

# HILLEL DAY SCHOOL OF BOCA RATON

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**Parent/Student Handbook**  
**2011-2012**  
**5770-5771**

# ***Emergency Phone Number***

***1-866-5HILLEL***

***(1-866-544-5535)***

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Parents are always welcome at Hillel Day School. When visiting the school, please keep the following in mind:

Hillel Day School is a “*Makom Torah*”, a place where Torah is studied. As such, dress should conform to what would be appropriate when visiting a synagogue. For example, form-fitting lycra outfits, high-cut running shorts and tank tops are not appropriate attire when visiting school. Please plan to dress appropriately when you know you will be visiting school. When volunteering, attending school functions such as class presentations, adult *Torah* classes or committee meetings, parents should dress in accordance with the standards of *tzniyut* as outlined above. Males of the Jewish faith must wear a *kippa* when visiting campus and attending school functions. In the event that a parent/visitor must drop in and he or she cannot come to school dressed according to this dress code, wraps and *kippot* are available in a box kept at the school entrance. Please use them should you need to do so.

HILLEL DAY SCHOOL OF BOCA RATON

# Parent/Student Handbook

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## Actions Influence Attitudes

### Mission Statement

Hillel Day School of Boca Raton is a modern Orthodox Jewish Day School whose mission calls for excellence in its ongoing commitment to provide each student with a synthesis of Jewish and general studies, without compromise in either area. Hillel seeks to develop students who have a deep-seeded love of Torah, who are knowledgeable in academic areas, who are sensitive to moral and ethical concerns, and who are committed to American democratic principles as well as Zionist ideals.

Hillel Day School of Boca Raton  
21011 95<sup>th</sup> Avenue South • Boca Raton FL 33428  
Phone 561.470.5000 • Fax 561.470.5005  
[www.hilleldayschool.org](http://www.hilleldayschool.org)

Hillel Day School of Boca Raton does not discriminate based on race, color, religion, sex or national origin. It is an Equal Opportunity Employer.

# STUDENT EXPECTATIONS

**These are our expectations for students while on campus and during school activities off campus.**

**Students are expected to:**

- **Respect oneself and respect others.**
  - **Respect the school's property.**
  - **Respect the property of others.**
- **Be punctual upon arriving and throughout the day.**
  - **Follow directions the first time given.**
  - **Not run in the halls or walkways.**
    - **Always be prepared for class.**
- **Complete all class and homework assignments.**
  - **Be honest in all interactions.**
  - **Be sensitive towards others.**
- **Conform to the school's dress code policy.**

## HONOR CODE

I will not lie, cheat, or steal; I will respect myself and others.

Students are expected to be honest in all their words and deeds and to respect the rights, property, and reputation of every member of the School community. Each student has a duty to accept individual responsibility in promoting the atmosphere of trust engendered by the Code. Those who choose to violate that atmosphere jeopardize their ability to remain in the School's community.

Suspected violations of the Honor Code will be submitted to the Head of School. Penalties for violation will be in accordance with The Schools' Disciplinary Procedures.

## **PURPOSE OF THIS HANDBOOK**

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

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

Please contact Chayim Dimont, Lower School Principal, if your child is in the Early Childhood Education Program through Grade 3 and you have any questions about the Handbook or any of its policies. If your child is in Grades 4 through 8 and you have questions about this Handbook or any of its policies, please contact Rabbi Adam Englander, Upper School Principal.

## ABOUT OUR SCHOOL

*Please note that shaded sections pertain to the Early Childhood Education Program only.*

### Early Childhood Education Program And Philosophy

The educational philosophy of our program is centered on the Developmental Interaction Approach. “Developmental” means that we work on the assumption that children learn best when they are ready for new experiences, and that new experiences build on earlier ones. The repetition and perfecting of skills is important and respected, and particular experiences are determined by a child’s interests and abilities. “Interaction” refers to the idea that experiences lead to learning when they occur in a socially and physically responsive environment. Thus, we place great emphasis on how children work with their peers, teachers and materials.

The carefully planned “learning environments” encourage curiosity, problem solving and social growth. We strive to create an atmosphere which nurtures self-esteem through positive relationships with others. Furthermore, we evaluate each individual child’s needs and interests in order to create a better environment.

A program of integrated activities meets the developmental needs of each age group. Because young children learn best through play and social interactions, an important time of the day is activity/work time. When a child chooses from areas such as blocks, dramatic play, art, books, manipulative toys, water or sand table play, and group activities we learn more about the child and his or her interests. (Each group also has an active play period on the playground as well as several group times for story, snack, music and movement, and discussion.) We are able to use these valuable pieces of information in order to help facilitate learning and to further your child’s Jewish education.

### Starting School

For every child in the Early Childhood Education Program, even returning children, the first days of the school year are filled with new experiences, people and expectations. Because the first school days serve as a foundation for a happy school year, and for future separations and transitions, we try to make this adjustment period as smooth as possible for each child. We ask parents to cooperate in creating a bridge from home to school, and to help their children establish trusting relationships with their new teachers. Therefore, during the “phase-in” days we expect that you will stay in your child’s room or in the building (see schedule) depending upon your child’s readiness to let you go. During the first week there will be a designated waiting room set up for you during the times when your child’s teachers suggest you leave the room.

Transitional objects (objects that the child is most comfortable with in order to help him or her say goodbye) are sometimes needed by a child starting school or by a child having a stressful time. If possible, however, it is best to leave treasured objects at home since they are not easily shared and are particularly missed if they get lost at school. If a special object is brought to school, it will be kept in a special basket or cubby so that it is safeguarded. Please cooperate with the school policy of not bringing toy guns, weapons or masks to school. **We welcome stuffed or soft animals, soft dolls and blankets.** We have found that TV or movie character toys that are hard and/or based on aggressive and violent stories can lead to the same kind of behavior in the classroom and often do not promote the Jewish ideals that we teach. *Furthermore, it would be most helpful to us, if you would avoid sending your child to school with clothes (including sneakers), lunch boxes or figures from Pokemon, Power Rangers, Batman, Superman, etc.* These articles promote aggressive play, as the children try to imitate the characters. Children are also often quite competitive about these possessions, and this can lead to unnecessary arguments. Barbie dolls and other commercial figures can also lead to difficult and competitive problems between children. Please keep them at home.

### Separation and Phase-In

Helping children to separate (say goodbye) from their parents is a key component in the program. Since this may be your family’s first experience with separation, we are very sensitive to individual needs and feelings. In order to ease the process, parents and teachers work together to create a bridge between home and the program. We have found that when a parent feels comfortable in Hillel’s environment, often the child will too. The building of a relationship between parents and teachers is the foundation for the child’s positive experiences in school.

For this reason, we ask parents to spend time with their child in their room during the first few weeks of the school. The amount of time will depend upon the child’s own development, previous experience with separations and the parents’ feelings about leaving the child at Hillel. During this phase-in period, children come in small groups with their parents (see individual phase-in schedule for your child). Parents spend time in the classroom playing with their child, assisting their child with daily routines and helping the child establish relationships with the teachers. While you are still with your child in the room, teachers will observe and ask questions in order to enable them to anticipate how the child will react after the separation has occurred.

As the time spent in class increases, parents leave for short periods of time, gradually extending the time the child spends at the school without them. **All parents must say goodbye to their children and tell them when they will return. Parents may NOT sneak out in order to prevent the child from crying at that moment.** Leaving without saying goodbye may be easier for the parents than leaving while a child is crying, but it truly is *not* easier for the child. Their tears and cries are symbols of their attachment to you. It is necessary and healthy for children to be allowed to express their emotions. Children will be helped and comforted by a teacher. **Leaving without saying goodbye can also make separations more difficult** because a child will fear the unexpected departure and try to keep a close eye on his or her parent. This fear prevents him or her from engaging in play and interacting with teachers or other children. Sneaking out of the room is in direct opposition to the trust that you are trying to build with your child and contribute to feelings of abandonment. Children will become more confident in their ability to trust adults when they see the tangible process of separation.

We encourage you to talk openly with the teachers in order to establish positive relationships. Expressing your feelings and needs at this time and throughout the year is vital to your and your child's success. It is also one of the most important things you can do to establish a working relationship with the staff, which is a fundamental part of your family's experience at Hillel. Please speak with the teachers after the children have left or arrange for a phone conversation. The director of the school can be notified for consultation if a problem should arise.

The following is a list of things you can and should do during the phase-in period:

- Show your child around the school and introduce him or her to the staff.
- Sit on the side of the room and be available for your child.
- Familiarize yourself with the materials available for the children and don't hesitate to encourage your child to use them.
- Do not push your child to separate or to participate. Your child will let you know when he or she is ready. If you have any concerns or questions about how your child is doing, please speak with the teachers. They will arrange a time to talk with you when they are not in the classroom.
- Share information about your child with the teachers. They will ask a lot of questions about your child's routines at home for meals, sleeping and being with you. Please inform them of any changes that have happened recently, before school started or are expected in the near future (i.e., moving, visitors, new sibling, and parent traveling). Teachers are not being nosy; they want to be able to understand your child better. **Changes that may seem routine or ordinary to an adult are regarded as unusual by a young child who has not had as many years of experience in dealing with changes.**
- Discuss your time needs for the separation (do you need to be at work at a certain time?). We will try to accommodate you, but we may not be able to assure that your child will be ready to stay without you yet. Special sitters or relatives may assist you in being in the room with your child if you absolutely cannot stay. But remember, children separate differently from each person. It can be very confusing and may even prolong the phase-in process for the child to be with a different person every day. The amount of time it takes for your child to be phased in depends upon many factors. Sometimes a child phases in easily only to need extra support later in the year. Some children may take months to be able to feel comfortable at Hillel. The teachers are trained to understand the developmental needs of those children separating and are skilled at implementing activities and routines in their classrooms that enhance the separation process.

Remember, communication with the teachers and your child is the key to a successful experience. Please do not hesitate to voice your questions, concerns and needs. It is the only way we will know what your needs are.

