



Parent-Student Handbook 2018-2019

**14401 Willow Lane
Huntington Beach, California 92647
www.hacds.org
714-898-0051
Fax 714-898-0633**

Table of Contents

School Mission	5
The Value and Importance of Parent Involvement	6
Getting Involved	6
Ambassadorship	6
Who do I contact? Who can help?	7
How can I donate to the school?	8
Policies and Procedures	9
Enrollment	9
Non-discriminatory Policy	9
School Hours	9
Closed Campus	10
Attendance	10
Illness and Absence	11
Tardies	11
Medical Appointments	11
Medication and Health	11
All Medication	12
Prescription Medication	12
Nonprescription Medication	12
Self-administered Medication	12
Severe Allergic Reactions	13
Emergency Medication	13
California Education Code 49423	13
Behavioral Expectations	14
CLEAR Behavior Policy	14
Suspension	14
Expulsion	14
Dress Code	14
General Expectations	15
Lower School Dress Code	15

Upper School Dress Code	16
School Property	16
Care of School Property	16
Safety	17
School Telephones	17
Classroom Use	17
Books	17
Technology	17
Internet Use	18
Cell Phones	18
Transportation	18
Carpools / Parking	18
Rainy Day Carpool Pickup	19
School Bus Rules	19
Lunch and Snacks	19
Kashrut/Kosher	20
Food Services	20
Food Allergies	20
Safety	20
In an Emergency	20
Academics	21
Grading	21
Grading Periods	21
Homework	21
Pupil Evaluation	22
Standardized Tests	22
Student Support Team (SST)	22
Parent Concerns	22
Parent Involvement	22
Visitors	23
Service Hour Fulfillment	23
Student/Parent Complaints and Grievances	23
School Culture	24
Siblings at School Events (During school hours)	24
Extracurricular Activities	24
Student Property	24

Field Trips	24
Birthday Celebrations	25
Tzedakah	25
Gemach	25
Appendices	26
Student Work and Photo Release	27
Service Hours	28
Student and Guest Use of Technology Policies	29

Welcome to The Hebrew Academy

Dear Parents and Students,

Welcome to the Hebrew Academy! We're very glad to have you and your family as part of our community! The Hebrew Academy was established in 1969 as a Community Jewish Day School that provides a full curriculum of academic and religious studies for students ranging from preschool through high school. This year we are celebrating our 50th Year Jubilee! We look forward to the most outstanding year yet!

This handbook provides important information to ensure every student's success. Everything included is in place to make the Hebrew Academy a safe, healthy and productive learning environment for *all* students.

Our commitment to the most current educational methodology encourages students to become independent, responsible, resourceful, and creative learners. The role and function of the staff is to maximize the possibilities for learning by providing a responsive environment with personal guidance and support to cultivate a love of learning, capacity for success, respect for self and others, and positive self-esteem. Our faculty and staff serve as a source of encouragement and are role models for our children, providing support and modeling positive attitudes for a warm and nurturing environment to maximize the potential of our children.

We appreciate your support and partnership in creating a successful school experience for your children.

Sincerely,



Rabbi Yitzchok Newman

Head of School



Dr. Bryn Harari

Dr. Bryn Harari, Principal

School Mission

The Hebrew Academy is deeply committed to the education of the *whole* Jewish child. Our vision is to provide a dynamic academic and spiritual educational program in an extended family atmosphere. We challenge our students to exemplify the highest standards of Judaism and American democratic principles. The school reflects and teaches respect and inclusion for every Jew. We believe that the students of the Hebrew Academy, through a well-balanced religious and general education, will be capable of functioning as dedicated Jewish men and women in the context of American society emotionally, academically, socially, and spiritually.

Our Core Values are:

- ❖ RESPECT
- ❖ GRATITUDE
- ❖ COURTESY
- ❖ KINDNESS
- ❖ TRUTH

We strive to:

- ❖ Instill in students an intellectual curiosity.
- ❖ Prepare students to achieve to their highest potential.
- ❖ Encourage students to participate fully in their communities and society at large.
- ❖ Prepare students to meet the challenges of contemporary life.
- ❖ Prepare students to function as dedicated Jewish men and women.
- ❖ Instill ethical and moral values so that we all may live and work in harmony with others.

Schoolwide Learner Outcomes

- ❖ The school's academic programs and behavioral expectations encourage students to be effective communicators and problem solvers.
- ❖ Students are taught to take responsibility for their own learning and to become engaged lifelong scholars.
- ❖ Students are encouraged to respect all members of the school community and actively participate in maintaining a positive school culture.
- ❖ Students take an active role in designing and evaluating their own academic performance in order to improve their skills and achieve high academic and social success.

The Value and Importance of Parent Involvement

You are a member of a very special community – one that values education in academics and Judaism. The Hebrew Academy offers a holistic education that honors the *whole* child. You have given your children a gift that will serve them in immeasurable ways. The Hebrew Academy prepares them academically as well as spiritually and religiously to reach their highest potential and succeed in whatever direction they choose.

Getting Involved

You can help your children succeed!

- ❖ Get to know your children's teachers and other staff members they interact with. Personal connections create relationships and relationships are essential to the learning process.
- ❖ Adhere to school policies. They are in place to help your student, and others, succeed.
- ❖ Attend school events such as Back to School Night, holiday celebrations, Open House, and grade level programs.
- ❖ Read the weekly online newsletter, and *everything* your students' teachers send home. Review your children's homework assignments.
- ❖ Participate actively in the Parent Association (PA) by attending monthly meetings and fulfilling Service Hours. Stay in touch with and read emails from the volunteer Class Parents. They will help you stay informed.
- ❖ Model positivity throughout school and demonstrate the value of *all* of your student's school work. Children learn to value what their parents value. Resist the temptation to gossip, in both speaking and listening. If you have a concern, we encourage you to address the source and exercise the positive communication skills that you want your child(ren) to develop.
- ❖ Become a Parent Ambassador. Parents are key to the success of Hebrew Academy! Recruitment and retention is everyone's responsibility. We count on parents to support the process! Growing enrollment ensures that the school remains financially viable and has the potential for bringing in new resources that can enhance curricula and programming.

