:00p.m. After dismissal students are to wait for carpool in the designated area, either the Doheny lobby or on the ECE yard. Dismissal assignments are made clear at the beginning of the school year.

NO ONE IS ALLOWED TO PARK ON THE GARAGE DRIVEWAY.

Attendance

Tardy students must receive a pass from the school office at Oakhurst entrance in order to be admitted into class. A note from a parent must be provided.

Illness and Attendance

In case of illness, a parent should call the school on the first day of absence. A written note from home must be given to the first period teacher, before the student is readmitted to school. When absent, students are responsible for making up all work missed. Excessive absences may affect promotion in the following year.

Bar/Bat Mitzvot and Birthdays

Birthdays are special. If your child would like to celebrate his/her birthday **in** school, please notify his/her teacher. There is no need to hire additional entertainment. When planning parties, we ask that you give careful thought to the guest list. To enhance the sense of community within our student body, please take into account that it is appropriate to invite **all** classmates to a party. Invitations should not be given out during school time.

Birthday parties involving classmates may not be scheduled on Shabbat if doing so will lead to a desecration of the laws of Shabbat. In general, all parties to which classmates are invited, may not end less than one hour before Shabbat begins or begin until one hour after Shabbat is over. All parties to which classmates are invited, and at which food is served, must conform to all Orthodox kosher guidelines or be ordered from a recognized kosher establishment. It is advisable to use paper decorations and plates at such parties as well. If you wish to reserve the Bar or Bat Mitzvah day please contact **Rabbi Kenigsberg at ekenigsberg@hillelhebrew.org**.

Behavior/Responsibility/Conduct and Logical Consequences – Hillel Pride: Middot Tovot, Chessed, Derech Eretz—Be a Mensch!

Our role as educators is to provide a child with the safest environment to explore and to develop new skills while guiding a child's behavior in positive ways. Our teaching staff provides opportunities for children to make choices as well as simple, clear rules to follow. Harkham Hillel Hebrew Academy's philosophy is to instill in its students the desire to live a *Torah* way of life, which must start with the practice of *Middot Tovot and Derech Eretz*.

We learn and understand the values and ideals that identify us: respect, kindness, friendship, honesty, a sense of right and wrong, *Derech Eretz*, and doing the right thing because it is the right thing to do. The purpose of discipline is to educate the student to function as a positive citizen within the community. The administration assumes the responsibility of implementing the school's discipline code. Consequences for veering from our behavior policy may include detention, suspension or expulsion.

Conduct and Logical Consequences

Because we value mutual respect, the school uses logical consequences as a means to get students back on the right track without punishment. We challenge our children with academics, technology and the arts, but we are just as cognizant of challenging them to be good citizens. With **Hillel Pride – Middot Tovot, Chessed, Derech Eretz—Be a Mensch!** - we create an environment where no one is ostracized, where all are supported and where young people learn to be kind to each other and non-judgmental.

Classroom meetings are held to give students an opportunity to communicate what is on their minds. This not only stimulates open dialogue and sharing, but also teaches compassion and builds community. After giving them these life tools and the support to use them, we sit back and watch with pride as our students offer to help one another and treat each other with dignity and respect.

We Value Mutual Respect:

- Listen to and learn from the ideas of others, even if they conflict with your own notions.
- When disagreeing, do so agreeably.
- Treat everyone - students, teachers, other members of the school community and the community at large - with kindness and consideration.
- Collaborate in our learning and teaching.
- Emphasize the positive and support others as they pursue their goals.

Biting

Administration reserves the right to suspend or expel any student who violates school policy. Biting is never an accepted behavior; however, it may happen when children participate in group care. Children bite for many reasons including the development of autonomy, communication, frustration and oral stimulation. Biting occurs when children are frustrated as well as excited. When biting does occur, the teacher helps the child that is bitten as well as attends to the child who did the biting. The bite is washed and ice applied, while reassuring and comforting the child who was bitten. When responding to the child that bit, we let him/her know, in an age-appropriate manner, that biting hurts and is not okay. All parents concerned and the administration are notified and an incident report is filled out. We document the incident to determine whether there is a pattern and take further action if necessary. A child who has bitten may be sent home at the discretion of the ECE director.

Bullying

Bullying will not be tolerated. Bullying is considered a serious matter. No individual can subject another to deliberate mistreatment at Hillel. Bullying occurs when an individual or group repeatedly use power with the intent of hurting or humiliating another in a physical, verbal, or emotional manner. What do bullies do to intimidate their victim?