### **Drop Off /Pick Up Time**

Our day begins at 8:15am and ends at 3:45pm, Monday to Thursday. On Fridays, we close at 2:40pm. In the EC-2 and EC-3 rooms, there are half-day schedules available from 8:15am to 1:15pm. For students who ordinarily leave at 1:15pm, we have extended our Friday schedule until 2:40 pm as a convenience to parents who had signed up for our half-day program. Many of the children enrolled in our part-time program have difficulty transitioning from their typical 1:15pm dismissal to the 2:40pm dismissal on Friday. Because consistency and positive experiences are paramount to young children's education, we will monitor each child's ability to comfortably transition to the later dismissal on Fridays over the first month of school. Should your child have difficulty making this transition, we will ask that you pick them up at their regular 1:15pm dismissal.

**Please do not drop your children off before 8:05am.** Teachers use their mornings to plan curriculum, meet with assistant teachers and prepare for the day. This time is invaluable; please respect teachers' time by not dropping your children off early. Furthermore, please pick your children up at the appropriate time. We understand that there are times when you will be late, but please make every effort to be here on time. Teachers have put in a long day of work and they have families, too. Please show them and your children your respect by picking your child up at the appropriate time.

As many of you already know, children begin preparing for their school day from the time they wake up. There are times when they may wake up in a great mood and other times when they may not. These initial emotions can often be a determination of how his or her day will go. The same holds true when your children enter the school building. It is imperative that children feel

safe and secure. Furthermore, it is important that teachers have a daily opportunity to gather/relate information about each child. *For these reasons, we require parents whose children are enrolled in the EC-2 and EC-3 rooms to drop their children off inside the classroom.* At this developmental stage, children are consistently dealing with attachment and separation issues in one way or another. We need to show support in dealing with these feelings. By taking the extra time in the morning, and walking your child(ren) into the classroom you are telling them that their emotional needs and feelings are your highest priority.

We understand that this may cause some inconvenience in terms of your morning and afternoon pick up. It is for this reason that we have designated parking for Early Childhood drop off and pick up. We are confident that the benefits of having your child start the day off feeling secure and comfortable is worth the five to ten extra minutes in the morning.

A separation that frequently gets overlooked is pick-up time. At this time, children must make the transition from Hillel back to Mom, Dad or babysitter care. They often greet their parents with confused emotions. "I'm so happy to see you," may be expressed along with, "I'm angry you left," "Why did you come so early?" or "Why are you late?" These emotions can be manifested in tantrums, refusal to cooperate, indifference to parents, a sudden need to do all the puzzles again, etc. Parents often feel confused and upset by their child's behavior, especially if they expected the child to race into their arms and happily tell them what fun they had and/or how much they missed them. This can be a difficult part of the day, and thus, needs to be given much care and planning.

The following are some things to think about for enhancing a smooth departure:

- If you are going to have someone else pick up your child, **please be sure that each person is listed on the child's release form.** Please introduce us personally to any babysitters, friends or relatives who will be picking up your child. **We will not allow children to leave with anyone who does not have authorized permission to pick him or her up.**
- The children don't have any choice or control over being left at the school. Devising ways for them to have control over the departure often helps, for example, letting them pick one activity to do with you before you leave. Again, if you come right at closing, you will have less time to transition before you leave.

Teachers are more than willing to help you with this separation. Sometimes it is easier for the teachers to get the children ready to leave because children do not have the same emotional agenda with the teacher as they do with their parents. This is not a reflection of anyone's competency, but rather it means that children tend to make the biggest fusses (and reserve the most love) for their parents. Emotions can be high at the end of the day. A teacher will help you with your child if your child is having a hard time leaving. Please talk to the teachers if you need help or feel uncomfortable with what is happening at the end of the day.

## **A Day At Hillel**

The day begins at 8:15am at Hillel with parents bringing their children to the rooms or dropping them off at the carpool line (depending upon the child's age group). It is important that you be on time as activities begin promptly at 8:15am. **Children should arrive no later than 8:30am.** We have found that children who arrive late can have a hard time moving into the group because they've missed a good portion of the morning activity period.

Each class has a regular daily schedule of activities. The activities alternate between teacher-directed and child-directed. There are times when the children function as a group (story time, music, Parsha, movement, snacks) and there are times when the children are left to make their own choices (activity/work period and outside playtime). Some of the activities the children can choose from include: art, block building, puzzles, dramatic play, water play and cooking. The teachers are aware of each child throughout the day so that they have a picture of how the child's day flows. The teachers will let children figure things out for themselves whenever it is constructive to do so, and will become more actively involved when it seems appropriate. We are helping the children learn to exert self-control and to try to solve the problems they confront on a daily basis. This applies to social skills as well as academic and physical challenges. Children feel good when they know they have some control over themselves and their environment.

## **What To Bring**

You will be notified by mail of a list of items that your child will need for the first day of school. Those items may include, but are not limited to:

- Photo(s) of child: child with parents, parents alone, anything or anyone important to your child (grandparents, siblings, sitters, relatives, friends, pets).
- Extra clothes (pants, shirts, sweater, two pairs of socks and underwear). Everything must be labeled.
- Transitional Object (optional): a toy or object (i.e., teddy bear, doll, cloth diaper or any other toy or object which will help the child feel at home at Hillel).

## Reporting on Opening Day

Students should report to school on the date indicated on the school calendar, which is published annually.

### School Hours

The school day begins at 8:15am daily.

**Students in all divisions should report to their classrooms by 8:15am for attendance and/or *Tefillah*.**

PLEASE NOTE: There is no supervision of students before 8:05am. There is also no supervision for students in Early Childhood through Grade 5 after 3:55pm on Monday through Thursday or after 2:50pm on Friday with the exception of those enrolled in one of Hillel's After-School programs.

Therefore, children must wait with parents prior to 8:05am and must be picked up at the appropriate dismissal time in the afternoon.

### Dismissal Schedule and Procedures

EC2 (Half day):	Monday-Thursday: 1:15pm, Friday: 2:40pm
EC3 (Half day):	Monday-Thursday: 1:15pm, Friday: 2:40pm

We have noticed that many of the children enrolled in our part-time program have had difficulty transitioning from their typical 1:15pm dismissal to the 2:40pm dismissal on Fridays. Because consistency and positive experiences are paramount to young children's education, over the first month of school, we will monitor each child's ability to comfortably transition to the later dismissal on Fridays. The parents of any child having difficulty will be asked to pick up their child at their regular 1:15pm time.

EC2 (Full day):	Monday-Thursday: 3:45pm, Friday: 2:40pm
EC3 (Full day):	Monday-Thursday: 3:45pm, Friday: 2:40pm
EC4 & Kindergarten:	Monday-Thursday: 3:45pm, Friday: 2:40pm
Grades 1-5:	Monday-Thursday: 3:45pm, Friday: 2:40pm
Grades 6-8:	Monday & Wednesday: 4:55pm; Tuesday & Thursday: 3:45pm; Friday: 2:40pm

Early dismissals to allow for teacher meetings and faculty in-service training may be scheduled throughout the school year. You will be notified well in advance of any such changes.

For the safety of our children, parking is permitted only in designated areas. Do not park directly in front of the building in the fire lanes, or in any reserved spots. Do not use handicapped spots unless authorized. **Violators are subject to being ticketed by the police.**

Parking lots A & B have been reserved for Parent/Visitor parking. Faculty and staff have been assigned reserved spaces in parking lot C, adjacent to the gymnasium. Parents are asked not to park in spaces designated for faculty and staff.

### Carpool Procedures

#### Exiting the Campus

In order to maintain a safe and orderly flow of traffic, the north gate will be open for use. Traffic will be able to enter the campus from both gates in the morning. Anyone exiting the campus from the north gate will be able to make a RIGHT TURN ONLY.

In the afternoon for carpool dismissal, all Early Childhood students will be picked up from the Early Childhood lot (Lot A). After picking up students in the Early Childhood lot for afternoon carpool, all cars in this lot will exit the north gate and make a RIGHT TURN ONLY. Cars should then proceed to go around the traffic circle to either exit via the 95<sup>th</sup> Ave. South exit to Glades Road, or the exit to Central Park Blvd. at the other side of the Federation campus that leads out to SR7/US441.

## **EARLY CHILDHOOD CARPOOL LINE (Grades EC2 – Kindergarten)**

### **AM Drop-Off**

Please take note of the following areas, demarcated by clearly marked signs: “No Parking Zone/Drop Off Only,” along the curb, and “15-Minute Parking Zone,” in Lot A in the front row (southern row, see map). Please follow these signs as they will help keep our children safe during the morning drop off. In order for this morning drop off to run safely and smoothly, it is imperative that parents follow all signs. The amount of parking spots has been increased by relocating some of the reserved spots to other areas. Furthermore, 8 “15-Minute Parking” spots have been added in the first section of parking lot B (see map) for those parents who wish to escort their children into school. **(Reminder: all parents of 2 and 3 year old children must still walk their kids into class in the mornings).** In addition, extra staff has been added to facilitate the carpool flow. Should you need assistance in helping your child walk into school, please do not hesitate to ask one of our staff members. We strongly encourage all other parents to use the drop off lanes in order to drop-off their children at school. **Under no circumstances are parents to leave their cars unattended in the Drop-Off Zone.**

### **1:15pm Dismissal**

Parents should line up single file in the carpool lane and teachers will then escort children to the appropriate cars. Should you wish to walk in and pick up your child, please use an appropriate parking spot.

### **3:45pm Pick-Up**

During afternoon dismissal, **Parking Lot A** will be **closed to all parking** from 3:20pm until the close of carpool. Cars parked in this area at 3:20pm will not be able to be moved until the close of carpool. All ECE children (EC2-Kindergarten) will be escorted by their teachers to their cars. Cars will line up in a double line in which 14 cars (7 rows of 2 cars--see map) will be loaded at one time. **Once these 14 cars are loaded, they will be released at the north gate and a second group of cars will be moved forward into the pickup zone.** If a carpool does not have all its passengers and all other cars are loaded, that car will be instructed to pull forward and park, and wait until it is fully loaded. **Please expect afternoon carpool to last from 3:45pm until 4:10pm (this time may increase due to inclement weather).**

### **Carpool notes:**

- Should you wish to pick up your children from their classrooms, you may park in lot B (the upper school lot), and proceed to pick up your children (or park in the ECE lot before 3:20pm and leave at 4:10pm).
- While waiting to load, please do not leave your car under any circumstances.
- Cell phone use is not permitted throughout the carpool procedure.

## **MAIN CARPOOL LINE (Grades 1–8 and those not picking up children from EC2–Kindergarten)**

### **Afternoon Pick-up (3:45pm and 4:55pm)**

While familiarizing yourself with this system, please consult the carpool map on the following pages.