Ambassadorship

Ambassadorship is a program that empowers parent voice and increases the reach of the admission and marketing team. Word-of-mouth is the most effective and powerful marketing strategy for sharing the features and benefits of our school. Many, if not most, of our families visit, apply, and attend our school as a result of a referral from an existing or alumni family. Please contact nelli@hacds.org to learn more about how you can learn and grow as an HA Ambassador!

Who do I contact? Who can help?

We encourage communication between home and school. The best way to contact teachers and administration is through email. Our email addresses generally are as follows: First initial last name @ hacds.org.

Phone extensions can be ascertained by calling the front office at 714-898-0051 x200.

If you have any concern or question about a situation, please start with the person who is most closely involved. Usually this is the teacher. If an administrator is contacted before the teacher has been informed, he/she will ask you to raise your concerns with the teacher prior to getting involved.

If you have questions about **General Studies Curriculum, Schedules, or Student Special Services:**

- ❖ Principal, Dr. Bryn Harari - bharari@hacds.org
- ❖ Dean of Students, Mr. Patrick Crowley - pcrowley@hacds.org
- ❖ Curriculum Director, Lisa Lopez - llopez@hacds.org

If you have questions about **Judaic Studies Curriculum:**

- ❖ Rabbi Avrohom Popack - rabbipopack@hacds.org (Elementary)
- ❖ Rabbi Yossi Rapoport - rrapoport@hacds.org (Middle and High School)
- ❖ Director of Jewish Student Life for Girls, Mrs. Rachel Leah Stillerman - rstillerman@hacds.org

If you have questions about **Uniforms:**

- ❖ PAteam@hacds.org

If you have questions about **Admissions:**

- ❖ Nelli Greenspan - nelly@hacds.org

If you have questions about **Student Files and Tuition Payments:**

- ❖ Doreen Fine - registrar@hacds.org

If you have questions about **Lunch or Transportation:**

- ❖ Rabbi Yossi Rapoport - rapoport@hacds.org
- ❖ Front Desk - frontdesk@hacds.org

If you have questions about **Financial Aid:**

- ❖ Amina Newman - anewman@hacds.org

We encourage *every* parent to become actively involved with the PA. There is a role for every parent, regardless of your availability to be on campus. If you have questions about the **Parent Association** or are interested in joining, contact PAteam@hacds.org
If you are interested in taking a leadership role as a Program or Event Chair, please contact Dr. Harari or Rabbi Popack.

If you have questions about **Alumni**:

- ❖ Rabbi Moshe Engel - rengel@hacds.org
- ❖ Nechama Eilfort - neilfort@hacds.org

If you have questions about **Camp Silver Gan Israel**:

- ❖ Rabbi Sender Engel - sender@campsgi.com

If you have questions about **Judaic Events and Holidays**:

- ❖ Rabbi Avrohom Popack - rabbipopack@hacds.org

How can I donate to the school?

Part of our mission is to make this high-caliber education available to all Jewish children, regardless of ability to pay. Therefore, we are always looking for friends who will give their time, talent, or financial backing to the school. Your GIFTS, no matter how large or small, truly make it possible for us to offer this outstanding and irreplaceable education. Please donate to The Hebrew Academy.

- For giving opportunities including endowment, beneficiary, legacy, and gifts of real estate: Please contact [Rabbi Meyer](#) in the Development Office.
- For gifts of money, planned giving, or gifts of time or talent, please contact [Rabbi Newman](#)
- For material resources please contact [Rabbi Rapoport](#)

Policies and Procedures

The policies and procedures listed on the following pages are in place to support your student and every other student in the school. Every decision we make is guided by what's best for student learning, safety, and well-being.

Enrollment

Before a student is admitted to the Hebrew Academy, parents must complete the registration process, which begins by completing an application. All forms relating to admission are available online. Enrollment typically includes a school tour with the Admissions Director, meeting with the principal, and screening the student before the child is admitted. The child's academic records and immunization records will be requested prior to admittance. A physical examination is required for entry to first grade; the school is mandated by law to maintain up-to-date medical records for each student.

Students will not be admitted unless they have submitted copy of their Birth Certificate and they have satisfied the immunization requirements as stated on the California School Immunization record. Preschool, kindergarten, seventh graders, and all *new* students must submit immunization records.

After admittance, a contract, fee schedule, and specific papers must be completed. In Nursery and Preschool, a special form must be completed by a physician.

Non-discriminatory Policy

The Hebrew Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Please note that, as stated in IRS publication 5578, a school that selects students on the basis of membership in a religious denomination or unit is not considered to be implementing a discriminatory policy if membership in the denomination or unit is open to all on a racially nondiscriminatory basis.

School Hours

- ❖ The school day begins at 8:05 AM promptly for all students on all grade levels. The school day ends at 3:30 PM.
- ❖ Office hours are 8:00 a.m. - 4:00 PM (Mon.-Thurs); 8:00 AM - 3:00 PM (Fri)
- ❖ On Wednesdays an after school Enrichment Academy runs from 3:15 - 4:00 PM.
- ❖ After School Daycare is offered for a fee beginning 15 minutes after the end of the school day until 6:00 PM. We value and support the needs of our staff who care for our children. Children who are picked up after 6:00 PM will be billed at the rate of \$3.00 per minute after 6:00 PM.

- ❖ From September through Passover, Friday dismissal is at 2:00 PM in honor of Shabbat. After school daycare is until 4:00 PM on short Fridays. After Passover, Friday dismissal will revert to 3:30.
- ❖ Please review the calendar posted online for special events and holidays.

Closed Campus

Hebrew Academy campus is closed and secure throughout the school day, including during lunchtime. No HA students are permitted to leave campus during the day without permission from a parent or guardian. Persons wishing to visit the campus or attend certain specified activities during school hours must sign in at the front office.