Verbal	Emotional	Physical	Inappropriate
Tease Laugh at someone Use name-calling Mock Gossip Spread email	Ignore Not valuing Hurt feelings Prevent a person's participation Turn groups or individuals against a person Exclude Humiliate Reveal secrets	Hit Push Poke Trip Spit Pinch	Touch Tease/Taunt Joke Gesture

Cyber-Bullying

Harkham Hillel Hebrew Academy administration and staff strive to provide a safe and positive learning climate for our students. Therefore, Harkham Hillel Hebrew Academy will maintain an educational environment in which cyber bullying of any kind will not be tolerated.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings such as on social media sites like Facebook (including blogs), which has the effect of:

1. Physically, emotionally or mentally harming an individual;
2. Placing an individual in reasonable fear of physical, emotional or mental harm;
3. Placing an individual in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with an individual's educational opportunities.

Cell Phones and other Electronic Devices

Students are not permitted to use cell phones or other electronic devices during the school day without the prior consent of the administration. While cell phones may be brought to school for use after school, they will be confiscated if they are used during the school day. **Students who bring cell phones to school must ensure they are turned off and must leave them in their locker. Only Middle School students (6-8) are allowed to bring cell phones to school.** If a student uses his/her cell phone during the school day, the cell phone will be confiscated and turned over to an administrator. The cell phone will not be returned to a student until after a 24 hour time period. If a student violates the cell phone rule a second time, one or both parents may be called in to discuss the situation with an administrator.

Class Placement

Class placement is a process conducted by the school's administrators on the advice of teachers, learning specialists and professional counselors. Our goal is to build well-functioning, heterogeneous classroom groups, balanced by class size, age, gender and learning style. Please feel free to share any information with the Administration or the Educational Psychologist about your child's needs. While the school remains responsive to the expression of parent concerns, this policy affirms that **final decisions regarding class placement are a school responsibility. Requests for specific teachers will not be accepted. However, parents may offer their views on their child's needs.**

Classroom Visitation

For the safety and security of all our children, parents must first contact an administrator if they wish to visit any classroom. The administrator will make the arrangements with the teacher for a time that is mutually convenient. Classroom visits are limited to 20 minutes per day.

Communications and the 24-Hour Rule

We urge you, our parents, to communicate with us at the school frequently. The staff and teachers are experienced and qualified educators, highly motivated and committed to excellence. The staff is devoted to open, direct communication. The staff asks that parents communicate to them any unusual situations or changes at home, such as a sick family member, a parent going out-of-town, or the imminent arrival of a sibling or grandparent. You can contact us through the front office or via email at the numbers and addresses listed in the handbook. Teachers and staff are urged to return any phone call or reply to any email within a 24-hour time frame.

Our main office phone number: (310) 276-6135

Our Early Childhood phone number: (310) 276-8524

Our fax number: (310) 276-6134

Our email: info@hillelhebrew.org

Email is a primary mode of direct communication at Harkham Hillel Hebrew Academy. Weekly receipt of the *Hillel Happenings* newsletter provides important information that families need to know on a weekly basis. It is imperative that you notify the school office if you do not receive the Happenings. In addition, email is used to send supplementary notices.

Communicating in this way will save hours of follow-up work and many trees. **If you are among the few families that do not use email communication, please notify the office.** This mode of communication is, of course, complementary to personal contact. Please also make sure to notify the school in the event you change your address, phone number or email. Parents acknowledge that a positive and constructive relationship between the parent and school is essential for the fulfillment of the school's educational purpose.

Community Service—Middle School

Students in Grade 8 are expected to complete 15 hours of community service in order to graduate. Community service can be performed by volunteering at any one of many local charitable organizations, such as those that deliver food to the needy for Shabbat or assist the blind or homeless during non-school hours. These activities should always be done under adult supervision. It is the student's responsibility to hand in a signed note from the supervisor that service was completed.

Davening/Tefillah

Every school day begins with prayer. Students must be present for *tefillah*. Attendance is taken five minutes after *davening* begins.

Dress Code- Pre-1st – 8th grade

Parents are expected to dress appropriately and modestly to set a good example for their children when on campus. Our dress code is created to imbue within our students an appreciation of standards of *tzniut*--modesty for boys and girls. It takes for granted that our students understand the importance of coming to school dressed neat and clean. This enhances the learning environment.