- Cars should enter the *South Gate* and proceed toward the *Loading Zone* (Lot B).
- Cars should then line up in **2 rows** beginning at the *crosswalk* (where orange cones will be placed).
- All engines must be turned off.
- Orange cones will be placed behind the first 16 cars and all other cars should line up in 2 rows behind them.
- *Only* the first 16 cars will be loaded and then, once all are loaded, this group of cars will be released.
- The next 16 cars will then enter the *loading zone* and follow the same procedure.
- If there are cars that are still missing passengers when we are ready to release a group of 16 cars, they will be instructed to swing around and get in line again. *Please impress upon your children the importance of getting to the carpool line as quickly as possible.*
- Cell phone use is not permitted throughout the carpool procedure.

**Note:** It is unsafe to allow children to walk through the parking lot unattended. Please do not allow your children to wander through the parking lot; they should wait to be picked up in designated areas.

## Accreditation and Memberships

Professional affiliations and accreditations affirm that a school maintains high standards as defined by objective criteria developed by professionals in the field of education. We are proud to be an accredited school affiliated with the organizations described below.

Hillel Day School is affiliated with the Yeshiva University's Institute for University School Partnership, an organization of Torah Day Schools reflecting the values of Torah U'Mada, Religious Zionism and American Democracy. The school also is a member of Torah Umesorah, The National Society of Hebrew Day Schools, the oldest organization in the United States representing Torah Day Schools.

Hillel is accredited by the Southern Association of Colleges and Schools (SACS), a regional educational agency that accredits schools in eleven southern states. Accreditation is sought on a voluntary basis. The attainment of accredited status by a school certifies that the institution has met the policies and standards established by the Commission on Elementary and Middle Schools of the Southern Association of Colleges and Schools.

Hillel Day School is also a beneficiary agency of the Jewish Federation of South Palm Beach County and partners with the Federation in providing a Jewish education to the Jewish youth of South Palm Beach County.

## Non-Discrimination Policy

Admission and participation in our educational programs is open to all eligible students who meet our qualification requirements regardless of race, color, ethnicity, or national origin.

## Student Medical Needs and Accommodations Requests

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

**General Policy:** In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations.

**Request and Documentation:** For any type of accommodation (including administration of medication at school), the parent must inform the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

**Release for Communications with Physician:** Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

**Assessment of Request:** Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

**Limitations on Requests:** Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition,

the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

**Responsibilities for Implementing Accommodations:** Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

**Release and Waiver:** Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

# ACADEMIC PROCEDURES AND GUIDELINES

## Attendance Policies

### General

Students are expected to be at School everyday and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The School requests that parents and students thoughtfully consider the effects of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of School prior to a School break. Absences for vacations will be considered unexcused. Whenever possible, regularly scheduled medical appointments should be made after School hours. **Students with excessive absences, excused or unexcused, may be denied re-enrollment or promotion.**

### Excused Absences

1. Illness validated by a parent or guardian. For an extensive illness involving several days of absence, the School may require a statement from a physician. When a student is unable to attend School because of health reasons or other emergencies, parents should call the School Office by 9:00 A.M.
2. Death in the immediate family.

Any student not well enough to attend all of his or her classes during the School day may not participate in any co-curricular, extra-curricular, or sport activity that afternoon or evening, except with the specific approval of the Head of School or one of the Principals.

### Make-Up Work for Excused Absences

It is the responsibility of the individual student to see his/her teacher(s) to make up any graded work missed because of an excused absence. Students will have as many days to make up work, as they are consecutively absent. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test. Students or parents may request homework assignments for extended absences. For each day absent, the student will have the equivalent days to make up the work assigned during the absence. A student returning to School during the School day is required to locate the teacher of each class missed to get any assignment(s) and/or take any test(s) missed.

### Sign-in and Sign-out Procedures

There are specific procedures for signing a student in and out of School. A child who arrives late to School must report to the front desk for a late pass before proceeding to class. A child who is chronically late may be required to be signed in by his/her parent.

Students who find it necessary to leave campus during the School day must notify the receptionist. They must sign out when leaving, and sign in upon returning to the School campus. A parent must be present when a student signs in or out of School. The School will not allow a student to leave School early with another person unless authorized by the parent to do so.

**Students who leave School without properly signing out will be suspended.**

Middle School students are issued special attendance cards that need to be scanned in order to record their attendance. The scanner is located in the Middle School building.

*Please note that shaded sections pertain to the Early Childhood Education Program only.*

### Voluntary Pre-Kindergarten Program (VPK) [For EC-4 Only]

Please be advised that those parents who have a child enrolled in the Voluntary Pre-Kindergarten (VPK) program must sign a monthly attendance verification form.

### Unexcused Absences

All other absences from School will be considered unexcused, subject however to the review and discretion of the appropriate division head. When an absence is considered unexcused, students are not permitted to make up tests, examinations, or quizzes that are missed. These guidelines apply to all School days including those immediately before and after vacations.

## Tardies

Students are to be in class by 8:15 a.m. Anyone who arrives after the designated start time will be considered tardy. Students who arrive after 8:15 a.m. should report to the front desk in order to be given a pass. Students who are habitually late may be required to serve detention. All students in grades K-8 with excessive tardies will have a parent/teacher conference. **Please remember that punctuality is important. We are building the foundation for your child's future.**

## Vacations

If it is absolutely necessary that an Upper School student must miss a midterm or final exam for reasons other than illness:

- The parent must inform the Principal at least one month prior to exams.
- The teacher whose test is being missed will create a new exam and decide on a mutually agreeable make-up date. No test will be administered prior to the scheduled date of the exam.

Please do not expect the school to reschedule midterm or final exams to accommodate vacation plans.

## Dismissal

No teacher or other employee may directly excuse a child to any adult before the regular dismissal time. If a situation arises which necessitates taking a child out of School, the parent/guardian is required to come to the office and sign the early release log. The office will notify the teacher to send the student to the office. This procedure is to safeguard children from unauthorized persons seeking to remove them from class. Students will not be allowed to leave the School grounds, except for an authorized School trip, or under the conditions described above.

## Emergency Closing

In the event of inclement weather or other emergency, it is the parent's responsibility to call **1-866-544-5535** to find out if school is in session, or whether it has been cancelled. The administration will monitor weather-related developments and make a final determination regarding school closing as close as possible to the arrival of dangerous storms. After a storm has passed, the administration will assess damage to the campus and travel conditions in Broward and Palm Beach counties. When conditions allow for safe travel and operation of the school, an announcement of school opening will be placed on the **1-866-544-5535** emergency number. Because the administration may not be able to contact parents, it becomes the responsibility of parents to call the above-mentioned number to check the status of school.

In the event of a non-weather related emergency, please call the above-mentioned number for information regarding school closing/opening.

## Grading and Conduct Rating

Report cards are issued at the end of each trimester for students in Grades 1 through 8 and twice yearly for students in ECE-2 through Kindergarten.

➤ **The grading scale for Grades EC2 - 2 is as follows:**

Extending: Has exceeded developmental milestones.

Achieving: Has reached appropriate developmental milestones.

Developing: Within typical limits; should be monitored closely for continued development.

Area of Concern: Not typically developing; child is not reaching developmental milestones.

Accommodations Made: Developmental/academic modifications have been made.

➤ **The grading scale for Grade 3 is as follows:**

Excellent = 90 and above

Good = 80-89

More Effort Needed = 70-79

Area of Concern = 69 and below

Accommodations Made = Developmental/academic modifications have been made.

➤ **The grading scale for Grades 4-8 is as follows:**

A+:	97-100	B:	83-86	C-:	70-72	F:	64 or below
A:	93-96	B-:	80-82	D+:	67-69		
A-:	90-92	C+:	77-79	D:	66		
B+:	87-89	C:	73-76	D-:	65		

➤ **Conduct Scale for Middle School is as follows:**

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

### **Academic Honors**

Any student from 4<sup>th</sup> through 8<sup>th</sup> grade who achieves grades of “A-” or higher in all his or her studies and maintains proper behavior at all times will be entitled to be on the “Head of School’s List” each marking period. All subjects are included in this calculation.

Any student from 4<sup>th</sup> through 8<sup>th</sup> grade who achieves grades of “B” or higher in all his or her studies and maintains proper behavior at all times will be entitled to be on the “Upper School Principal’s List” each marking period. All subjects are included in this calculation.

Any Middle School student who receives an “O” in every subject for conduct will be entitled to be on the “*Middot Tovot* Honor Roll” each marking period. Any Middle School student who receives an “O” in every subject area in each of the three trimesters will be placed in the “B’nai Hillel *Middot Tovot* Honor Society.” Such students represent the qualities our school most wishes to imbue within our students.

### **Academics and Athletics**

A healthy body contributes to a healthy mind. The Upper School Athletic Program was established to encourage students to participate in rigorous conditioning, to learn how to function as part of a team, and to bolster school spirit. Students in grades 6-8 are encouraged to try out for the various competitive teams offered each year. According to athletic league regulations, students in Grade 5 can participate in workouts and scrimmages, but may not participate in inter-school competition. A student who commits to a team is expected to participate in games and all practices.

**Students are required to have a minimum average of “C” in order to try out for any Hillel Day School team.** Any students participating in a sport must maintain an academic average of “C” in all subjects (73%) or above during the entire time that he/she is involved in the sport. If the student’s academic average falls below a “C” in any subject (73%), he/she will be required to stop participating in the sport in order to devote more time to School work and will not be allowed to attend practices or travel with the team to away games. Suspension from all sports activities will last until the student has raised his/her academic average to a “C” (73%) or above. No child receiving a grade lower than “C” in **any** subject is eligible for after-school sports at Hillel Day School. This policy is not instituted to punish but to help students keep their academic work as a high priority and not neglect it while participating in sports.

**Members of Hillel Day School athletic teams will be removed from their team if found to be in violation of a school rule that results in a suspension from school, or if they receive an “N” on his or her report card.**

There is a Sports Hotline for directions to games, practice times, stats, etc. Call 470-5000, ext. 298 for regular updates.

### **Academic Probation**

A student in Grades 4 through 8 whose overall academic average is below a “C-” (i.e., below 70%) at the end of any grading period is automatically placed on academic probation for the following grading period. If a student in Grade 4 through 8 has a grade average of less than a “C-” (70%) for the academic School year, the parent may be advised to seek an alternate School for the child for the next year. Exceptions are possible only where extenuating circumstances have affected the student's academic performance. A student will be removed from academic probation when his/her GPA for a full trimester is a “C-” or above.