Attendance

Students are expected to attend all class sessions punctually (including morning davening and brachas.) **Students who arrive late or leave early MUST have a parent or guardian sign them in/out in the front office.**

Absences and tardies are recorded daily. Parents must email or call the school whenever their child is absent more than 3 days. When possible, teachers should be notified of absences in advance in order to accommodate the student with make-up work when they return.

The following are considered EXCUSED absences:

- ❖ Illness
- ❖ Serious illness, death, or emergency in the immediate family
- ❖ Medical or dental attention
- ❖ Mandated court appearances
- ❖ Simchas (Bar-Bat Mitzvahs, weddings, etc.)

Planned EXCUSED absences of three or more days should be communicated in advance to teachers. Absences due to illness extending beyond three days, must be cleared with a signed note from a healthcare practitioner. Return to school after being sent home for a communicable disease may require a signed release from a healthcare practitioner at the discretion of the school administration.

Students who miss class as a result of an EXCUSED absence will have the same number of missed days to submit missed work without penalty.

The following are considered UNEXCUSED absences:

- ❖ Vacations
- ❖ Travel Days beyond what is allowed by the school calendar
- ❖ Disciplinary Action
- ❖ Any other absence that does not qualify as excused

Students who miss class as a result of an UNEXCUSED absence will need to see their teachers to discuss opportunities to make up missed work. The opportunity to make up missed work as a result of an UNEXCUSED absence is granted at the discretion of the classroom teacher.

Illness and Absence

Do not send your child to school if he/she shows any sign of illness. Any contagious or communicable illness should be reported to the school receptionist. Written notice is required after any absence in order to be readmitted to school. If a child will be absent for three days or more, please notify the school office. If your child becomes ill during the school day, you will be notified in order to make the proper arrangements for him/her to be picked up.

Parents must maintain current contact information with the school so they can be reached in the event of an emergency as well as the telephone number of a friend or relative authorized to act for the parent in the event of an emergency when the parent cannot be reached.

Tardies

Students are required to arrive to class on time to avoid missing valuable learning time and creating disruptions school. Frequent tardiness will be brought to the attention of parents by Administration, and parents are expected to cooperate with Administration to ensure student's prompt arrival to every class.

Medical Appointments

When possible, parents are requested to avoid scheduling medical appointments during school time, as students will miss valuable instructional time. Should the appointment be unavoidable, a note must be submitted to the classroom teacher.

Medication and Health

For the safety of your child, we employ strict policies regarding the dispensing of all medication including prescription, nonprescription, and emergency medication to students at school. This policy has been adopted for the protection of the pupil involved and the safety of other pupils. "Medication" may include, but is not limited to over-the-counter remedies (such as aspirin, tylenol, and cough syrup), nutritional supplements, herbal remedies, topical creams, and *any* substance dispensed by prescription. Please review the following information so that any use of medication by your child at school complies with school policy.

All Medication

All medications, including prescription and over-the-counter, require written physician instructions and written parent consent (A form is available in the school office). The physician instructions must include the pupil's name, date of birth, the name of the medication, correct dosage, maximum dosage, time interval between doses, method of administration, as well as the reason for administration and side effects. Any special storage requirements, such as refrigeration, must also be included. Physician instructions must be renewed each school year. All medications, including prescription, non-prescription, and emergency medication *must* be personally delivered to the school office by the pupil's parent or guardian. Pupils *may not* bring medication to school in book bags, lunch boxes, ziploc type bags, purses, pockets or in any other carrying case. Pupils with medical conditions that require them to carry medication must obtain appropriate authorization under the school policy prior to bringing any medication to school. Please see the section below under "Self-Administered Medications". Outdated or unused prescriptions or medication that is no longer used due to a change in prescription must be personally picked up by the pupil's parent or guardian. School personnel will not send medication home with the pupil. The school will dispose of outdated or unused medication in accordance with federal and state laws if the medication is not retrieved by the parent at the end of the school year.

Prescription Medication

All prescription medication must be labeled by a licensed pharmacist and in a manner that is consistent with the treating physician's written statement. All prescription medication must be in the original container with a separate labeled container for each medication. This requirement enables the designated school personnel to properly identify the medication and ensure appropriate administration. Please note that all prescription medications must be prescribed by a physician licensed in the state of California and filled by a pharmacist licensed in a state of the United States of America.

Nonprescription Medication

Any over-the-counter medication such as Tylenol, Advil, cough drops, or Sudafed may be administered during school hours only when accompanied by the written instructions of the treating physician and the signed consent of a parent or guardian. Again, medication must be properly labeled and in the original manufacturer's container. Parents should administer pupil medication at home, before and after school hours, whenever possible.

Self-administered Medication

In the case of a life-threatening medical condition, your child's physician may wish to prescribe that your child be allowed to carry and administer his or her own medication, *in writing*. In this instance, the parent should immediately contact the principal to schedule a parent and principal conference and to receive a request form for self-administered medication while at school. This form must include detailed instructions from the physician for the student to self-carry and self-administer along with the parent request for the student to self-carry and self-administer the medication. **The completed self administration medication request form, along with the instructions from the physician must be provided to the school BEFORE the medication**

is allowed on the school campus or bus. Physician instructions should include safe maintenance for the medication and an explanation of why the child should carry the medication rather than keeping it in a secure place in the school office for regular administration of the medication.

Severe Allergic Reactions

The school permits certain school personnel to administer auto-injectors of epinephrine to students in the event of an emergency allergic reaction, as authorized by Education Code section 49423. We are aware that different brands of auto-injector devices are manufactured for this purpose. After reviewing the available devices and consulting the appropriate resources, the school has determined that only one device, the EpiPen, will be authorized for administration by school staff. Other devices will not be permitted. An alternate device, known as “Twinject”, is inappropriate for use by school personnel. In preparing and delivering the second dose with the Twinject, the person administering the medication may be exposed to a contaminated needle. The California Division of Occupational Safety and Health prohibits such exposure by employees. (8 CCR, section 5193 (d) (3) (B) (2).) The resulting exposed needle also creates a disposal hazard. If a student’s physician prescribes the Twinject injector, the school will request that the physician alternately prescribe the EpiPen. Your cooperation is requested in advising your child’s physician of the school’s requirement that staff use the EpiPen, rather than the Twinject.