In addition to these basic standards we list for you a set of dress code guidelines that help create this sense of responsibility on the part of our students. The school makes available to you the service of a uniform company to assist you in selecting clothes that follow these guidelines. **Please visit our website www.hillelhebrew.org to view and purchase uniform clothing.**

Boys:

- Shirt— Polo Shirt (Light blue, dark blue or white) with Logo
- Pants—Plain, dark blue “uniform style” pants
- *Kippah* – Must be worn at all times
- *Tzitzit* – Must be worn at all times
- Shoes—sneakers/rubber-sole only

Girls:

- Skirts – Solid blue (Pre-1st to 8th) “uniform style” skirt. Solid blue can be purchased via web site. All skirts must be at the knee.
- Blouses – Polo Shirt (white, dark or light blue) with Logo

- Shoes—sneakers/rubber-sole only
- Navy blue or black leggings are allowed beneath skirts
- MS Girls: *optional*: “uniform style” grey skirt to the knee

Earthquake Procedures

At the first sign of an earthquake, the teacher will issue the “DROP” command. All present must drop right next to the desk and hold onto the legs of the desk. The teacher will regularly review and drill the proper drop and evacuation procedures with students.

The teacher will assess the ability of the class to evacuate and will ascertain possible injuries. If the teacher gives the “evacuation” direction, students will walk quietly and quickly out of the classroom with the teacher. Students will be evacuated to a central *emergency assembly area* and be supervised until a parent or authorized adult arrives to sign the student out.

In the event of a major earthquake, all students will be kept at school until it is determined that they can be released safely to a parent or authorized adult. The school will utilize the services of parents/volunteers as emergency volunteers in the event of a major quake. Anyone who is able to reach the school and is willing to help with our disaster plan will be greatly appreciated.

In the event of an emergency, no student will be released from school unless a parent or authorized person picks him or her up. No child will be allowed to leave with another person, even a relative or babysitter, unless the school has written permission to that effect or that the person is listed on the student’s emergency disaster card in our files.

Elevator

The school elevator is available for student use only when needed. Students may obtain permission to use the elevator from the school nurse by bringing a note from the doctor describing the need. The nurse will post a pass allowing the student to ride the elevator for the time period designated. If an elementary student needs to use the elevator, he or she must be escorted by an adult.

Field Trips

Administrators, teachers, parents and students appreciate all the driving and general assistance of our parent volunteers regarding field trips throughout the school year. Please let the classroom teacher know if you might be available to chaperone a class trip. School rules are in effect on all field trips. Participation in field trips requires that all students bring a signed permission slip from home with a check for any field trip. Students must behave properly both in school and on field trips.

When traveling by bus, the following bus safety rules apply for all students:

- Students must remain seated while the bus is in motion; standing is not permitted.
- Students must keep arms/hands inside the bus.
- Eating & drinking on bus must conform to the guidelines set by the bus company and those in charge.
- Students must keep the bus clean and remove all garbage from the bus at the conclusion of the trip.

Fire Drills

Fire drills are conducted as prescribed by the regulations of the Fire Department. The signal for a fire drill is an extended ringing of the fire alarm bell. When the alarm sounds, all students must line up quickly and quietly without pushing. Students must follow the teacher’s instruction to begin walking along the designated route from the classroom and leave all books and belongings in the room. Upon arriving at the designated waiting area outside the building a designated adult will take roll to make sure that all students are accounted for.

Homework and Testing Procedures:

The amount of homework will naturally vary somewhat according to the content and grade level. Meaningful, quality homework is given to extend and reinforce what is taught in the classroom. Some assignments are short-term, while others are of a long-term nature. The ability, industry, and work habits of each student are considerations that determine the time needed to complete assignments. Teachers need to consider time spans noted below and must coordinate with colleagues both in the General Studies (GS) as well as the Judaic Studies (JS) Departments. The aim of a homework policy is to make sure students spend the set minimum time on productive activity related to academic performance.

Pre-1st and Grade 1: Give reinforcement work that does not exceed 15-30 minutes.

Grade 2: Give reinforcement work that does not to exceed 15-45 minutes.

Grade 3: Homework should be given on a regular basis, from 30 to 45 minutes per night. Any long-term projects will be placed on a classroom calendar and/or discussed with the team partner in order to avoid two heavy assignments being given at once.

Grade 4: Homework will be given on a regular basis, from 30-60 minutes per night. Any long-term projects will be placed on a classroom calendar and/or discussed with the team partner in order to avoid two heavy assignments being given at once.

Grade 5: Homework will be given on a regular basis, from 45-75 minutes per night. Any long-term projects will be placed on a classroom calendar and/or discussed with the team partner in order to avoid two heavy assignments being given at once.

Grade 6: Homework will be given on a regular basis, from 45-90 minutes per night. Any long-term projects will be placed on the appropriate grade level calendar in the teacher's room or be discussed with the team partner in order to avoid two heavy assignments being given at once.

Grades 7-8: Homework will be given on a regular basis, from 60-120 minutes per night. Any long-term projects will be placed on the appropriate grade level calendar in the teacher's room or be discussed with the team partner in order to avoid two heavy assignments being given at once.