Additionally, any student who has two “D’s” (or equivalent or below) on their record is considered to be in academic probation. Students may be required to undergo testing and forward complete results to the school, receive tutoring, or a special home/school contract to help overcome this difficulty.

### **Graduation Policy**

8<sup>th</sup> graders failing a course during any of the three trimesters will not have fulfilled their requirements for graduation.

Students with multiple failures may not be permitted to participate in the graduation ceremony, and/or have their names listed on the graduation invitation or on the graduation program.

## **National Junior Honor Society**

The Hillel Day School is a member of the National Junior Honor Society. NJHS is the premier organization promoting recognition of students who reflect outstanding accomplishments in the areas of academics, character, leadership and service. Students in grades 6 through 8 who meet the NJHS and HDS criteria are eligible for participation.

## **Homework**

Homework is an important part of the student's day as it is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short and longer term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated time; and to submit homework assignments that reflect careful attention to detail and quality of work.

Teachers will assign relevant homework nightly. In general, homework should not exceed approximately 30 minutes total (secular and religious combined) in Grades 1 and 2, approximately 45 minutes in Grade 3, and approximately 60 minutes in Grades 4 and 5. The amount of homework increases as departmental classes are added in Middle School. Please note that this does not include 15 minutes of reading per night. Teachers will monitor the homework carefully and welcome parental comments and input.

Tests will not be given during *Chanukah*, a day following vacation, during standardized testing, or on a day following a major school event, e.g., drama club presentation. The exception is Middle School, where tests will be given during *Chanukah* and SAT testing week. During SAT week, Middle School tests will be limited to one per day.

Homework should not be assigned for the night before the School's annual dinner, and tests for the day after the dinner must be assigned at least one week in advance.

All student work must be School appropriate. When making videos, a power point presentation, or writing a report, students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette references or innuendoes. Additionally, students must be sensitive to differences and diversity based on disability, gender, religion, ethnicity or race.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences, by appointment only, will be held during the first and second trimesters. Sign-up is done through an on-line reservation system. You will receive instructions on how to sign up about one month prior to the scheduled Conference Day. We strongly suggest that everyone avail themselves of the opportunity to strengthen the home-school educational team by participating in these conferences.

In consideration of the great demands placed on teachers, the administration requests that you refrain from engaging teachers in a discussion at times when their attention needs to be on their class. Parents and students may not call teachers or administrators at their home.

## **Plagiarism and Cheating**

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

*Plagiarism & Cheating.* Cheating and plagiarism are academic dishonesty. *Plagiarism* is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. *Cheating* is obtaining or giving (or attempting to obtain or give) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonestly, or, deception.

Situations involving cheating or plagiarism on School work (tests, quizzes, homework) will result in suspension and a zero on that quiz, test, homework or other assignment. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own.

## Schedule and Teacher Changes

Schedule and/or teacher changes will be initiated by the School when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. The School will not entertain requests for changes based on parental/student inference or to accommodate friendships. Please understand that the School and administration often place students in particular classes to ensure diversity and to enhance everyone's learning experiences.

## School Supplies

Each student is to be fully prepared at all times with his/her necessary school supplies. A supply list has been sent home and is available from the school office.

**All male students age 3 and above are expected to wear *kippot* and *tzitzit*.** *Kippot* and *tzitzit* are available in the school office for a nominal fee. **Because head lice is a serious health problem, if your son has forgotten his *kippa*, he may purchase one in the front office for 25¢.**

## Standardized Testing

Standardized tests are administered to students each year. Students are tested in several academic areas including English/language arts, writing and mathematics.

The purpose of the testing program is to monitor student achievement. The results of such tests are used to identify students' strengths and weaknesses in academic areas, and may be used to determine eligibility for promotion to the next grade or the need for summer schooling. Also, test results are used to determine the effectiveness of educational programs and how programs can be improved.

## Student Evaluation

The major aim of the Hillel Day School is to give each child the best education possible. We are very aware that all children differ in learning and potential. Therefore, to assess progress and meet individual needs, we administer educational tests to highlight particular strengths as well as areas in need of remediation.

The school provides guidance services and employs a school psychologist who consults with the administration and the faculty. Should the need for individual testing or counseling arise, we will meet with the parents and explain our concerns carefully and offer a number of options.

The school reserves the right to mandate testing or counseling for any student whom the administration perceives is having consistent problems in school. **Our School Psychologist can be reached at ext. 243.**

## Summer Reading

It has been said, "students who read the most read the best." The more students practice reading, the better readers they become. Parental involvement in this process is of the utmost importance.

Summer reading is required for all students attending Hillel. Reading lists are sent home at the end of the school year. Parents not receiving a copy of the reading list are asked to call the school office.

Students will share their summer reading experiences when they return from summer vacation. The primary reason for "required" summer reading, however, is the continued development of children's reading skills. Please help us achieve this goal.

## Tefillah - Prayer

Proper *Tefillah* requires high levels of concentration, sincerity, and a realization of the tremendous potential of communication with *Hashem*.

Hillel and its Judaic Studies Faculty are all aware of the challenges inherent in the *Tefillah* experience. We also realize that the person who achieves the proper *Kavanah* has a powerful device for personal *Torah* growth and is on the road to becoming a *Ben* or *Bat Torah*.

It is our responsibility to help create a setting in which appropriate *Kavanah* can exist. The combination of a serious atmosphere for *Tefillah* and a rigorous *Torah* study program defines a Torah Day School and provides an environment for spiritual growth

and development. Therefore, every student is required to participate in the entire *Tefillah* service and proper decorum and respect must be shown for the entire service.

### **Tefillin Policy**

With some diversity in terms of family custom, Jewish males generally begin donning *Tefillin* one month before their thirteenth birthday. *Bar Mitzvah*-aged students are required to wear *Tefillin* for morning *Tefillah*. Should you have any questions regarding the purchase of Kosher *Tefillin* please contact the Upper School Principal.

It is customary to celebrate the first wearing of *Tefillin*, and we would be happy to help you arrange a small but meaningful celebration. Please call the Upper School Principal for assistance.

### **Textbooks**

Students are responsible for the careful care and upkeep of their textbooks. Lost books must be paid for and replaced. Students are to write their names, their class, and the date in the space provided in the textbook.

# SOCIAL GUIDELINES AND EXPECTATIONS

## Purpose and Goal

Our goal is to maintain a secure, challenging, and nurturing School environment, where students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to take care in the language they use, the attitudes they express, and the behaviors they exhibit.

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

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

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

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

The policies and rules outlined in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on **honesty, respect, trust, safety and overall Torah values**. Any behavior that constitutes a breach of these School values may be treated as a major School rule violation. Students are expected to comply with School standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

## Policies and Rules

### Animal Policy

Due to concerns about the health, safety, and welfare of people in the School community, no animals are allowed on School property or at School-related events without the express, written permission of the Head of School. This means that animals may not be brought onto School property for any reason (even if the animal remains in a vehicle or on a leash), including drop off, pick up, parties, games, and activities, and may not be brought to School-related events on or off campus.

### Behavior in Class/Halls/Walkways

Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student's mouth, not playing in the corridors, not blocking entrances or walkways, etc.

*Please note that shaded sections pertain to the Early Childhood Education Program only.*

### Bottles and Pacifiers

Due to health issues, children will not be allowed to use bottles or pacifiers during school hours. We strongly urge families to phase-out these items before children start school.

### Cell Phones and Other Electronics

**Students may have cell phones in their possession at School, but must ensure that they are turned off during School hours.** Students may use cell phones only before School and after School hours, and only outside the School buildings. Whenever cell phone use is permitted, students may not use them in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take pictures or to videotape classes, to send text messages to other students in class, or in ways that would otherwise violate a School rule. Any student who violates this policy will receive one warning. If he/she violates this rule more than once, he/she may lose the right to bring a cell phone to School.

Students may *not* bring other electronics to School, including laptops, games, radios, walkie-talkies, Ipods etc. Students who violate this policy will have their cell phones or electronics confiscated. Parents will be required to come to the School office to pick up confiscated items.

## **Computer and Systems Usage Policy**

All persons using the School's computers or the School's computer systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (cameras, phones, video cameras, PDA, etc.) on school property or at a school related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

**Purpose:** The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

**Privilege:** The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

**Internet Access:** The School community - students, faculty, administrators and staff - have the privilege of access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the Schools local or network hard drives.

### **Use of Laptop Computers:**

The use of personal laptop computers by students is prohibited while on the Hillel Day School campus. Students who have an educational need to use a laptop may lease or purchase one from the school. Machines leased from the school will not have video or internet capabilities and only can be used for word processing and note taking.

**The School provides a limited filtering system.** No filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

**Internet Safety:** Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

**Pirated Software:** The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

**Network Access:** Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a teacher or student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation.

**School's Right To Inspect:** The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents.

The School also reserves the right to inspect any personal electronic devices brought onto campus. Do not assume that any messages or materials on your computer or the School's systems are private.

**E-mail, Chat Rooms, Instant Messaging, and Social Networking Sites:** E-mail, short for electronic mail, is any of the various systems that transmit some form of electronic representation of a page or message from one location to another. Electronic mail cannot be used to harass or threaten others. The School reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be undeleted.

Participation in "chat rooms," instant messaging, posting messages, blogs, or browsing social networking sites (such as MySpace, Facebook, EZBoard, YouTube, or any other similar sites) on campus using School equipment is prohibited. In addition, any person who believes that they have been harassed or threatened by any of these methods of communications should immediately report the concern in accordance with the School's No Harassment/No Bullying policy. Students should also be aware that teachers and administrators periodically monitor such sites to see if students are misrepresenting their age. They may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, faculty members or students in a manner that is disruptive to the School's educational mission or activities.

**Viruses:** Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

**Computer Care:** Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

**Reporting Requirements/Discipline:** Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the technology administrator for the student's School so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

## **Child Abuse and Cooperation with Governmental Authorities**

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Head of School.

### **Destructive Acts**

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, or similar conduct is prohibited.

### **Detention**

Lower School detentions are served for 30 minutes after school Monday through Thursday. Upper School detentions are 45 minutes after school on Tuesday and Thursday.