Emergency Medication

Natural emergencies may arise during a school year so it is wise to be prepared. The Health Office, in its effort to be better prepared in the event of a disaster, requests that you supply the school with at least a 72 hour supply of medication your child is taking. Again, this medication must be properly labeled and in the original container and the physician’s instructions and parent consent form must accompany the medication. **Please do not send any medications to school with your child. We ask that you follow our policy and procedures for the safety and protection of all pupils.**

California Education Code 49423

California Education Code section 49423 provides that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel. Education Code section 49423.5 provides that any individual with exceptional needs who requires specialized physical health care services, during the regular school day, may be assisted by the following individuals: a) Qualified persons who possess an appropriate credential issued pursuant to Education Code section 44267 (services credential in a specialization in clinical or rehabilitative services), or hold a valid certificate of public health and nursing issued by the State Department of Health Services, or b) Qualified designated school personnel trained in the administration of specialized health care provided they perform such services under the supervision of a school nurse, public health nurse, or licensed physician and surgeon.

Behavioral Expectations

CLEAR Behavior Policy

The Hebrew Academy's behavioral expectations are **CLEAR**. Every student in the school is expected to follow them. Parents are expected to support and cooperate in upholding these expectations.

- Come prepared for class.
- Listen and follow directions.
- Engage safely in work and play.
- Act responsibly.
- Respect people and the learning environment.

Suspension

Students are at risk for suspension if, in the judgment of the administration, a severe violation of the codes of conduct has occurred. The administration is at liberty to determine the length of the suspension and whether it will be an in school or out of school suspension. A suspended student will not be readmitted until a parent conference is held. A student who is suspended may receive a score of "0" on all assignments, tests, and quizzes given during the period of the suspension and may not participate in school activities until he/she has been readmitted. MS/HS suspensions will be noted on transcripts. Elementary suspensions are shown as absences on report cards.

Suspension may be assigned for reasons including but not limited to:

1. Violence or aggression, including any form or degree of bullying, harassment, or damaging property;
2. Defiance of authority or failing to follow school rules;

Suspension is not an action taken lightly and parental assistance is necessary to maximize its effectiveness. Parents are requested to comply with requests to support the process. The period of suspension is not considered as "time off" from school; student activities at home should be limited to school-related work or activities that otherwise constitute making amends.

Expulsion

In extreme cases, the administration may decide that a student must be expelled from the Hebrew Academy. These determinations are at the sole discretion of the Administration.

Dress Code

All students must be dressed in uniform daily. Boys and girls who arrive without required dress code will be required to rectify the problem before being admitted to class. Clothing may be

"rented" from the front office for a fee of \$5.00 per day. The school will provide one pair of *tzitzit* free of charge to all kindergarten, first grade and new students. Additional pairs may be purchased for \$5.00 each.

Uniforms must be purchased through our designated vendor, [French Toast](#). Our **S**chool code is: QS5SCWJ. Uniforms are available for purchase throughout the year.

Our Parent Association facilitates uniform exchanges throughout the year. For more information, contact the [PA](#).

General Expectations

Uniforms should be clean and neat at all times. Hair should be clean and away from the eyes.

- ❖ Shoes: Closed-toed shoes are required. All shoes must have a strap in the back. No flip-flop sandals.
- ❖ Outerwear: Must be ordered from French Toast and compliant with the HA uniform outerwear – navy hooded sweatshirt, navy fleece or maroon windbreaker with Hebrew Academy Logo.
- ❖ On holidays and days designated as "formal uniform dress", students may be required to wear particular knee-socks or leggings.

Lower School Dress Code

Boys

- ❖ Kippah: Kippah, any style or color, worn at all times.
- ❖ Tzitzit: Tzitzit must be worn.
- ❖ Shirts: White oxford shirts, grey or maroon polo shirts.
- ❖ Pants: Navy pants or shorts; no cargo or outside labeled pants.
- ❖ Socks: Any dark colored socks which cover the calf.

Girls

- ❖ K – 2 are required to wear jumpers or skirts. Rounded-collar, white blouses or polos must be worn under jumpers.
- ❖ Skirts: Third grade and up are required to wear skirts. Skirts must cover the knees.
- ❖ Blouses/Shirts: White oxford shirt. Grey or maroon polo shirts may be worn. All shirts/blouses must have long or $\frac{3}{4}$ sleeves only. No colored undershirts – any undershirts must be white.
- ❖ Jewelry: Minimal.
- ❖ Nail Polish: must be modest, light color.
- ❖ Knee Socks or tights must be worn. On formal dress days (such as holidays, Rosh Chodesh, and field trips) socks or leggings must be white, maroon, black or grey.

- ❖ No pants, pajama bottoms or sweats worn under uniform skirts. Leggings or shorts are permitted under skirts if adhering with family requirements, as long as they are not visible.

Outerwear for Boys and Girls

Blue hooded sweatshirt, Blue fleece jacket OR Maroon windbreaker all with Hebrew Academy Logo

Upper School Dress Code

BOYS:

- ❖ Kippah: Kippah, any style or color, worn at all times.
- ❖ Tzitzit: Tzitzit worn.
- ❖ Shirts: White oxford shirts, grey or maroon polo shirts.
- ❖ Pants: Navy or black dress pants; no cargo, jean-like, or outside labeled pants.
- ❖ Socks: Any dark colored socks.