Homework Schedule --

Pre-1st:

General Studies Homework Nights: Monday and Wednesday (English Reading, Mathematics and Writing)

Judaic Studies Homework Nights: On Tuesday and Thursday (Hebrew Reading and Writing)

We encourage parents to read with their child at least 10 minutes each night.

Elementary and Middle School:

General Studies Homework nights: Monday, Wednesday and Friday (Mathematics and English Reading/Reading logs daily)

General Studies Test days: Monday, Tuesday, Thursday

Judaic Studies Homework nights: Tuesday, Thursday and Friday (Chumash daily)

Judaic Studies Test days: Monday, Wednesday, Friday

For homework, depending on the situation, limited or no homework is assigned on the eve of a Jewish holiday, on Erev Shabbat, Open House Evenings, or other evening school events. There may be no long-term assignments due on the days following a holiday. The due date for these assignments is taken into consideration. Teachers are sensitive to the workload of students and all adhere to homework and test schedules.

Testing

The school uses a variety of assessments and tools to ensure that students are gaining the adequate skills and knowledge taught in a particular class. Tests, quizzes, and project-based learning are just some of these tools that are utilized by the various teachers throughout the grades. Tests may be given on any day the class meets; however, students must be given a full week's notice for the test. All tests, in any subject area, must be posted on the appropriate calendar in the Teacher's Room. Teachers must be sensitive to the needs of our students and in collaboration should limit the number of tests per day to two and no more than four tests per week.

Students must be given at least one week notice of a scheduled test. A quiz may be given at any time; however, a quiz may never be confused with a test. A quiz is a short assessment, 5-10 minutes, specific to recent learning on a given topic.

Kashrut/Lunch

Eating kosher food is an important part of Jewish observance. All students will respect *kashrut* laws at school or on school trips and events. Any food brought to school must meet the school standards. **Rabbi Sufrin must approve anything else.** Home baked goods, either for your own snack or for a class party may not be brought to school even if it is kosher. Standards for *kashrut* are designed to ensure that our students comply with accepted Orthodox *halachic* practice. These standards apply when students invite others to their home for a birthday party or the like. Students who purchase the school lunch option will be seated at separate tables in the cafeteria from those who bring their lunch. This is due to the fact that these meals may contain meat on certain days. **Students who bring lunch from home can only bring a dairy or *pareve* lunch.** Due to reasons of hygiene and the differing *kashrut* standards used by our families, students will not be allowed to share open lunches. Note: Harkham Hillel Hebrew Academy does not endorse *kashrut* certifications nor does it deny the validity of any organization claiming to give a reliable *hechsher* – kosher certification. The policy of limiting the *hechsherim* – certifications allowed on campus - is to keep the supervision manageable. We have selected the ones that are most commonly used and found in our local supermarkets. In addition, certifications from the *Rabbanut* in Israel are acceptable. The following are the symbols used currently in our school.





Please note that students who bring meat lunches from off campus, even if they are certified by the above listed organizations will not be allowed to eat the meal or sandwich on school premises. Students who bring foods of any kind with a *hechsher* symbol not listed above will similarly not be allowed to eat the product on campus.

Medical and Health

California School immunization Health and Safety Codes Section 120325-120375, requires an up-to-date Immunization Record for all the students before they attend school. Every parent must submit the following forms:

- Updated Immunization Records
- Permission to Administer Medication
- Medication and Sickness policy
- All incoming 7th and 8th grade students must have proof of immunization from whooping cough

If a student is wearing a cast or using crutches, he or she should go to the nurse's office, where an appropriate pass will be issued. The pass will allow the student to sit on the playground during P.E. and recess or in a designated area to be determined by the parent and the teacher. The nurse will issue an elevator pass to the student if necessary.

Visits to the Nurse

All visits to the nurse or office for illness require a pass signed by the teacher. All student visits to the nurse are logged. All students will receive a pass from the nurse to return to their classrooms. If a student is not feeling well or his/her temperature is elevated over 100°F while at school, the Nurse notifies a parent to pick up the student. Students sent home from school with a temperature of 100°F or higher should not return to school the next day. Please be aware that if a temperature is elevated at night, and is normal the next day, it is very likely that it will elevate again later the same day. **Please keep a child home, symptom-free for at least 24 hours prior to returning to school.**

Medication

Please do not send any medication, including antibiotics, eye drops, etc., in baggies with your children. **Send them in the original container with the doctor's dosage instructions typed by the pharmacy to the School Nurse.** Keep in mind that we supply some non-prescription medication for minor aches and pains in the Nurses Office. **NO medication can be dispensed without written instructions from the prescribing doctor.**

Please let us know the names of any medication your child is taking and the condition for which the medication has been prescribed. This applies to both acute and chronic illness and medications given to your children outside of school hours. This can alert us to any possibility of side effects.

Returning to School

In general, sick students do not belong in school. The reason for keeping them at home during certain illnesses is to allow them to get well faster, and prevent the spread of illnesses to other students. **Students must be fever free for at least 24 hours prior to returning to school.** If there is a question regarding when a child should return to school, the school reserves the right to request a doctor's authorization testifying that the child is not contagious and may return to normal classroom participation.

Parent Participation

Hillel relies on its parents to be partners in education in several ways. Parent participation in the school is an important component. **Parents are required to give 15 hours per year (or a financial contribution in lieu of volunteering) to the school as outlined in the Give/Raise/Volunteer Contract.** A parent volunteer liaison coordinates parents with opportunities, tracks hours and sends updates.

Parent – School Partnership

Hillel believes that working in close partnership with our families is of paramount importance. Hillel maintains that the key to success lies in a strong partnership among students, teachers, parents, and administrators.

As in any partnership, there are responsibilities on all sides. Education succeeds when teachers, students and parents are involved in the process together. Educational research demonstrates that students perform better when their teachers and parents are in communication and agreement. Students whose parents take an active role in their child's education generally succeed both academically and socially. At Hillel, we assume that parents are committed in a meaningful way to the education of their children.

Teachers rely on the support of parents in the education of the students. Parental understanding and adherence to the school's rules, policies and procedures are essential for a successful school experience.

Parents are expected to speak positively about the school. If issues of concern arise parents are expected to communicate immediately with the administration or Headmaster.

Parent-Teacher Association (PTA)

Parents acknowledge that a positive and constructive relationship between the parent and school is essential for the fulfillment of the school's educational purpose. The PTA coordinates opportunities for parent participation and facilitates social interaction among families. It plans a multitude of events over the year. The PTA is a highly valued component of the Hillel infrastructure. The PTA is run by parent volunteers who give generously of their time for a one-year term.

Peanuts and Peanut Product Awareness

Please be aware that many people, including some of our students, have severe allergies to peanuts and other nut products. The school **does not allow** peanuts or derivatives of peanuts on campus. We are aware that several of our children have this serious problem. Please be sensitive to the needs of our children who have these allergies. A parent who knows his or her child is allergic to peanuts, nut products or by-products, should be aware that the school is not liable for any reactions. Notwithstanding, it is a highly recommended that you notify the class teachers and the school of the allergy.

Release of Students During School Hours

If a student needs to leave early, he/she may not leave campus without permission and without being signed out by a parent or guardian. If any one other than a legal parent or guardian wishes to sign a child out, he/she must have a written note with authorization from the parent or guardian, or be listed as a person authorized to take your child from the campus. Students must bring a written note to school upon their return to school in order to be readmitted. If your child is going home with a friend or you are changing carpool arrangements, please send a written, signed, and dated note. You can also email the office and the teachers/or email at Dismissal@hillelhebrew.org up to one hour prior to your child's dismissal time. We will **not allow** any child to leave school without a written note or direct contact between parent and school. **If you have any changes in address, phone, email, emergency numbers, etc., please notify us immediately.** The school cannot be responsible if you do not communicate with us any changes in contact information.

Security Measures

We strictly enforce security measures to ensure the safety and protection of the students, teachers, staff and parents on campus. It is extremely important that all of our families comply with the security policies. No person, other than a Hillel employee or student is permitted on campus without a *Visitor's Pass*. Parents, family members, and volunteers are required to sign in and receive a *Visitor's Pass* before entering the school grounds or classrooms. For security reasons, it is imperative that office personnel be informed when any person enters the campus. Parent identification tags must be worn at all times when visiting the school.

Smoking

Hillel is a smoke-free, tobacco-free campus.

Student and Parent Handbook Confirmation Form
(All parents and students from 4th through 8th grade MUST sign)

I, _____, (student name) affirm that I have read

and agree to abide by the policies and conditions set forth in the proceeding parent-student handbook of Harkham Hillel Hebrew Academy.

Student Signature (Students Grades 4-8)

Date

We affirm that we have read the Parent/Student Handbook with our child and agree to abide by the policies and conditions set forth in the handbook.

Parent Name

Parent(s)/Guardian(s) Signature

Date

Please Note:

Policies and procedures may be updated during the course of the year. The school will make every effort to keep you posted of such changes. Notifications will come via notes sent home with your children and the Hillel Happenings.