### **Displays of Affection**

Students are prohibited from inappropriate displays of affection on campus, on field trips, or at any school-related events.

*Please note that shaded sections pertain to the Early Childhood Education Program only.*

### **Dress Code (EC2 – Kindergarten)**

Sturdy, comfortable, washable clothes are best for school. A certain amount of staining is inevitable in a varied art program. Children should not be made to feel they have done something wrong if they get paint on their clothes.

We recommend pants with an elasticized waistband. These are easily managed and encourage independence, especially during toileting routines. Suspenders, belts and pants with snaps and buttons often complicate the dressing process. All children should be dressed so they can enjoy outdoor play every day. Non-skid shoes afford maximum safety for both indoor and outdoor activities. Shoes with Velcro fasteners are preferable to laces since children can close them themselves. For boys, *kipot*, or a hat, and *tzitzit* are required starting in the three-year-old room.

We have found that TV or movie character toys that are hard and/or based on aggressive and violent stories can lead to the same kind of behavior in the classroom and often do not promote the Jewish ideals that we teach. *Furthermore, it would be most helpful to us, if you would avoid sending your child to school with clothes (including sneakers), lunch boxes or figures from Pokemon, Power Rangers, Batman, Superman, etc.* These articles promote aggressive play, as the children try to imitate the characters. Children are also often quite competitive about these possessions, and this can lead to unnecessary arguments. Barbie dolls and other commercial figures can also lead to difficult and competitive problems between children. Please keep them at home.

## **Dress Code (Grades 1-8)**

The purpose of our school dress code is to engender self-esteem and to promote positive behavior. Furthermore, the dress code ensures that students dress in compliance with rules of *Tzniyut* (modesty). The school's uniform is a policy of the Board of Trustees and is required for regular school days for all students in grades 1-8. **The school reserves the right to require students to wear school uniforms for evening and off-campus programs.** The uniform mandated is specified exactly and we indicate below where it can be purchased. The uniform policy does not allow for substitutions or variations.

The school uniform is available from In Unison Uniforms, located at 10060 West McNab Road, Tamarac, FL 33321. Their phone number is 1-866-299-9501; e-mail is [Contact@inunisonkids.com](mailto:Contact@inunisonkids.com). You may also order uniforms online at [www.inunisonkids.com](http://www.inunisonkids.com).

**Jewish law mandates the wearing of *kipot* and *tzitzit*.** All boys in grades EC-3 through grade 8 are required to wear *Tzitzit* and *Kippot* at all times including recess, physical education classes, and after-school sports. Boys in grades EC-3 through K are required to wear either *kipot* or a cap. We encourage all students to wear caps with visors during physical education or recess. Caps may not be worn during class in grades 1-8.

**The following are the guidelines for school uniforms:**

### ➤ **Girls Grades 1-5**

- Polo-style shirt with "Hillel Day School" embroidered on the upper left, short or long sleeve. Colors allowed: white, red, navy.
- Skirt or jumper in navy or red plaid.
- Uniform needs to be tailored to comply with rules of *Tzniyut*. Skirts should cover the knees, and shirts should not be unduly form-fitting. In purchasing skirts, parents are encouraged to buy skirts of sufficient length to accommodate growth throughout the school year.
- Girls changing into clothes designed for physical education classes may wear knee-length shorts or culottes.

### ➤ **Boys Grades 1-5**

- Polo-style shirt with "Hillel Day School" embroidered on the upper left, short or long sleeve. Colors allowed: white, red, navy.
- Pants or shorts in navy or khaki. **No cargo pants are permitted.**

### ➤ **Girls Grades 6-8**

- Polo-style shirt with "HDS" embroidered on the upper left, short or long sleeve. Colors allowed: white, navy, grey.
- Skirt or jumper in navy or plaid.
- Uniform needs to be tailored to comply with rules of *Tzniyut*. Skirts should cover the knees, and shirts should not be unduly form-fitting. In purchasing skirts, parents are encouraged to buy skirts of sufficient length to accommodate growth throughout the school year.
- Girls changing into clothes designed for physical education classes may wear knee-length shorts or culottes.

### ➤ **Boys Grades 6-8**

- Polo-style shirt with "HDS" embroidered on the upper left, short or long sleeve. Colors allowed: white, navy, gray.
- 6<sup>th</sup> grade boys may wear pants or shorts in navy or khaki. **No cargo pants are permitted.**

- 7<sup>th</sup> and 8<sup>th</sup> grade boys are called upon to lead services at *shacharit* and *mincha*. Therefore, boys in the 7<sup>th</sup> and 8<sup>th</sup> grades must wear long pants, in navy or khaki, with the exception of physical education, during which they may wear knee-length shorts. **No cargo pants are permitted.**

### ➤ **Sweatshirt or Jacket**

- “Hillel Day School” pullover sweatshirt in white, black or navy.
- “Hillel Day School” zippered sweatshirt in white, black or navy.
- “Hillel Day School” hooded sweatshirt in white, black or navy.
- Plain sweatshirt with **no writing** on it in white, black, grey or navy.

**Footwear:** All students must wear socks. Shoes must have covered toe and a secured back. Crocs are not permitted. **Students must wear sneakers on days when they have physical education classes for safety reasons. As many of our physical education classes will be held in our new gymnasium, students not wearing sneakers will not be allowed on the gym floor. Students not wearing sneakers will not be allowed to participate in physical education classes. Repeated offenses will be reflected in their physical education grades. Sneakers with wheels in the bottom (“Heelys”) may not be worn to school. Students will be required to wear rubber-soled shoes to participate in all activities that take place in the gymnasium.** Please plan your shoe purchase accordingly.

Undergarments must not be visible. This includes long T-shirts and long-sleeved undershirts worn under short-sleeved uniform shirts.

Each student should have at least one basic “uniform” (navy blue bottom and white polo shirt with the Hillel Day School or HDS logo as appropriate) to be worn on Rosh Chodesh, field trips, picture days, and special events.

### **Dress Code Violations Policy**

- Parents will be required to bring in appropriate clothing before the student will be permitted to attend classes. For girls, until parents arrive at school with clothing that meets the dress code requirements, the school will provide a “one size fits all” skirt for the student’s use.
- For a second infraction, in addition to the above measures, the student will be put on notice that any subsequent infraction may result in suspension from school.
- For the third infraction, the student may be suspended from school for a period of at least one full school day. A notice to that effect will be placed on the student's permanent record. Readmission to school after suspension will require prior meeting or documented telephone conference between the student's parents and the administration.

### **Drugs and Alcohol**

**General:** Our students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on or near School property or at School-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

**Testing:** Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student’s participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student’s parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs, which could affect their ability to function in a safe and efficient manner must notify an administrator in the School Office of this fact when they report to School.

**Consequences:** In addition to determining the appropriate disciplinary action pursuant to the School’s Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled

drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration.

### **Elevator Policy**

The elevators at Hillel Day School are considered off limits to students who do not have an elevator pass. The nurse will provide an elevator pass to a student upon receipt of documentation of need from the student's physician.

### **General Conduct/Conduct at Athletic Events**

Students and parents should be considerate and show respect toward other students, faculty, all guests and visitors. Students should respect School property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

### **Hair and Grooming**

The style of a haircut can be a *Halaachic* issue. Extreme styles are not acceptable. Any student who appears with an extreme hairstyle will not be permitted to attend Hillel until it is corrected (hair grows back or is cut properly). The school encourages moderation in both hair and appearance. In general, the laws of *Tzniyut* (modesty) require that both boys and girls dress in a manner that does not draw undue attention to the individual. Any student with a hairstyle or length that is deemed inappropriate by an administrator may be required to remedy his/her appearance. A general guideline for boys is that hair may not be of length that could extend over the eyes, even if it is worn combed back, and that the hair on the back of the head does not hang over the shirt collar.

Neither boys nor girls are permitted to dye their hair. Students who dye their hair will be excluded from class until the natural hair color is restored. Excessive makeup and lipstick are prohibited. Clear lip gloss is permitted. Nail polish and jewelry must be conservative. Boys are not permitted to wear earrings. The administration reserves the right to restrict the wearing of jewelry.

### **Harassment/Bullying**

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, appearance or disability. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, or other forms of technology to engage in harassment or bullying). **Horseplay will be treated by the administration as an incident of fighting.** Any of these types of offensive conduct can create an uncomfortable School environment.

All concerns relating to harassment or bullying should be reported immediately to the Head of School. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. **Any student found to have violated this policy may be subject to disciplinary action, including immediate suspension and/or expulsion from school for serious violations.** No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

### **Honesty and Dishonesty**

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

### **Inspection Policy**

The School reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, computer, and any other possessions or property on the School premises or on a School sanctioned event. Inspections and searches may be

conducted on a routine or random basis or as deemed necessary. Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local and state law.

## **Language**

Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at School-sponsored events. Anyone using inappropriate language may be asked to leave the campus or event.

***Please note that shaded sections pertain to the Early Childhood Education Program only.***

Children are encouraged to use words to express their feelings as well as to work out difficulties. Even the very youngest child is exposed to verbal problem solving. Teachers try to put a non-verbal child's feelings into words. "You are angry because \_\_\_\_\_ took your toy," or "That makes you sad because \_\_\_\_\_," etc. It is important to show how physical acts can be expressed verbally. Teachers will model good communication skills. We never hit the children or use any form of physical punishment. It is important to allow children to express their feelings verbally no matter how negative they sound.

## **Lockers and Cubbies**

All students in Grades 5-8 are issued lockers. Students can only use the lockers assigned and may not switch lockers. Students may not decorate the outside of their lockers.

Students are to keep their locker or cubby neat and clean. An administrator or a member of the faculty may require students to clean out lockers if they get too messy. Personal items should be taken home each evening. Lockers may be inspected periodically without prior notice or consent. Students should not bring valuables into school assuming that they are secure in their lockers. The School cannot be held responsible for stolen items.

## **Lunch and Snacks**

Food and beverages will be consumed only in designated areas and at designated times. There will be no chewing of gum in the School.

All food brought from home MUST be certified Kosher with proper Rabbinic supervision. Acceptable supervisions include O-U, O-K, Star-K, and Chaf-K. While different people have varying levels of *Kashrut* observance, when it comes to school, please make sure that everything meets the highest community standard. Children are extremely sensitive to the remarks of other children as to the *Kashrut* of their food. Food prepared at home may not be shared or distributed. If you have any questions regarding what is kosher, please call Rabbi Levine.