GIRLS:

- ❖ Skirts: Skirts must cover the knees, at least by 2” below the knees at all times. Upper School girls may wear Parker Uniform black or plaid skirts.
- ❖ Blouses/Shirts: White oxford shirt. Grey or maroon polo shirts may be worn. All shirts/blouses must have long or ¾ sleeves only. No colored undershirts – any undershirts must be white.
- ❖ Jewelry: Minimal.
- ❖ Nail Polish: Subtle light colors or clear polish only.
- ❖ Socks: Must be white, maroon, black or grey knee socks or tights. No part of the leg may be showing under any circumstances. This applies to leggings worn with socks.
- ❖ Makeup: Minimal amount, if any. Lipstick clear or pale pink only.
- ❖ Pants: No pants, pajama bottoms or sweats worn under uniform skirts. Leggings or shorts are permitted under skirts if adhering with family requirements, as long as they are not visible.
- ❖ Hair Accessories: Hair accessories are optional. If worn, they must be grey, black or maroon in color.

Outerwear for Boys and Girls

Blue hooded sweatshirt, Blue fleece jacket OR Maroon windbreaker all with Hebrew Academy Logo. Seniors only: HA Sweatshirt – Grey, Black, White or Maroon

School Property

Care of School Property

Inculcating respect for the school and school property is part of our educational program. We enlist the aid of parents in emphasizing these values to their children. When school property is damaged, parents may be assessed the repair costs.

Safety

Students shall consider safety, their own and that of others, of primary importance. If involved in a fire, earthquake, or lockdown drill or event, students will remain and respond to adult direction. Parents will be notified by the administration and NOT by their own children.

At the Hebrew Academy we consider the **emotional safety** of students as important as physical safety. If a parent has a concern about their student's well-being, they are encouraged to speak to a teacher. If the administration becomes aware of any student contributing to an emotionally unsafe environment at school, their parents may be contacted and will be expected to participate and cooperate in the process of improving their child's behavior.

School Telephones

School telephone lines are reserved for official business. **Children are not permitted to use them except in emergencies.** Children are encouraged *not* to call home during the day, unless there is a real emergency. Please bear in mind the difficulty of delivering messages to individual students. This requires administrative resources, and disrupts the class, the individual student, and instruction. Messages cannot be guaranteed at the end of the school day. **Parents are required to communicate about pick-up and travel plans before children arrive at school in the morning.**

Classroom Use

No student is permitted in classrooms or rooms on campus without a responsible adult present. Working in a classroom without adult supervision may be subject to suspension.

Books

Students are issued textbooks and workbooks for both Hebrew and General Studies. All books are the property of the Hebrew Academy and are "loaned" to students to be used during the school year. Students are required to put their name in each school book. All school books must be cared for and returned at the end of the term or school year. Parents are responsible for the replacement cost of lost or damaged books.

Technology

Student who wish to be allowed to use the school or his/her personal technological devices must sign the acceptable use policy in Appendix E.

Internet Use

Use of the Internet from any computer on campus is a privilege that can be revoked at any time and at the sole discretion of the Administration. The purpose of the Hebrew Academy's computer network is educational. Participation in the access or transfer of inappropriate or illegal materials through the Hebrew Academy's computer network and Internet connection is prohibited. Violators of this policy WILL LOSE computer privileges and face other disciplinary action at the discretion of the Administrator. Loss of privileges will not constitute an excuse for not completing online homework or class assignments. Students, teachers, and parents are required to sign the "Internet Acceptable Use Policy" annually.

Cell Phones

Cell phones are not permitted to be used during the school day. US students are required to submit cell phones each morning in accordance with the cell phone policy described in the Upper School Addendum. Lower School students are encouraged *not* to bring cellphones to school. If parents insist on sending lower school students with cell phones, they should be submitted to the Front Office every morning. If the cell phone rule is violated, the device may be confiscated, and the student may be referred to the Administration for disciplinary action. The school is will not be responsible for loss or damage of cell phones or other devices for any reason.

Transportation

Carpools / Parking

All students who walk or come to school by car are to arrive at 7:55 AM. **Students who arrive before 7:55 AM will be enrolled in our Before-School program, and parents will be billed at the rate of \$5.00/hour, with a minimum of one hour daily, regardless of their age.**

Parents of children not transported on school buses may contact the school to inquire about car pools in their area or extended day care.

Students who are driven to school are dropped off at the North parking lot gate. Staff are there to greet students. Parents *must* either *remain* in their cars as they drive through the drop-off line, *or* park, and walk students through the parking lot to the gate. There is absolutely no parking or stopping when driving through the drop-off lane, nor are students permitted to walk through the parking lot unaccompanied by an adult. Parents are *not* permitted to park on Willow in front of the Administration Building. It is a fire lane with a red curb. ***The front office circular driveway is not to be used as a car drop off site.***

Students using parent transportation will be dismissed out of the North parking lot adjacent to the Early Childhood Center. Parents should be waiting promptly at 3:30 PM. In order to ensure a speedy carpool pick-up for all. Drivers are requested to remain in their cars at all times. Cars will advance in a continuous line to the designated pick-up area in the parking lot. Children will then be called and helped into their vehicle. The efficiency of this system will depend on your cooperation.

Parking is not allowed in the handicap spaces without a valid permit or in areas striped with yellow lines.

Rainy Day Carpool Pickup

On rainy days, students will wait in the MPR, and a sign will go up on the preschool fence stating it is a rainy day pick-up. Cars will then drive through the front of the school to pick up their children. Those students who are still here 15 minutes after dismissal will be walked to child care, which is in the library.

School Bus Rules

The HA endeavors to provide the best bus service possible. Occasionally, due to equipment failure, weather or driver illness, a bus may be late, or in rare instances, canceled. In the event that unforeseen problems arise, we will appreciate your cooperation.

The Hebrew Academy is concerned for health, safety and welfare of all our children on the bus. Therefore, students are required to:

- ❖ Remain properly seated while on the bus.
- ❖ Keep arms and other objects inside the bus.
- ❖ Follow the directions of the driver or adult riders.
- ❖ Talk quietly.
- ❖ Respect the driver and other students on the bus.
- ❖ Be allowed to get off the bus at their regular stop only, unless permission for a change is granted in writing by a parent/guardian and approved by the transportation department.
- ❖ Maintain quiet order at all times.
- ❖ Keep their school bus clean and in good condition.
- ❖ Know emergency drill procedures. (Procedures will be demonstrated by the bus driver.)
- ❖ Be alert to traffic when entering and leaving the bus.

Lunch and Snacks

Kashrut/Kosher

We ask that parents cooperate by providing their children with lunches and snacks that conform to the laws of Kashrut and good nutrition (low/no sugar).

In order to provide an atmosphere that does not differentiate between families that have accessibility to kosher meat with those that may not, we require that no meat, meat products, or poultry be brought into school, regardless of their Kashrut.

Students should be provided with a healthy snack every day. Snacks and lunches provided from home should include the child's name clearly printed on the outside. We urge parents to use a lunch box and recyclable containers. A child who has forgotten his/her lunch will be provided with hot lunch at a charge to the parent. The parent will be billed for \$5.00 per lunch at the end of the month, or the charge can be repaid to the front office.

Food Services

Hot lunches and a la carte items are available from the cafeteria five days a week (excluding certain early dismissal days). The Hot Lunch Program is a service provided for the benefit of students and is optional. Hot lunches can be prepaid at the front office at a cost of \$4.50 per day. Lunches can be purchased at the lunch counter for \$5.00. Menus and availability of certain items are subject to change. Families are encouraged to check the weekly bulletin for prices and menu schedules. Food and drink are only permitted in the designated lunch areas and are not to be brought into buildings or classrooms.

Food Allergies

Food allergies must be recorded in student's medical and admission forms. Parents should also inform teachers of any serious allergies. Due to the prevalence of severe nut allergies, we do not serve peanuts or tree nuts. We urge families observe the same policy for the health and wellness of everyone in our community.

Safety

In an Emergency

An attempt will be made to notify the parent and/or emergency contacts. If necessary, the child will be taken to the emergency room of Huntington Beach Medical Center for treatment.

Please note that the school will be unable to seek emergency medical aid for your child without your signature on the release form incorporated in the application. Be sure that to sign and return the emergency information form upon enrolling or re-enrolling.

Academics

Grading

Homework assignments and grades are available for parents to view online through the Student Information System (PowerSchool). Parents can access information about their children's progress at anytime through the Parent Portal. The passwords are given out at the beginning of the school year, as well as at each reporting period.

Grading Periods

Upper school (Grades 6-12) runs on a quarter system: First quarter ends November 21, 2018; second quarter ends February 1, 2019; third quarter ends April 10, 2019; fourth quarter ends June 17, 2019

Elementary school (Grades K-5) runs on a trimester system: First trimester ends December 7, 2018; second trimester ends March 15, 2019; third trimester ends June 17, 2019.

Homework

Homework assignments are an integral part of the curriculum. General Studies and Judaic Studies teachers cooperate to ensure that the amount of homework given each week is in alignment with the California recommended guidelines, which recommend 10 minutes per night, per grade. Accordingly, a 1st grader will receive up to 10 minutes of homework per night, while a 6th grader could receive 60 minutes per night. These minutes are typically inclusive of both Judaic *and* General Studies. Project work may be required outside the scope of this formula, depending on the work habits and effort of the student. It is essential that students are proactive in completing their homework so that it does not accumulate.

Due to the Hebrew Academy's enriched program featuring a dual curriculum, for some students homework may require more time than what is given in a public school. Homework may include long-term assignments covering several weeks. Students will be expected to budget their time to allow for completion of longer term assignments. Actual homework time varies by student and by task. Parents who find their child spending an unreasonable amount of time completing homework assignments are encouraged to contact the child's teacher to discuss and agree upon accommodation techniques to help their child successfully complete the homework.

Consistent effort at homework is an important component of academic success at the Hebrew Academy. Students who habitually underperform in homework assignments may be called to meet with parents, teachers, and administrators.

To support our students and families maintain balance in the richness of their full lives, teachers will not require students to take tests/quizzes or submit large projects the 2 days immediately following holidays.

In general, elementary school teachers can *not* be held accountable for preparing for home work prior to planned absences. Students who have planned and approved absences longer than 3 weeks can request independent study materials.

Pupil Evaluation

Teachers use formative and summative assessments to guide and develop curriculum and instruction. Families can expect to hear from teachers if there are any concerns regarding their student's progress. If the need arises, teachers and administrators may request a meeting with parents to discuss their child's progress in school. Parents, in turn, may request a meeting when they have matters of concern to discuss with the teacher or the principal.

All appointments must be scheduled through the teachers themselves. Parents can expect a return call or email from a teacher within **48 hours** after their initial call or email. Teachers are not available to answer the phone during school hours.

Standardized Tests

Hebrew Academy administers standardized tests to ensure that students are learning and are on par with national and state standards.

Student Support Team (SST)

Occasionally students need additional support beyond what the teacher is able to provide. In the instance that teachers are needing additional support from the Administration or Student Services, parents are contacted and requested to participate in a meeting to discuss their child's progress and recommended strategies for support. Parents may also request a meeting when they have a particular matter to discuss with the teacher, Dean of Students, or the Principal. Appointments with the Principal are scheduled by the Executive Assistant.

Parent Concerns

Our intention is to resolve all parent concerns in the most timely and productive way possible. Recognizing that the classroom teacher is the key person in the educational program of each child, individual parental concerns should first be brought to the attention of the teacher with the opportunity to resolve misunderstandings and answer questions at this level. When educational matters are not resolved in discussions with the teacher, an Administrator will be happy to support the process so that it can be resolved swiftly.

Parent Involvement

Visitors

All visitors must sign in at the front desk upon arrival and out again when leaving. Volunteers should also sign in at the front desk so that we are aware of who is on campus at all times. This is essential for everyone's safety and security.