## **CHILDREN ARE NOT PERMITTED TO EXCHANGE OR SHARE FOOD ITEMS.**

The school lunch program serves both dairy and meat meals according to a predetermined schedule. Students not participating in the school lunch program may bring home-prepared meat or meat products (*fleishig*) to school on meat days. Please consult the monthly menu for a listing of dairy and meat days.

- If you are dropping off a lunch for a student, bring it to the front desk.
- Please remember to send plastic forks and spoons if needed - the school does not provide these items.
- Please do not send knives of any kind, including plastic.
- Please do not send beverages in glass bottles or any other foods packaged in glass containers.

The food that children consume directly affects their performance in school. Nutritional school snacks that promote healthy eating habits include fruits and vegetables. Sugary foods, candies and cakes, often affect the children's classroom behavior, performance, attention span and ability to learn. There are studies that show food colorings and preservatives such as BHA and BHT can induce higher levels of activity, particularly in children prone to difficulties relating to attention and concentration. Please do not send soda and candy to school.

**NOTE TO ECE AND LOWER SCHOOL PARENTS:** The childhood years are the time when the students form eating habits that will last for the rest of their lives. Healthy snacks are encouraged. Please do not send candy to school with your children. Candy is reserved for birthday or Shabbat parties.

## **Nut-Free Environment**

A significant number of students suffer from nut allergies. To protect their well-being, we have made the Hillel Day School campus a nut-free environment. This decision is made in consultation with pediatricians and after researching normative practices in Early Childhood and elementary schools.

We realize that this may be an inconvenience for some families; however, this change will ensure the safety and well-being of our children, in some instances shielding them from potentially catastrophic reactions. Please review the following guidelines in order to help support this policy.

Children may not bring in:

- Any type of nut
- Any type of seed e.g., sesame
- Any chocolate bar containing nuts
- Any granola bar containing nuts
- Any type of cookies containing nuts
- Any type of fruit and nut bar
- Peanut Butter
- Nutella
- Any product indicating nuts as an ingredient

## **Messages**

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. **Please do not ask the office to relay messages to your child except in case of emergency. This should be done prior to School.** Students are not permitted to call home for homework, test papers, folders, etc. If a true emergency occurs then the office should be notified.

## **Parents/Visitors**

Outside visitors are not allowed to visit a student's class without prior permission from the student's teacher and administration. Unscheduled visitors to classrooms tend to disrupt the learning process. We, therefore, ask that parents and other visitors confine their business to the front office and not go into the classroom wings or the lunchroom without prior clearance from an administrator. Teachers are instructed not to admit parents to classrooms without prior approval.

Parents are welcome to observe their child's class after making an appointment with the administration and the teacher. Please sign in at the office when coming to observe or visit the school.

Hillel Day School is a *"Makom Torah"*, a place where Torah is studied. As such, dress should conform to what would be appropriate when visiting a synagogue. For example, form-fitting lycra outfits, high-cut running shorts and tank tops are not appropriate attire when visiting school. Please plan to dress appropriately when you know you will be visiting school. When volunteering, attending school functions such as class presentations, adult *Torah* classes or committee meetings, parents should dress in accordance with the standards of *tzniyut* as outlined above. Males of the Jewish faith must wear a *kippa* when visiting campus and attending school functions. In the event that a parent/visitor must drop in and he or she cannot come to school dressed according to this dress code, wraps and *kippot* are available in a box kept at the school entrance. Please use them should you need to do so.

The building has restrooms for parents and visitors next to the Loewenstern Cafetorium, in the office suite and on the second floor. Visitors are not permitted to use the facilities in the classrooms.

Hillel Day School does not allow children who are not enrolled in the school to visit classes while they are in session, unless the visit has been pre-approved as part of the admissions process.

## **Parties**

In-class birthday parties for children are permitted only in the Early Childhood Department (see Celebrations, below). In the grades, please do not send treats to school in celebration of your child's birthday. Parents must adhere to the school's *keashrut* policy and should contact their child's homeroom teacher for specific guidelines regarding party food. Food prepared at home may not be shared or distributed. **Rabbi Levine or his designee must check all food before it is served or distributed. Please remember that no dairy products can be served in the afternoon on meat days!** Consult the monthly lunch menu before planning afternoon parties. School time is valuable learning time; it is regrettable but siblings may not leave class for in-school birthday parties. Although we encourage children in Early Childhood to celebrate their birthdays in school with their friends, we ask that you keep each party simple with a cake or cupcakes and juice. Please do not send in any "goody bags" or prizes for the classroom children.

**Additionally, we request that when a party is planned for your child outside of school, all invitations should be sent through the mail.** Children are very sensitive and easily hurt when left out of these activities. Including everyone in class

parties (even personal parties such as birthdays) helps build a sense of community. Whenever possible the entire class should be invited to participate. If it is not possible to invite the entire class, please use good judgment and consideration in planning these events so that hurt feelings are avoided.

With regard to home parties, we ask everyone to conform to standards of religious practice consistent with the school's mission statement in terms of *Kashrut* and intergender interactions. We can plan parties that everyone can attend. We can make sure that we do not schedule parties on *Shabbat* or Jewish holidays. We can make sure that all of the food that we serve has proper Rabbinic supervision. With proper planning, we can model inclusive behavior that shows our children that we truly value the mitzvah of *Ahavat Yisrael*.

Students in grades 1 through 8 are not excused from class in order to participate in Early Childhood Education Program birthday parties or to attend performances by younger siblings.

*Please note that shaded sections pertain to the Early Childhood Education Program only.*

## **Celebrations**

Birthday celebrations help us give a greater awareness of growth and change, and reaffirm the importance of each individual. Please discuss with teachers at least a week before your child's birthday what kind of celebration would be appropriate and fit into the class schedule. We encourage parents to go lightly on the sugary desserts. Parents should contact their child's teacher for guidelines regarding party food. Although we encourage children to celebrate their birthday in school with their friends, we ask that you keep the party simple with a cake or cupcakes and juice. Please do not send in any "goody-bags" or prizes for the classroom children.

**The Head of School or his designee must check all food before it is served or distributed. Please remember that no dairy products can be served in the afternoon as some children may have ordered the school lunch which may have included meat.** School time is valuable learning time; it is regrettable, but siblings may not leave class for in-school birthday parties.

We request that when a party is planned for your child outside of school, all invitations should be sent through the mail. We are unable to distribute invitations in school but we are happy to provide you with a class list to aid you in sending invitations through the mail. Children are very sensitive and easily hurt when left out of these activities. If it is not possible to invite the entire class, please use good judgment and consideration in planning these events.

With regard to home parties, we ask that everyone conform to standards of religious practice by planning parties that everyone can attend, by making sure parties are not scheduled on *Shabbat* or Jewish holidays and by ensuring all food served has proper Rabbinic supervision.

If your child cannot attend an out-of-school birthday party for a school friend and you have a gift for the birthday child, please give it to the child's parent or caregiver after school. It's hard for children who don't have gifts to see one in a friend's cubby. Please follow these guidelines for any gift-giving situation.

## **Prohibited Electronics and Other Items**

Students are prohibited from possessing or having in their possession (locker, backpack, purse, etc.), tobacco products, drugs/alcohol, matches, pagers, laser pointers, personal laptops, electronic games, walkman-type radios, tape players, Ipods and CD players. Any such item may be confiscated and, if appropriate, turned over to law enforcement.

## **Student Council**

The student council is made up of representatives from grades 6-8. This group serves as student leaders and plans social action projects and social activities that will benefit the school and the general community.

Student Council officers and members, or any student in a leadership position (whether elected or appointed), will be removed from that position if found to be in violation of a school rule that results in a suspension from school. Furthermore, any student receiving an "N" on his/her report card will be removed from the Student Council. Student Council candidates will be asked to sign a form indicating that they are aware of this rule.

## **Telephone Use**

Parents may not contact a student through the school phone; it is for business calls only. Necessary communication, including plans for transportation home, should be made with students in the morning before they leave for school. Under no circumstances are students to make unauthorized calls from the classroom telephone or from the school phone.

## Truancy

A student is truant if he/she is absent from School without the permission of a parent or guardian or leaves the School grounds once he/she has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately. **Students with excessive absences, excused or unexcused, may be denied re-enrollment or promotion.**

## Valuables

Students should not bring valuables to school. **Early Childhood children are encouraged not to bring toys from home unless a note is sent home from a teacher requesting them to do so.** Items that do not belong in the school will be taken by the teacher and returned at the end of the day. Repeated offenses will result in the parent having to pick up the item from the school office. Ipods, personal laptops, other music devices and small game systems may not be brought to school. These items are a distraction during academic time and keep students from being physically active and social during recess. Usage of these items during the school day will result in confiscation. All items are brought with the sole responsibility of the student.

## Weapons and Threats

The School takes a zero tolerance position on threats and weapons, even when students make comments in jest, on email, or away from School toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon to School or School-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement.

## Disciplinary Procedures

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students. Each situation will be handled at the School's discretion in accordance with the School's rules, policies, and practices, as well as general common sense.

While the teacher is responsible for the discipline in the classroom, Middle School teachers will follow uniform procedures in terms of documenting infractions, reporting to parents and dealing with the situation in conjunction with the administration. **Please consult the more detailed *Middle School Conduct Policies & Procedures* that will be distributed at orientation, as well as e-mailed home, for more information.**

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of School rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or School disruption caused by the student's behavior;
- The number, if any, of prior infractions of School rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal substances (for example, drugs, alcohol, cigarettes, etc.);
- Whether the student had been warned earlier about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;
- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

The range of possible disciplinary consequences includes one or more of the following:

**Disciplinary Report:** Written notice of the infraction and any details of the punishment. This document is to be signed by the parent and returned to the School promptly.

**Detention:** The student must spend a period of time (typically 30-45 minutes) in the School office or other designated area. If the student is late or absent from detention, an additional detention will be assigned.

**Disciplinary Warning Status:** Students who have serious or repeat infractions will be placed on disciplinary warning status, which means that further infractions will result in probation, suspension, or expulsion.

**Probation:** A student on probation is in jeopardy of being expelled if found guilty of a major offense. Probation lasts for a full trimester. Students on probation lose privileges (such as participating in field trips, including overnight field trips, extracurricular activities, holding office, participating in student council, participating in school athletics, etc.).

**In-School Suspension:** Students required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Suspension becomes a permanent part of a student's record.

**Out-of-School Suspension:** Students are banned from all School activities, including classes, and are to remain at home. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Suspension becomes a permanent part of a student's record.

**Expulsion:** Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing to disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements.

Any of the steps outlined above may, at the discretion of the Head of School, be skipped. For instance, it is possible for a student to be given an in-school suspension without having been given any of the previous consequences.

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

*Please note that shaded sections pertain to the Early Childhood Education Program only.*

## **Discipline**

Discipline is a multifaceted term. Parents and teachers frequently talk about, and are concerned with, discipline - the hows, whys and whens of setting limits and helping children learn to be self-disciplined. All these terms are interrelated, and Hillel has a few guidelines for dealing with negative behavior that are in keeping with both our understanding of child development and our philosophy. We use as a guide *Love and Learn. Discipline Young Children* by Alice S. Honig (NAEYC, 1989).

Things we consider:

- Decide where you stand on important issues and stick to it. Consistency is a key to positive discipline:
  - a) Choose your issues.
  - b) Set clear, consistent and reasonable rules.
  - c) Help children gain self-control.
  - d) Don't expect them to behave like adults or even older children.
- Children do need to learn about boundaries, what is safe, what is allowed or not allowed and why. They need help learning to organize their time and energy.
- Some strategies: distracting, negotiating, ignoring, anticipating, setting rituals, advance preparation.
- Offer limited choices. "Do you want me to help you with your coat or do you want to do it yourself?" Not: "Do you want your coat on?" (Phrase the choice so that the one you want the child to pick is after the word "or.")
- Take advantage of children's ritualistic tendencies and behaviors. Setting up rituals around activities gives children a sense of control since they know what to expect.
- Avoid ultimatums. (i.e., "You have to do \_\_\_\_ before I \_\_\_\_.")
- Avoid carrying on a fruitless, frustrating or ridiculous argument. You are bound to feel awful afterwards.
- Prepare children in advance for what will happen next. (i.e., "We will read one book, then get our coats on.") It often helps to avoid conflict.

- Motivation: “Where does your coat go?” Rather than: “Hang up your coat.” Pretending you forgot where the coat goes often thrills young children.
- Sometimes picking up the child and removing him or her from the situation is the only remedy.

Discipline involves deciding upon which things you are going to insist upon. Discipline helps children to cope with the challenges of daily living, to interpret their world and to learn social skills.

Children and adults at Hillel are never allowed to hurt themselves or others. Expressing angry feelings, physically leads to feelings of guilt as well as hurting oneself or others. Young children may not yet understand that hitting hurts or that they should be “nice” or “polite.” They can learn that hitting, grabbing toys, throwing objects other than balls, biting, etc. are not allowed. Children are never removed and isolated from a situation with the expectation that they can “reflect” on their behavior. An adult is always part of diffusing a negative situation and redirecting an activity. By setting firm, consistent rules, you are helping to build your child’s conscience. The ultimate goal is self discipline and Derech Eretz.

When in a situation where one child is hurting another, we help both children by describing the situation and the emotions we see displayed. Through this kind of description, the children learn to verbalize their own feelings and needs and be on the path to using words, rather than physical means, to solve conflicts.

Often, prevention is the best means of avoiding potentially difficult situations. If the classroom environment is conducive to the development of the children, discipline problems occur less often.

# **STUDENT SERVICES, ACTIVITIES AND RESOURCES**

## **Cafeteria**

Students are expected to conduct themselves as ladies and gentlemen and to help make the cafeteria a pleasant place to eat. Those students who bring their lunch must eat in the cafeteria. When students have completed their meal, they are to dispose of all litter and return their trays to the proper place. Violations of this policy will result in disciplinary action being taken. A student may be assigned isolated seating in the cafeteria or denied admission at the discretion of an administrator or faculty member when behavior causes disruption and/or interferes with the orderly operation of the cafeteria.

Students who participate in lunch labs and/or other school-directed activities may be allowed to deviate from the procedures listed above.

## **Chesed/Community Service**

Many schools, both public and private, have adopted "Community Service" programs as a requirement for promotion and/or graduation. Because we are a *Torah* institution, we stress strong character and involvement in Chesed/Community Service. The Board of Trustees of Hillel Day School has passed a policy mandating community service for Middle School students.

- Students in Grade 6 must serve a minimum of 15 hours, students in Grade 7 must serve a minimum of 20 hours, and students in Grade 8 must serve a minimum of 25 hours.
- For students in Grade 6 only, the 15 required hours must be completed, at the latest, as 5 hours per trimester. A student may complete his/her hours in advance of those dates.
- Chesed/Community Service may only be served at, or for, not-for-profit organizations.
- 6th graders may obtain their hours by volunteering in the school during the school day. Older students may only obtain their hours before or after school hours.
- A parent may NEVER sign his or her own child's Chesed/Community Service sheet.
- Service hours obtained during the summer may be applied to the following school year.
- Hours are considered complete when all information on the Chesed/Community Service sheet has been completed and submitted.

Any student not obtaining the minimum number of hours of community service by the end of the school year will not receive a report card, transcripts or a diploma until such time that the requirements are met. Students may also not be permitted to participate in extra-curricular activities the following year. Questions about our Chesed/Community Service program should be directed to our Chesed Coordinator, Mrs. Rina Lanner at voicemail ext. 119 or at [rinal@hilleldayschool.org](mailto:rinal@hilleldayschool.org).

## **Field Trips**

Day and overnight field trips are part of the educational process. It must be stressed, however, that only those students who have demonstrated good conduct during their classes will be permitted to attend.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

In order for a student to attend a field trip, a permission slip must be on file in the office. On longer extended trips, special permission slips may be required. When on school field trips, all of the rules of the school's Code of Conduct apply. Students must also wear school uniforms unless the specific field trip activity requires a different form of dress. In addition, the administrators or faculty members leading the trip may institute special rules. Students taking medication on a daily basis must take their medication on field trips as well. All rules must be followed to ensure the safety of everyone on the trip. Failure to follow the rules on a field trip may involve serious consequences including the possibility of parents having to arrange for the transportation of their child home from the field trip.

In order to keep the cost of overnight field trips affordable, parents volunteering to act as chaperones on trips are asked to pay their own expenses.

## Guidance Services

The Guidance services are provided by professionally trained personnel. The counseling staff is available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office.

Students and parents should be aware that conversations may be privileged and confidential, unless the nature of the communication reveals potential risk of harm to the student or others, or a violation of the child abuse laws.

## Health Regulations & School Health Policies

The State of Florida mandates specific health evaluations and immunizations for students attending Florida schools. The mandated information must be recorded on Florida State forms, which are obtained through a Florida medical provider.\* The school nurse or your personal physician has a list of the required immunizations. The original, completed physical and immunization forms must be returned to school by the first day of each school year or the child will be excluded from school until the records are complete. Proof of completion of the following mandates must be on file.

**\*NOTE: If a student is entering a Florida school from another state, out-of-state physical and immunization forms are not acceptable. A Florida healthcare provider must be consulted.**

### **Physical Examination (HRS Form 3040):**

- **Early Childhood** – at the time of entry and every two years after (must be done within six months prior to the start of the school year)
- **Kindergarten, Grade Seven (7) and New Students Entering** – must be done within one year prior to the start of the school year.
- **Certificate of Immunization (HRS Form 680)** showing a minimum of the mandated immunizations:
- **Early Childhood** – Part B must be signed and dated by the physician.
- **Kindergarten** – Part A-1 must be signed and dated by the physician.
- **Grade Seven (7)** – Part A-2 must be signed and dated by the physician.
- **New Students Entering** – The form must be signed and dated by the physician in the section that applies to the child's grade level.

*Please note that shaded sections pertain to the Early Childhood Education Program only.*

### **Biting**

Biting can be a form of expression in children who have limited verbal skills. Some children may use biting when angry or frustrated. While it is considered typical behavior for young children, it is detrimental to the health, safety and well-being of children in a school setting. Being that we are a developmentally appropriate program and see children as individuals, it is inappropriate to make one overriding policy. The following procedure will govern the administration's approach to situations where children repeatedly bite.

### **Biting Discipline Procedure:**

- After a child bites the first time, the family will be contacted by the teacher and a meeting will be held with the parents, the teacher and the Director of Early Childhood Education.
- If repeated biting incidents occur, the administration will meet with parents in order to implement a plan that would prevent further incidents from taking place. This plan may include a "shadow" or removal from the program.

### **Medication Policy**

#### **Early Childhood through Grade 8**

For the safety and welfare of each child, the administration of all medications must be strictly regulated and supervised. Therefore, the Hillel Day School will provide for the administration of medication in accordance with Florida State and Palm Beach County regulations.

Florida Statute states, "The school personnel shall not administer or dispense medication to any student without the written consent of the parent and a completed treatment plan signed by the physician."

Medication may be administered to a student only when a Medication Authorization Form is completed and signed by the physician and parent and is on file at the school. This applies to any prescription or over-the-counter medication required

during school hours and brought in from home. The parent must transport the medication in a properly labeled container. The medication must be in the original container and labeled to match the physician's order. School personnel cannot be responsible for the administration of medication which is not prescribed by the child's physician.

Medications that students take on a daily basis must be given to students even on days of scheduled field trips.

### **Grades 1-8**

Under the direction of our school's medical consultant, a Board Certified pediatrician, specific non-prescription medications may be administered to a child in grades one through eight in accordance with the following policy.

Non-prescription medications designated and approved by our consultant will be administered to a child only if a signed parental permission form is on file at the school. A new permission form must be completed for each school year. School personnel will contact the parent, if possible, prior to the administration of this medication.

### **Policy For Exclusion For Illness**

For the safety and health of all children at Hillel, the following guidelines have been developed.

A child is not permitted to attend school if he or she has:

- a temperature of 100 degrees Fahrenheit or higher. The child should be fever-free for 24 hours before returning to school without the intervention of an antipyretic (e.g., Tylenol or Advil).
- conjunctivitis, an eye infection commonly referred to as "pink eye." The white of the eye generally appears red, may have some burning or itching sensation and may secrete a discharge which is watery or thick with mucus and pus (causes eyelids to stick together). The child may return to school 48 hours after the initiation of treatment and when symptom free.
- a rash - until a health care provider determines that these symptoms do not indicate a communicable disease.
- untreated infectious skin patch(es), such as impetigo. Impetigo starts as red pimples, which eventually become fluid filled. When the blister breaks, the surface becomes raw and weeping, progressing to an encrusted stage. The lesions occur in moist areas of the body such as the crease of the neck, groin and underarm and on the face, hands or edge of diaper.
- diarrhea (more than one abnormally loose stool within a 24-hour period).
- vomiting.
- Pediculosis. **See Policy in next section.**
- a severe or persistent cough.
- a severe cold with fever, sneezing and/or nose drainage. **If the child is in the Early Childhood Education program and has nasal drainage which requires attention in excess of three (3) times in twenty (20) minutes, the child may not be in school.**
- any other unusual sign or symptom of illness. The child may look or act differently. He or she may be unusually pale, irritable, tired or uninterested in usual activities or eating.
- a contagious disease such as measles, chicken pox or mumps. **The child must have a doctor's note indicating when he or she may return to school.**

**\*Note: If an antibiotic is prescribed for an infectious illness, e.g., ear or throat infection, the child should not be brought to school until he or she has been on the medication for at least 24 hours.**

When a child is ill and will not be attending school, the parent should call the office by 8:15 a.m. Children and teachers are concerned when a child is absent; also, other parents are notified if the class has been exposed to a contagious disease. The Child and Family Services monitors the existence of contagious diseases in the county and any instances are reported to them. As part of our mandate to protect children, the school is also required by law to report any suspicion of child abuse.

If a child presents any of the designated symptoms during the course of the school day or requires more attention than the teacher can provide without hurting the health and safety of the other children, that child's parent will be called and the child will be sent home immediately.

With most childhood diseases, children who have been exposed are not excluded from school, but everyone is alerted to watch for signs and symptoms. Children must remain at home while they have any signs of illness and for twenty-four (24) hours after the symptoms have disappeared. When children are in school they must be able to participate in all activities, including outdoor play. In the long run, less school is missed if early signs of an illness are heeded and the child remains at home to rest.

By observing good health standards, all children at Hillel are protected.

## Pediculosis Capitis (Head Lice) Exclusion Policy

There are three lice checks done during the year. A clinic exclusively for the treatment of head lice and nit removal comes to the school to check each student. The checks are done within the first two days of the start of the school year, after the Mid-Year Break in January, and again after the Pesach break.

When head lice or nits are detected in a child, the child is excluded from school. The child may not return to school until treatment with a medicated shampoo and until louse/nit free. The school nurse must evaluate the affected child before the child may return to class.

If the child has a recurrence of head lice, the child must be evaluated and treated at a professional head lice awareness and control agency. In addition, all family members and individuals residing within the child's home must be checked at the agency. The child is readmitted to school upon certification from the agency that the child and household members are lice/nit free. The child must also be reevaluated at the agency weekly until lice/nit free for two consecutive check-ups. This step is to ensure that the child and family are past the lice infestation period.

At the time of head lice determination and/or recurrence, the nurse must also screen the classmates, siblings and any other contacts the child may have within the school for infestation. Parents are asked to inform other contacts outside the school.

In the unusual circumstance that a case of head lice is not controlled through the above interventions, the school nurse will consult with the head of school to determine a plan for further action.

## Videos

The School posts videos of school activities on its website and at YouTube.com/HillelTube. Students are not identified by name on such videos.

## Vision and Hearing Screening

Parents are responsible for having their children's vision and hearing screened annually.

## Organizations

Our School offers a variety of activities including an athletic program and varied selection of non-athletic activities. School is a lot more fun for those who participate - go out for a team or join an activity! Listen to the announcements or stop in the office to find out more about the activities program.

The School assumes no responsibility for injury to students participating in athletics or other School activities.

Education is first - this is stressed at all times. All athletes must meet scholastic requirements as outlined in this Handbook. Discipline is a prime factor in any athletic success - off the field, on the field, in locker rooms, on trips, and in School. Athletes are to conduct themselves on the highest possible level, being sure that their actions and words are beyond reproach.

Please refer to the "Academics and Athletic" policy in this Handbook for more information on academic requirements to participate in our School organizations.

## Transportation [Private/Carpools]

Parent(s) are expected to provide transportation for their son(s) and daughter(s). The School will be glad to help identify neighboring families; however, School personnel cannot be responsible for the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the School has been notified. A note to the classroom teacher, a fax to the office or, in an emergency, a telephone call to the office will serve as notification. **All requests must be made no later than 1:00pm.**

The School offers transportation to students residing in Boynton Beach. Contact the Business Office for details.

## OTHER IMPORTANT INFORMATION AND POLICIES

### Board of Trustees

The Board of Trustees of the Hillel Day School of Boca Raton is the school's governing body. As the governing body, the Board is charged with strategic planning, evaluating the school's administration, in establishing the school's policies, and setting the annual operating budget.

Each trustee member serves voluntarily and is expected to assist in his/her function with the school's best interest in mind. Personal agendas are not addressed by the Board of Trustees.

The President of the Board of Trustees is the direct line of communication between the Board of Trustees, Executive Committee, and the Administration of the school. Board of Trustees members are not able to assist individual parents with personal issues. Please refer to the information below regarding the school's operational structure so that you can better understand the management and governance of our school.

The Executive Committee is a subcommittee of the Board of Trustees. This Committee includes the officers of the school and the chairs of standing committees as designated by the president.

All parents in the school are invited and encouraged to join a committee and become involved in Hillel Day School of Boca Raton. This is the best way to learn about the wonderful things that take place throughout the year.

### Operational Structure

Any problems relating to your child should first be discussed with your child's teacher. The teacher works with your child on a daily basis and will most likely be able to resolve any problems that arise.

If communication with a teacher has not resolved the problem, you may request a conference with an administrator. ***Be sure to meet with your child's teacher before moving on to requesting a meeting with an administrator.***

Problems with socialization with other children that cannot be resolved with your child's teacher should be directed to the administration who will refer the problem to appropriate personnel.

When you request a meeting with a member of the administration, he/she will meet with you as soon as possible to resolve the problem. Please understand that immediate meetings are not always possible even though your child is our priority.

Issues not resolved through contact with the Lower School Principal, Upper School Principal or Religious Studies Coordinator should be referred to the Head of School.

If the Head of School is unable to resolve your problem, please feel free to contact the President of the Board of Trustees. Suggestions regarding educational issues should be made to the Head of School.

Please understand that no teacher or administrator at Hillel will ever discuss another person's child with you.

### Parent/Family Cooperation

A positive and constructive working relationship between the School and parent is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to a student if the School concludes that the actions of the student's parent or other family member makes such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel a student at any time if, in the judgment of the Head of the School, conduct of the student or anyone directly associated with the student, including but not limited to the student's parent or other family member, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

*Please note that shaded sections pertain to the Early Childhood Education Program only.*

## **Parent Participation**

The teachers and administration at Hillel invite parents to participate as much as possible in the lives of their children while at Hillel. Parents should feel free to spend time in the classroom, call to check on their children, have lunch with the group, go on outings, do special projects or simply read to the kids. We especially enjoy your reading of a children's book in your native language when it's other than English or Hebrew, and then translating it into English. Parents should follow teacher's guidelines while in the classroom. It is not a time to discuss your child or any other child.

While in the classroom you should communicate your needs and desires to the teacher who is responsible for your child. **In general, the teacher assumes you will care for your own child while in the room, but if for some reason you wish the teacher to take responsibility, please make sure this is clearly communicated.** You do not need to be responsible for any of the other children.

If you wish to speak with the teachers about your own child, please do so out of earshot of any children. Often, it is best to schedule a time to meet with the teacher out of the classroom or to talk on the phone. We never discuss the children in front of them.

## **Payment of Tuition and Fees**

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School. Transcripts and student records cannot be forwarded to another School if there is an outstanding balance in his/her account, or if there are other outstanding debts.

## **Posters and Announcements**

All posters must be approved at the office before they are displayed in School. If a student wishes to put up a poster, he/she should bring it to the office first. General announcements are made in the morning. Any announcement originating from a student must be cleared by administration.

## **School Business Office Hours**

The School's Business Office is open from 8:00am to 5:00pm, Monday through Thursday, and 8:00am to 2:45pm on Friday.

## **Student Records and Information**

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information.

## **Supporting Your School**

The ability of the Hillel Day School to operate and maintain superior educational standards depends on more than tuition. The school depends, in great part, on the support of friends and parents of the school, rendered both individually and through the various fund-raising activities such as the annual Journal Dinner and its related journal.

Please be sure to be counted in the "Every Parent Campaign" (EPC) by participating in an Annual Fund Event such as the Journal Dinner, Golf Tournament, or through a personal contribution that reflects your family's ability to contribute.

In addition, the PTA does a great deal to enhance the educational environment of the school. Computer and science equipment and donations to our library are some of the ways the PTA has benefited the school. Please call the PTA president to volunteer your time and effort.

No class, individual, or organization is to begin any money-raising activity without permission from the Head of School. No class, individual or organization may request money from any other class, individual, or organization within or outside the School without permission from the Head of School.

### **Visitors**

Parents or guardians who need to visit campus during School hours are asked to follow these guidelines:

- **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.
- **Check-in in the main office:** When you arrive on campus, please report directly to the main office for authorization. If you need to proceed from there to any other part of the campus, you will be issued a visitor badge.
- **I.D. Check:** If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

**Please Note:** For the safety and security of our students, anyone seen on campus during School hours without a visitor badge will be reminded to obtain one or asked to leave campus.

## ACKNOWLEDGMENT AND RECEIPT OF PARENT/STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. Parents/guardians and students over age 8 must sign the form below

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

_____ Signature of Parent or Guardian	_____ Relationship	_____ Date	
_____ Full Name of Student (please print)	_____ Age	_____ Grade	_____ Date
_____ Full Name of Student (please print)	_____ Age	_____ Grade	_____ Date
_____ Full Name of Student (please print)	_____ Age	_____ Grade	_____ Date
_____ Full Name of Student (please print)	_____ Age	_____ Grade	_____ Date
_____ Full Name of Student (please print)	_____ Age	_____ Grade	_____ Date
_____ Full Name of Student (please print)	_____ Age	_____ Grade	_____ Date