Service Hour Fulfillment

Parents are an integral part of the success of any school. One way they can support the school is by volunteering their time efforts during school events, and fundraisers. Therefore, we ask that **All Families** volunteer a **minimum of 12 hours** of time each year.

Below is a list of some of our Service Hour opportunities. Additional information is available online. Should you have any questions, please contact the PA who will serve as the Service Hour Coordinator at PAteam@hacds.org:

- ❖ Room Parent Coordinator
- ❖ Box Top Coordinator
- ❖ Hospitality (for PA Meetings & Parent Workshops)
- ❖ Fundraiser Chairperson
- ❖ Book Fair Chairperson
- ❖ Recycling Committee Chair
- ❖ Silent Auction Sales Coordinator
- ❖ Shalach Manot Coordinator
- ❖ Intergenerational Day
- ❖ Holiday events
- ❖ Shabbatons

Student/Parent Complaints and Grievances

Our Administration prioritizes being responsive and addressing parent concerns/grievances in a timely manner. The resolution of a complaint through informal communications before it evolves into a bigger concern is encouraged. A student/parent with a complaint shall first take it to the immediate teacher. Teachers and Administrators will respond to the parent/student within 24 hours of receiving notice of the concern.

In the event the complaint/grievance cannot be resolved through informal communication a formal grievance may be filed by the student/parent. The following steps shall be followed when filing a formal grievance.

The student/parent filing the grievance should contact the Dean of Students. The complaint/grievance should be submitted via email. The Administration will pursue and investigate the concern in a timely manner. An Administrator will be in contact with the student/parent within 24 hours of the initial complaint to acknowledge the concern, inquire about information, and provide a timeline for resolution. The faculty and Administration shall make an

honest effort to resolve student/parent grievances as quickly as possible at the most immediate level of supervision.

School Culture

Siblings at School Events (During school hours)

The Hebrew Academy values and creates many opportunities for celebration of students' accomplishments. Throughout the year, each class will come together to celebrate on numerous occasions. While we value the opportunity for families to honor one another, we do not allow siblings to be taken out of class to participate or watch another student's performance or simcha. Rather, we encourage parents to dedicate their full attention to the child being honored, while their siblings are in class engaged in valuable learning and instructional time. We provide many other opportunities for families to celebrate together, outside of class time, including family and school-wide holiday celebrations, Mitzvah Days, and Intergenerational Day.

Extracurricular Activities

The extracurricular program at the Hebrew Academy, includes many exciting Enrichment classes Academy, [Sunday Soccer League](#), choir, art, drama, and more. There are also additional Judaic classes offered for students after school at the elementary grade levels.

Student Property

The Hebrew Academy is not responsible for lost or stolen articles. Students bring items to school at their own risk. Illegal items and/or any items not appropriate to the school environment will be confiscated and may not be returned.

All valuables and articles of clothing must be kept safely on the student's person. Students are advised not to leave valuables in any locker or unattended places on campus. Loss of books or other personal property should be reported to an Administrator immediately. Any property left unattended on or around campus will be turned over to Lost & Found.

Field Trips

Classes frequently take educational field trips. Children will not be able to participate in these trips unless the permission slip is signed by the parent or guardian. If a trip fee is requested, parents will be notified at least one week in advance. There will be a nominal charge for all field trips to cover the expense of the bus.

Throughout the year, field trips are scheduled to provide students an opportunity to widen their experiences.

- ❖ Proper uniforms must be worn on field trips.
- ❖ Permission slips are required for each field trip unless a general year-long permission is given by parents at the beginning of the year (form is available in the August packet).
- ❖ Participation in a field trip is a privilege and not a right. At the discretion of the administration, students who exhibit poor behavior or lack of maturity may be excluded from field trips, including *the major annual class trip*.

Birthday Celebrations

Simple classroom birthday celebrations may be arranged in cooperation with the **Judaic Studies** teachers for students in K through Grade 3 *only!* The school administration must be notified in advance of any party to be held in school, or after school. Please schedule it with the front office. All refreshments must be Kosher and approved by the HA. Baked goods can be purchased from the Hebrew Academy kitchen or from approved Kosher bakeries.

Invitations for birthday parties held outside of school may not be distributed in school. Also, in consideration of your child's fellow classmates who may keep Shabbat and Kashrut, we request that all class-related functions should not be held on Shabbat or at any non-Kosher establishment. This is done to further harmony and cooperation among students.

Tzedakah

Tzedakah (charity) is a concept which is basic to Judaism. Our school attempts to develop a commitment among our students to share with others less fortunate than themselves by donating a few pennies a day to charity. Parents are asked to provide young children with one coin daily. Older children should give Tzedakah from their allowance money.

Gemach

Some teachers choose to set up a Gemach (free loan fund). Children will be able to borrow a few pennies daily in case they forget their Tzedakah that day. Of course, the children are expected to repay the Gemach (loan fund). Gemach teaches the children responsibility and avoids embarrassment if, on a particular day, they forget their penny for charity. We would like to request that on the first day of school, parents send an extra dime with each child in order to establish a Gemach in each class.



Appendices

Appendix A

Student Work and Photo Release

The Hebrew Academy promotes the positive activities, honors, and work of our staff and students. This includes working with the local newspapers, radio and television stations, and developing our own publications. These publications include school work, likenesses, and images, which may appear on the school website as well as in other publications.

There will be opportunities for students to have their work and/or photo published. Students will be identified by first name and grade level only. However, we understand that some parents may request that we do not identify their child(ren). Please initial the sign-off sheet to give us permission to release your child(ren)'s work and/or photos. Your child(ren)'s image or likeness may appear in occasional candid photos without any type of name identification and the use of these candid photos of your child(ren) is permissible. This photo release form does not apply to photographs taken during extracurricular activities. Students who attend extracurricular activities forfeit their rights to retain authority over the publication of photos taken.

Appendix B

Service Hours

As the 2018 – 2019 school year begins, we would like to take this opportunity to thank all of you who have committed to completing their Service Hours and remind everyone of the process for completing Service Hour.

As we all know, working in partnership with the school for our students' benefit enhances the learning environment and helps to build a community engaged in scholarship. To achieve this end, ALL families are required to complete service hours to benefit the school. The minimum requirement is 12 hours per family. Most of you fulfill this requirement very quickly. As you may recall, the front office sends out updates as to how many hours families have completed. We will continue to send updates beginning in October.

In order to meet your family's minimum required hours please:

1. Review the PA list of Service Hour opportunities and choose one or more of the activities to complete.
2. Contact your child's room parent to see when and how you can aide in the classroom.
3. Watch for opportunities as they are emailed out.
4. You will continue to receive updates related to your completed hours. Make sure to keep on top of these updates and correct any errors as soon as you notice them.

Anytime you help with classroom activities or other Hebrew Academy events, make sure to sign in and out in the service hour binder which is located in the main office. If you forget to sign in, email the front office at frontdesk@hacds.org to request that your hours be recorded.

If you have further questions, please don't hesitate to contact Ali Litwin at admin@hacds.org.

We look forward to working with you to ensure a stellar educational environment for all our Hebrew Academy happy scholars.

Appendix C

Student and Guest Use of Technology Policies

Responsible Use Agreement for Students

The Hebrew Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology skills as well as communication skills. To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. Before using on-line services, the student and parent/guardian shall sign the school's CIPA (Children's Internet Protection Act) Compliant Acceptable Use Policy indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

Usage Policies

All technologies provided by the school are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense. These policies cover and refer to all electronic devices, whether owned by the school or brought by the student.

Network and Computer Use Conduct/Acceptable Use

The Hebrew Academy's computer system is expected to be shared and available to all approved users. The computer may not be used in such a way as to disrupt or interfere with its use by others. Inappropriate conduct in the use of the system includes, but is not limited to:

- ❖ Damage, theft, piracy, or inappropriate use of any system;
- ❖ Assuming another person's identity on the network;
- ❖ Any violations of the classroom rules, school conduct code, Education Code or Penal Code.

Internet Access / Monitoring

An Internet filter is in place to protect against Internet access to inappropriate materials for minors, however it is possible that students may find material on the Internet that would be considered objectionable. Although student's use of the Internet will be supervised by staff, and Internet firewalls and filters are employed, The Hebrew Academy cannot guarantee that students will not gain access to inappropriate material. Staff members of the Hebrew Academy will determine what is the appropriate use of technology resources. The School reserves the rights to any materials stored in files which are generally accessible to others and will remove any material that is believed to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The system may not be used to obtain, view, download, or otherwise gain or provide access to such materials. The School staff will refer for disciplinary action any individual

who does not comply with the provisions of this agreement. Cancellation of user privileges will be at the discretion of the staff after application of due process.

Netiquette

Users are expected to always use the Internet, network resources, and online sites in a courteous and respectful manner. Users are also expected to recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users are expected to use trusted sources when conducting research via the Internet.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Students are expected not to attempt to remove viruses themselves or download any programs to help remove the virus.

The Hebrew Academy's computer system is intended for the exclusive use of its registered users who are responsible for their password and their accounts. Any problems that arise from the use of the account are the responsibility of the account holder. Any misuse of the account or system will result in disciplinary action and/or the suspension or cancellation of privileges. Use of the account by someone other than the registered user will be grounds for cancellation and will result in disciplinary action. Any user identified as a security risk for having a history of discipline/appropriate use problems with other computer systems will be denied access to HA workstations and the Internet by the Hebrew Academy.

The Hebrew Academy's computer system is intended for the exclusive use of its registered users, who are responsible for their password and their accounts. Any problems which arise from the negligent use of the account are the responsibility of the account holder. No student should log into any HA network/workstation using another student's account information.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users are expected to recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Plagiarism

Users are expected not to plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users are expected not to take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Mobile Devices Policy

The Hebrew Academy may provide users with mobile computers or other devices to promote learning outside of the classroom. Users are expected to abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to student care. Users are expected to report any loss, damage, or malfunction to school IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Emails and posts with the intent of scaring, hurting, or intimidating someone else are forms of cyberbullying. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that all student network activities are monitored and retained.

No Warranties

The Hebrew Academy will not be held responsible for the loss of data resulting from delays, non-deliveries, or service interruptions sustained or incurred in connection with the use, operation, or inability to use the system. The School specifically denies any responsibility for the accuracy or quality of information obtained electronically. Use of any information obtained electronically is at the risk of the user. While The Hebrew Academy employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Hebrew Academy will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Encounter of Controversial Material

One of the services available through the School computer system at the school site is telecommunication, including the Internet. The Internet, a community of network systems, is not governed by any entity. The School does not have control over the kind or quality of information that is accessible to Internet users.

Although the School does utilize Internet content filtering technologies to provide an academic computing environment, it is the responsibility of the user to utilize networking technologies solely for obtaining academic content.

No Expectation of Privacy

The computer system provided by The Hebrew Academy is the property of the school. No person using the system has a right to expect privacy with respect to any material stored on that

system, including email and material downloaded from the Internet, and activity while using a school computer. The School reserves the right to monitor and access all such material and activity.

Penalties for Improper Use

Any user violating rules, applicable to state and federal laws, or posted classroom and School rules, is subject to loss of network privileges and other disciplinary actions. In addition, pertaining to State and Federal laws, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Section 502 of the California Penal Code or applicable federal laws and is subject to criminal prosecution.

Violations

One of the critical factors that contribute to a business-like learning environment is student conduct. To help assure a positive computing experience, The Hebrew Academy defines acceptable and unacceptable behavior for student computer use. Students not following the Network Guidelines will be handled on a case-by-case basis, nevertheless the following consequences are in place: