

Grades 1-8 Family Handbook 2017-2018



Rabbi Yosef Hauser

Judaic Studies Principal

Mrs. Charna Schubert

Interim General Studies Principal

To empower & inspire



MISSION

The Margolin Hebrew Academy / Feinstone Yeshiva of the South is a warm, community-focused, values-driven Orthodox Jewish day school that **empowers** and **inspires** its students with the knowledge and skills they will need to meaningfully contribute to all aspects of society.

VALUES

We are committed to:

- The importance of Torah learning and Torah living
- Rigorous academics in both general and Judaic studies
- Rethinking and reimagining education for a rapidly changing world
- Integrity, kindness, respect, and responsibility as foundational values of Jewish life
- A love of G-d, the Jewish people, and the State of Israel.

Educational Administration

Rabbi Benjy Owen	Dean
Rabbi Yosef Hauser	Grades 1-8 Judaic Studies Principal
Mrs. Charna Schubert	Grades 1-8 Interim General Studies Principal
Mrs. Anat Kampf	Grades 5-8 Assistant Principal

Office

Dr. Bradley Karasik	COO
Erica Stoltz	Assistant to the Dean
Amanda Minner	Receptionist
Francie Schneider	Office Assistant
Lauren Wood	Bookkeeper

Kitchen

Sandra Osdoba	Head Cook
Shmika Stigger	Kitchen Assistant

Maintenance

Steve Sims	Building Supervisor
Brian Bailey	Maintenance Staff

Technology

Noam Davidovics	Director of Technology
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* Notice of Non-Discrimination *

The Margolin Hebrew Academy/Feinstone Yeshiva of the South admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color or national origin in the administration of its educational policies, admissions policies, scholarship programs or other school administered programs.

1. Purpose of Handbook

The administration of MHA-FYOS is deeply appreciative of your decision to enroll your child in our 1-8 program. We are proud of our exceptional program and we look forward to facilitating your child's social, academic, and religious growth over the coming year. Achieving maximal student growth is predicated on a strong partnership between both the home and school. Neither can work effectively without the understanding, support, and assistance of the other. Guiding the development of the child is a cooperative endeavor. Therefore, it is very important that there is open communication between teachers, parents, and the administration. The purpose of this handbook is to develop a better understanding of the Margolin Hebrew Academy Grades 1-8.

2. HOURS

Every student is greeted by members of our Administrative team each and every morning beginning at 7:45 AM. Class begins at 8:00 AM daily. Please note that a student is marked tardy based upon when they arrive to the classroom, not the school building. Arriving to the classroom after 8:05 is considered a tardy. **7th and 8th grade boys are required to arrive for davening at 7:25 AM.**

The school day ends with dismissal at 3:45 PM, Monday through Thursday. For the first few months of school, Friday dismissal is at 3:00 PM. Short Friday 2:00 PM dismissal will begin on the first Friday after the clocks are changed. 3:00 PM Friday dismissal will resume after clocks are changed in the spring and will extend to the end of the school year. The newsletter will remind you of these changes.

PLEASE NOTE: There is no supervision of students before 7:45 AM or after 4:00 PM (2:15 PM/3:15 PM on Fridays). Please do not drop off your children before 7:45 AM, or leave them at school after 4:00 PM (2:15 PM/3:15 PM on Fridays), as the school cannot assume any responsibility for their care and safety. **It is unsafe to leave students unsupervised in the building. Emergencies can occur when the students are alone in the building and we are trying to prevent dangerous situations.**

Late care will be available for students that sign up at either daily or yearly fee. Maximum of 8 students in grades K-6 will be admitted to aftercare. Please contact Mrs. Schubert for the forms and the details.

3. ATTENDANCE

Each teacher takes attendance daily. Students are expected to attend school except in cases of emergency or illness.

- a. If parents anticipate an absence, they should contact the teachers and Administration in advance.
- b. Make-up work is required for all absences. In the case of illness, if a parent wishes homework to be sent home with a sibling or neighbor, or sent to the office, the office should be called by 10:00 AM.

- c. Whenever possible, please schedule medical and dental appointments during non-school hours.
- d. Vacation plans should be made in accordance with the school calendar. For your convenience a school calendar has been included at the end of this handbook and is posted on our school website. If special situations arise, please let the teacher and the administration know as soon as possible so that appropriate assignments can be arranged for your child to do in their absence.

Any student who has more than 30 absences in a year will not, except for extenuating circumstances, be promoted to the next grade level.

Please make sure that your students arrive on time to school. Late arrivals can be disruptive to the class as well as to the individual child.

4. ILLNESS

- A. If a student becomes ill during school hours, the student will be sent to the office. If a fever of 100 degrees or higher is detected, or if the student has vomited or has persistent diarrhea, parents will be requested to take the student home.
- B. Children are not allowed to have prescription or non-prescription medication in their possession, including Tylenol, Motrin, or other non-prescription medications. The office will only dispense non-prescription medication to those that have medication forms on file in the office.
- C. Prescription medication must be sent to the office in the original container. It must have the child's name, prescription number, medication name and dosage, times of dosage, physician's name, and pharmacy name, address and phone number.
- D. A child whose ailment is contagious will not be allowed at school with or without medicine. Children must be **fever free for 24 hours** prior to returning to school.

5. LICE

The school requires that all students be checked for lice before returning to school after each long vacation. Any student that does not attend a mandatory lice check will be checked by a school authorized lice checker. In the event a student has either nits or lice, his/her parents will be notified so that they can appropriately treat the student. The student will be re-admitted when found to be nit free by an authorized school lice checker. The school will also notify and re-check siblings and classmates of that student. Students returning from a trip to Israel need to be checked prior to their return to class.

6. CARPOOL, MORNING DROP OFF, AND PICK UP SAFETY

If your children walk to school or ride their bicycles to school, please make sure that they have a designated route. Bicycles must be stored at the school in designated areas, which do not block exit doors. Bicycles may not be brought into the building or ridden during school hours. Please make sure your child has a lock for his/her bike.

If you need to park your vehicle for any reason, please park in the designated parking areas only. ***Please do not park in the in front of the building or in any handicapped parking spaces.***

If you drop your children off after 8:05, please sign your children in at the office. Also, no child will be dismissed from school or from class prior to the regularly scheduled time unless a parent (or authorized person) signs the child out in the sign-out book in the office. Upon return, please sign the child back into school. Remember, children cannot wait for you in the office, as your signature is needed before they can be released from class.

CARPOOL PROCEDURES:

- The MHA Parking Lot is a No Cell Phone Zone! Please do not use your phone while in the carpool lane. This is for the safety of the students and drivers.
- The students will remain in their classrooms until they are called to go outside. Please do not instruct your child to wait elsewhere for you.
- Most carpools are designated to be dismissed through the doors where the elementary and administrative office wings meet. All walkers should exit the building by the blacktop/playground doors.
- Please do not park and come into the building or to the dismissal area to get your child.
- Please do not get out of your car while in the carpool line.
- Please call the receptionist at the school office by 3:15 PM (Mon.-Thurs.) or by 1:30/2:30 PM (Friday) to notify us if there will be a change in carpool arrangements for a particular day.
- Be sure to snake around through the parking lot so as to allow the maximum amount of cars possible to drive through.
- Please pull as far forward as possible when picking up students.
- Please do not load or unload a full car of students at the Early Childhood end of the building, since that can potentially block traffic.
- Please be certain your children are all the way clear of the car before pulling away from the curb.

7. EMERGENCY CLOSING

The school will make an independent decision regarding the closing of school due to inclement weather or hazardous driving conditions. If possible, we will open late rather than cancel the school day. Every day of school is important; therefore, these decisions are not made lightly.

Please check television stations, your email, or text for announcements. Details will be provided. Decisions and announcements are usually made by 6:30 a.m.

In the event there is a need to close school early during the school day, you will be notified by phone and text or email.

8. VISITORS AND SECURITY

For safety purposes, we ask that all visitors be buzzed in by the receptionist (the buzzer is silent), sign in at the front desk, and receive a Visitor's Pass before entering the school.

- A. Parents and other visitors are asked to confine their business to the Front Office and not go into the classroom wings or the lunchroom without a Visitor's Pass.
- B. Parents visiting the school should remember that their dress also sets an example for our children and we therefore ask that they be sensitive to the school's standards for appropriate dress when entering the school premises. For your convenience, *kippot* are available in the school office.
- C. Parents are welcome to visit and observe a class after making an appointment with the administration. Please sign in at the office when coming to observe a class or visit the school.

9. HEALTH REGULATIONS

State law mandates that we have complete immunization records for each student. These records must be on file in the school office before a child can be admitted to class. The school may need to deny admittance to any students whose records are incomplete.

- New Students: We require a health record/certificate of immunization that includes all required vaccinations. Contact your child's pediatrician for the necessary forms.

10. LUNCH AND SNACKS

All food brought from home must be certified Kosher with proper Rabbinic supervision. While we understand that different households have varying levels of Kashrut observance, when it comes to school, please make sure that everything is of the highest standard. No child is allowed to share any food brought from home with another child.

LUNCH PROGRAM:

The school offers a lunch program. The office sends out monthly menus. Please adhere to the deadlines as instructed by the school office.

Monday, Wednesday, and Friday, is reserved for Pareve or Dairy meals. Tuesdays and Thursdays are for Pareve or Meat meals

Please note we have children with severe food allergies in the school and parents are encouraged to talk to their children about this and to impress upon them that absolutely no food from home can be shared.

Students in the lunchroom are expected to leave the table, chair and floor space clean, and to talk quietly to the people nearby. Students are expected to use proper utensils

and to use good manners. Students are not allowed to leave their seats without teacher permission.

If you send lunch with your children, please send it with them in the morning. Lunch boxes or bags should be clearly labeled. Please send spoons, forks and paper products when needed. Please do not send food that needs to be heated in a microwave.

If your child has forgotten to take lunch from home, or if you need to drop it off, please take it to the front office and it will be delivered to your child.

11. UNIFORMS/DRESS CODE

The school's uniform is required for regular school days. The uniform mandated is specified exactly and we indicate below where you can purchase it. If you have any questions at all about school uniforms, please speak to Rabbi Hauser. The school uniform is obtainable from Lands End. There is a link on quick links on the front page of the MHA FYOS.org website with order and contact information. The school uniform is limited to the pieces described below. Outerwear may not be worn in the classroom.

Girls

- Shirt: The girls in grades 1 – 8 wear the collared polo shirt with the school logo purchased from Lands End.
- Jumper (Grades 1-4): The navy uniform jumper is not available through Lands End but can be purchased from Parker School Uniform. The jumper should be long enough to cover the knees even while the student is sitting. Please adjust the hem as your student grows.
- Skirts (Grades 1-8): The skirt should be long enough to cover the knees even while the student is sitting. The school's navy skirt is obtainable from Lands End.

Boys

- Pants: Students must wear solid navy blue pants. No jeans, denims, corduroys, cargo pants, sweat pants or pants with elastic around the ankles are permitted.

Shirts: Students may only wear polo shirts with the school logo purchased from Lands End.

- **Kippot and Tzizit are required for all boys in grades 1-8 at all times, anywhere on campus and during any school activity.** Students are expected to have clips or bobby pins, as may be necessary. Caps may be worn outdoors during recess.

All Students:

- Sweater and Sweatshirts: Students are permitted to wear cardigan or pullover sweaters or sweatshirts in any solid color. Please ensure that any writing or design is appropriate for a place of Torah learning.

- Socks: Students must wear socks, knee-highs, or tights.

- Shoes: No crocs, sandals, open back, open-toed, or platform shoes are permitted.

12. Dress-Up Days

In the event that teachers have a special day that calls for clothing outside of the dress code, girls should wear blouses or tops with sleeves no shorter than the uniform blouse, necklines no lower than one open button and skirts no shorter than the uniform. Boys are never allowed to wear shorts and girls are never allowed to wear pants. If students wear clothes that do not conform to the dress code, parents will be called to bring proper clothing.

After School Events

Children are encouraged to wear the school uniform at all after-school and evening events, for example the Science Fair, at-home basketball games, etc. Students should dress in modest clothing at all times on our campus.

14. LOCKERS

All students are assigned lockers. It is the student's responsibility to keep his/her locker neat and in good repair. In order to keep the hallways looking clean and neat we ask that nothing should be posted on the outside of any locker other than a name tag and that nothing should be hanging out from any locker. Please do not put private locks on student lockers. The lockers are considered school property and may be checked at the Administration's discretion.

15. COMMUNICATION

We encourage you to be in contact with your children's teachers. At curriculum night, teachers will share with you the best way to communicate with them. Please do not call a teacher at home (unless there is an emergency). If you have a concern that involves the classroom, please contact the classroom teacher first. If you have a concern that is beyond the scope of the teacher, then contact the principal that is directly related to your concern. Please allow 24 hours for a teacher to respond to your message. The email address for every teacher and administrator in the school follows the same formula: `firstname.lastname@mhafyos.org` e.g. charna.schubert@mhafyos.org.

16. RENWEB

Margolin Hebrew Academy/Feinstone Yeshiva of the South uses an online student management program called RENWEB. All teacher records (lesson plans, attendance records and grade books) are kept and updated on RENWEB. Parents are able to view student assignments and grades in all subject areas on a regular basis through renweb. Messages, announcements and newsletters will be posted or emailed as well. Please contact the front office or Rabbi Yosef Hauser if you require renweb help.

17. PARENT TEACHER CONFERENCES

Parent/Teacher conferences are scheduled in November for grades Pre-K through 12th. All parents should avail themselves of this opportunity to further the home/school educational team by participating in these conferences. Parents or teachers may request additional conferences during the school year to better address the student's needs. We will also offer an optional second conference for grades 1-8 in March.

18. CONFIDENTIALITY

The Margolin Hebrew Academy maintains the confidentiality of all student records. Any information collected will be used to benefit the child's school experience. Only authorized school staff has access to student's records. We are happy to work with families and support agencies and physicians to help their child. Our teaching staff and administrators must have written consent from the child's parent in order to speak to anyone outside the school. Please see the office for the appropriate authorization forms. To protect your child's privacy, we will not speak to anyone without signed forms.

19. ABUSE POLICIES

As the school is deeply committed to the safety and well being of every child, all staff is trained in Tennessee Child Abuse policies. Staff who have "reasonable cause to believe" a child is being abused or neglected, are mandated by law to report that suspicion to the state department of Children's Services.

If an employee or staff member of our school is accused of sexual or physical abuse at our school, parents of the child should immediately report such to the Head of School.

In the event that the alleged victim is not comfortable reporting to the Head of School, the report should be made to the President of the Board. In response, the staff member will be immediately suspended and removed from the premises until an investigation is conducted and concluded. The accused staff member shall be afforded a reasonable opportunity to respond to the accusation. As a result of the accusation and/ or investigation, the school may, in its sole discretion, take disciplinary action up to and including termination of the staff member. The school shall maintain the confidentiality

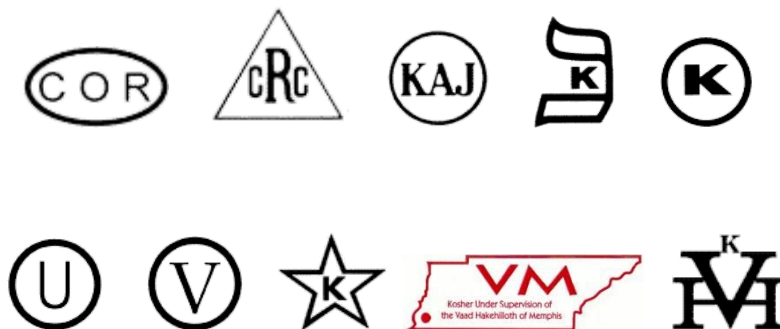
of the investigation to the extent possible, but shall abide by all municipal, state and/ or federal regulations and laws.

20. PARTIES AND SPECIAL EVENTS

In-class birthday parties for children are permitted only through first grade. We ask that students do not leave class for in-school birthday parties, classroom celebrations, or other performances for their siblings. Please make all arrangements for in-school parties with the teacher. We cannot allow surprise visits by clowns or in-school balloon deliveries. For all other grades, parents may bring cupcakes (with proper Kashrut certification only - **no home baked items**) or TCBY during lunch or recess with prior notice to the teacher.

Teachers may request food be sent for in-class celebrations. In these cases, please be sure the packages are sealed and have approved kosher certification (see below). No home baked items are allowed. Please keep in mind the needs of students in the class with food related allergies.

The following are the symbols of acceptable Kashrut supervision agencies:



Badatz-Yerushalayim certification is also acceptable

Please restrict the food items you send to school to those bearing one of the above symbols.

We request that when you plan a party for your child outside of school, you do not send the invitations to school to be given out. Children are very sensitive and easily hurt when left out of these activities.

21. RECESS GUIDELINES

Students are not permitted to bring hardballs, hard softballs, hockey sticks and wooden or metal baseball bats to school unless they will be used under the supervision of the classroom or PE teacher. Catchers need to use a facemask if playing directly behind a batter. The above equipment should be left with the teacher until needed.

There is to be no rollerblading, bike riding or scooter riding in the halls or on campus during school hours.

22. FIELD TRIPS

In order for a student to attend a field trip, a permission slip must be signed and returned to the school by a parent. Only certified kosher food may be brought or purchased on the field trip. Booster seats are required by State law for all field trips involving children through 9 years or under 5 feet tall.

23. COMPUTER USE

Students at Margolin Hebrew Academy/Feinstone Yeshiva of the South will use a variety of information sources including libraries and computers with approved software and the Internet. The primary function of these resources will be to support and extend students' learning experiences.

Consistent with these objectives, computer use guidelines have been established to enhance the learning of individual students while maintaining a safe, functional environment for all to use. Please remember that students have no privacy while using school computers. At any time or place on campus the computer activity can and will be observed for improper usage.

The school will provide a chromebook computer for each student in grades 4-8 to use during the school day. No personal computer is allowed to be brought to school. A personal computer brought to school will be taken away and returned to the student at the end of the day.

Please see the Computer Use Policy (Appendix A) at the back of this handbook for further information regarding computer use guidelines.

24. TELEPHONE

Children may use the office phone or be called to the phone in cases of emergency. Please do not call your child's cell phone to arrange pick-up or for any other reason during the school day, other than in unusual circumstances. Students are not permitted to call home for forgotten papers, books, or assignments other than in an emergency.

25. Cell Phones/other electronic internet-enabled devices

Cell phones use is very distracting during the school day. In order to meet the needs of both the school and the students the following guideline is in place:

Students in sixth grade and below are not to use personal, internet-enabled devices (i.e. smartphones, ipods, gaming devices) during the school day. If a parent must contact their child during the school day, he or she should call the school office. For families who want their child to have such a device at school, the device must be kept in the student's backpack or stored in the school office. If a cell phone or any other electronic device is out during an inappropriate time, the phone will be confiscated and given to an administrator. It will be returned to the student at the end of the school day.

In grades 7-8, students are not to use personal, internet-enabled devices (see above) during the school day except during their lunch period. If a parent must contact their child during the school day, he or she should call the school office. At the beginning of the day, students should turn off their device and place them either in their lockers or in the special storage pocket provided in their classrooms and after lunch return them to that place. If a cell phone or any other electronic device is out during an inappropriate time, the device will be confiscated and given to an administrator. It will be returned to the student at the end of the school day.

26. HORIZONS

The mission of the Margolin Hebrew Academy is to give each child the best education possible. We are very aware that children differ in their learning styles and academic ability. The Administration is always available to meet with parents and proactively work towards their child's success in the school.

While our classrooms endeavor to meet the needs of all learners, there are times when students will need remediation beyond what is provided in the classroom. In these situations teachers, parents and students will work with the resource staff to help meet their individual learning needs, enhance their educational experience, and reach their fullest potential. All student support services are monitored and guided by the General Studies Principal.

Should the need for individual testing or counseling arise, administrators will meet with the parents, and explain their concerns carefully and offer a number of options. The school reserves the right to mandate counseling or intervention for any student whom the administration perceives is having consistent problems in school. Toward the end of the academic year, parents will be notified if their child is at risk of needing to repeat a grade.

If there's a need for teachers to fill out any forms, please submit them to the General Studies Principal and she will distribute them to the appropriate teachers. When the

forms are completed, the school will mail them to the requesting professional. Please be sure to leave contact information for the doctor when dropping off the forms.

27. PHYSICAL EDUCATION (P.E.), ART, LIBRARY AND COMPUTERS

Grades 1 – 8 have P.E. twice per week. Grades 1-6 go to the library and to art class once per week. Grades 1-4 attend computer class once per week and music once per week. These classes augment and enhance our school program, providing a more enriching and holistic educational experience for all our children.

28. ASSESSMENT POLICY

The primary aim of the Margolin Hebrew academy is to give each child the best education possible. We are very aware that children differ in learning styles, academic ability, and testing styles. Based on this, teachers assess the children in a variety of different ways. In grades 1-8, some of these methods are: unit tests, projects, writing samples, one on one evaluation, standardized testing, and work samples. None of these methods are sufficient on their own. Standardized testing shows us one glimpse of a child but not the full picture. The next few sections relate to the ways teachers grade and assess students. Each child is an individual and we view them that way and assess them in that style.

29. REPORT CARDS

In grades 1-8 there are 4 report cards issued each year at the end of each quarter. See the calendar for when each quarter ends. Each report measures the progress and achievement of the student for the period of that report. Progress indicates how far the child has come over the grading period. Achievement indicates the child's mastery of our school's grade level standards. The grading scale is as follows:

Progress grades:	BG	beyond grade level expectations
	OG	on grade level expectations
	AG	approaching grade level expectations

In grades 4-8 the grading scale is as follows:

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

The Behavior grading scale for grades 1-8 is as follows:

- E: Always meets behavioral expectations.
- G: Usually meets behavioral expectations and corrects behavior upon redirection.
- N: Frequently needs redirection, not always responsive to redirection.
- U: Disruptive and does not respond to teacher redirection.

The Davening grading scale for grades 1-8 is as follows:

- E: Excellent on time arrival record and participates with the class, following teacher instructions.
- G: Good on time arrival record and usually daven with the class, following teacher instructions.
- N: Frequently tardy, and/or frequently needs redirection from the davening teacher.
- U: Frequently tardy, and/or disruptive/fails to respond to davening teacher's redirection.

Teachers include test and quizzes, daily work, projects and homework grades when averaging grades. Points for participation and preparedness may be added or subtracted as well. Parents should understand that an "A"/"E" represents an achievement of excellence and is not the routinely expected grade for all students in all subjects.

Grades will be available on RENWEB on a daily basis and parents can monitor their child's progress in this way. Teachers will also contact parents via email or phone messages if there is a problem with the student's progress. Parents are also welcome to call or email the teacher if they have a question regarding their child's progress. Contact the office for RENWEB login information.

Please note: *The business office reserves the right to withhold report cards, transcripts and diplomas until all financial matters have been resolved (including the payment of lost/unreturned library books).*

30. STANDARDIZED TESTS

Standardized tests will be administered to all students in grades 3-6. Results of the tests, along with explanatory materials, will be mailed to you as soon as the school processes them from the scoring center.

Additionally, the students in grades 1 and 2 are tested three times per year on the Children's Progress Academic Assessment. The CPAA tests young students in the area of phonics, literacy, and math. Testing the students three times during the year gives us

objective data, in addition to monitoring students in class, to see how the students are progressing. It also gives useful information to the teachers and the parents on areas of strength and areas of concern for each student. The STAR Reading and Math tests do the same for the students in grades 3-6. These test results are sent home soon after the testing is done so that parents can also monitor children's progress.

31. ACADEMIC INTEGRITY

The Torah tells us, "*mi-dvar sheker tirchak*", "distance yourself from dishonesty." Honesty and integrity must go hand in hand with academic achievement and they are central to the type of education and atmosphere that our school must embody.

The following actions are antithetical to such values and therefore constitute violations of the MHA/FYOS academic integrity policy:

- A. Inappropriate or deceitful obtaining and/or disseminating of questions and/or answers on assignments or examinations. This includes asking other students who have taken an exam what the questions were.
- B. Presenting someone else's work as your own (plagiarism). Examples of plagiarism include:
 1. Copying someone else's homework or assignments.
 2. Presenting someone else's research or work, including that which you found on the internet, as your own.
 3. Failing to attribute sources properly in a paper or research project.

29. CHALLENGED MATERIAL

Challenges to materials of all types will be handled on a case-by case basis by administrators. Questions of Jewish law or traditions will be brought to the Head of School.

30. DECORUM

As committed Jews, we teach our children the moral imperative of "*Derech erez kodmah la-Torah*" – "Appropriate conduct is a prerequisite to Torah study and living." The following conduct, therefore, is expected in ALL areas of our school:

- Following Torah laws to the best of a child's ability.
- Concern for the welfare of others and respect for their feelings. Therefore, disrespect through (but not limited to) physical aggression, verbal, written or electronic threats, and the use of inappropriate language will not be tolerated. When walking in the hallway, students are expected to keep their hands, feet, and bags to themselves.
- Respect for other people's property. Students should not take or use property that belongs to the school or to someone else without receiving permission from someone authorized to provide it. Students should not deface school property in any form. They should also not post any material on bulletin boards or walls without permission from a teacher or administrator.

- Respect for your surroundings. Students are expected to help keep our school clean by picking up trash and cleaning up any mess they make. Students should walk in the halls. Students are not allowed to chew gum in school.
- Respect for teachers and school staff. Students are expected to follow directions, to come prepared for class, and to stand up quietly when an administrator or visitor enter the room.

In addition to these guiding principles, individual classroom management plans are implemented by each classroom teacher. At the Parent Orientation, teachers will clearly delineate and explain their classroom management plan.

If a student continues to struggle to adhere to school behavior expectations, teachers and administrators will request a parent conference for the purpose of working together with the student to find a satisfactory plan to help the student in the classroom.

31. MHA/FYOS ANTI-BULLYING POLICY

- A. At the Margolin Hebrew Academy one of our main goals is to create a family atmosphere in which all members feel safe, appreciated, and respected and wherein everyone understands that we were all created bi-tzelem Elokim (in the image of G-d). Students at the Margolin Hebrew Academy are expected to behave according to Torah values and to understand that *derech erez kadmah la-Torah* (proper behavior comes before Torah). As such, they're responsible for their actions and their speech. It is likewise expected that they respect all people and property and act with age appropriate maturity to promote the welfare of the entire school community.
- B. *MHA prohibits any form of bullying of a student.* The MHA's follows the Responsive Classroom definition of bullying as stated by Caltha Crowe "A behavior by a person or group that establishes , asserts, or maintains social power over another person and causes pain or humiliation." (How to Bullyproof Your Classroom, pg 3)
- C. Bullying can be physical, relational, or both. Bullying can be physical acts of hitting, tripping, pinching and other types of physical aggression. Bullying can also be relational aggression such as teasing, exclusion, and rumor spreading. Sometimes it can be a mix of physical and relational.
- D. A safe and nurturing environment in school or during school sponsored events/activities is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, parents, and volunteers are role models for how to treat others with civility and respect.

- E. The MHA community takes the issue of bullying seriously. We engage in classroom discussions, student training, parent-training, and ongoing efforts to deal with these issues in order to create a climate and culture whereby all students feel safe and secure.
- F. We recognize that teachers are often the first adults to learn about or witness bullying. Teachers and staff are always alert to the possibility of bullying and respond by using their authority to stop and/or prevent bullying from occurring. Teachers are also there to give guidance to the students involved, both victims and perpetrators in order to work towards better relationships between every student.
- G. When any student, teacher or parent witnesses a violation of the school's anti-bullying policy it is their responsibility to intervene in some way. Options for intervention include anonymous reporting to a faculty member or administrator, direct intervention, speaking with peers, speaking with a faculty member or speaking to an administrator.
- H. Incidents of bullying in any form will be referred to either principal for further investigation. Parents will be contacted whenever there is bullying in school whether their child is the victim or the aggressor.
- I. MHA prohibits reprisal or retaliation, whether in or out of school, against any person who reports an act of bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with school policies and procedures.

MHA prohibits reprisal or retaliation, whether in or out of school, against any person who reports an act of bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with school policies and procedures.

32. HOMEWORK

Teachers will assign relevant homework nightly. Homework serves to reinforce, review, or enhance what has been learned in class. It provides the student with an opportunity to work independently outside of school, and provides him/her with the opportunity to develop a sense of responsibility for his/her work.

When school is closed for a religious holiday, teachers will not assign written homework or major projects, nor will they schedule tests or quizzes due the day classes resume after the holiday.

Teachers will communicate all assignments through homework assignment books or on RENWEB on a regular basis. This is a helpful tool for the students and parents to be sure that all work necessary is completed on time. For RenWeb login information, please contact the school office.

33. TEXTBOOKS

Students should keep their textbooks neat and covered at all times. Each student's name should be written in his or her textbooks. Please take good care of your books as the cost of replacing any books that are lost, not cared for properly during the course of the year, or that are otherwise rendered unusable for the next year will be the family's responsibility. The school cannot issue a replacement for a lost book until payment has been received.

Each year some parents request additional copies of texts and workbooks to have at home. There is a rental fee for textbooks and consumables must be purchased. Request for additional books should go through the Administration rather than through the teacher. When the books are ready for pickup you will be notified by the office. Payment is required at the time of pickup.

We are looking forward to a wonderfully enriching and successful year. We thank you for partnering with us to ensure the highest quality of education for all of our children.

34. Community Service/Gemilut Chesed

One of the pillars of Judaism is the performance of kind acts or Gemilut Chesed. 7th and 8th grade students are required to perform 18 hours of community service throughout the school year. Administration will share with every student a google doc where they will record their hours.

APPENDIX A: Margolin Hebrew Academy Computer Use Policy

General Computer use on Campus for Grades 1 -8 (Chromebooks and Lab)

- o Students will not abuse, tamper with, or willfully damage or change any computer system.
- o Students are only allowed to use school computers for academic work.
- o Students are only permitted to use classroom computers or school chromebooks during school hours with teacher permission and supervision.
- o No food or drink is permitted in the computer lab.
- o When using a shared computer, students are responsible for all actions and are not allowed to access, trash, or delete files that belong to others, either on the desktop or on the server.
- o Students are not allowed to use any computer for any illegal activity including the violation of copyright laws.
- o Students must use appropriate and kind language when communicating with others on school email or on their devices.
- o Cyber Bullying or harassing others via email or social media will not be tolerated.
- o Game playing either online or local is not permitted. (the computer is for academic use only)
- o Students may only print with permission from a teacher and must obtain permission before printing.
- o Headphones may only be used with expressed teacher permission.

Internet Access and Use

The purpose of the Internet at Margolin Hebrew Academy/Feinstone Yeshiva of the South is to facilitate communication and research in support of its educational objectives. With this in mind, the following guidelines shall apply to accessing the Internet and its use:

- o Students are not allowed to access web sites or email programs that are not related to curriculum study.
- o Students are not allowed to access the Internet for social media.
- o Students who receive information or messages that make them uncomfortable must immediately report the occurrence.
- o Posting personal information in the public domain such as addresses, phone numbers, gender, age, and unauthorized images is prohibited.
- o Students can only download material for which they have a teacher's express permission.
- o Students may not attempt to access private or personal materials, information, or files of others without their prior authorization.
- o Students will not vandalize, damage, or disable the work of another individual or organization.
- o Students will not access, create, or distribute harassing, obscene, racist, explicit or threatening material, imagery or language.

- o Students will not use school-provided Internet access for illegal purposes or for non-approved, commercial purposes.
- o Student electronic devices brought to school may be confiscated and checked by an administrator if there is reasonable suspicion of violation of this agreement.
- o The use of Margolin Hebrew Academy/Feinstone Yeshiva of the South's computer equipment is not a right, but a privilege.
 - o Disciplinary actions related to student access to electronic resources may be determined at the school and/or classroom level in accordance with school disciplinary policies.
 - o Violations of the school policy may result in a loss of access to electronic resources. Such loss may result in the inability of the student to successfully complete the curriculum learning outcomes.
- o It is the responsibility of the parents and students to submit a signed copy of the school's Acceptable Use Agreement to the classroom General Studies Teacher.

Disclaimer

Although this policy has been carefully prepared and reviewed, the Margolin Hebrew Academy/Feinstone Yeshiva of the South assumes no liability for any errors, omissions, or misinformation. Use of any information obtained via the Internet is at the user's own risk. The School is not responsible for any damage suffered by a user. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, or service interruptions.

Appendix B: Margolin Hebrew Academy Non-Fraternization Policy

The Margolin Hebrew Academy is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence and Orthodox Jewish values. The Margolin Hebrew Academy's Non-Fraternization Policy shall serve as a statement on appropriate conduct and relationships between students and staff of the Margolin Hebrew Academy. The spirit and intent of this policy is meant to help both staff and students understand and appreciate the delicate balance that exists between them and to better define the boundaries that their respective roles dictate. Definitions for purposes of this policy, "staff" refers to Margolin Hebrew Academy full time and part time employees, contracted service personnel, and any volunteers working on school property. For purposes of this policy, "student" refers to all Margolin Hebrew Academy individuals in grades from PreK-3 through 12, including a one year window post graduation from the Margolin Hebrew Academy. For the purposes of this policy "school property" includes all places on the school campus, along with any place where extracurricular activities and/or

events may take place including any location visited during the course of field trips and/or other school sponsored activities.

Policy: All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and fellow peers. While this influence most often yields positive educational results, it can also be used in a manner that is entirely inappropriate. Accordingly, staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student, which can live on long after the student has graduated from the Margolin Hebrew Academy. This imbalance of power places students in a vulnerable position that must be recognized and respected by staff. It is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. Accordingly, staff is prohibited from engaging in any romantic, sexual, or physical relationship with students.

Many personal relationships are entirely appropriate and develop through family or neighborhood interactions with respect and adherence to the appropriate standards of professional conduct. To the degree that such relationships develop or exist, it is the staff's responsibility to ensure that such relationships continue along and within appropriate boundaries. Failure to adhere to the requirements of this policy may result in severe consequences, up to and including termination.

The staff of the Margolin Hebrew Academy must understand that this Non-Fraternization Policy is a condition of employment. As a condition of employment, the Margolin Hebrew Academy reserves the right to at any time, without advance notice to staff, monitor, access, investigate and/or review the appropriateness of any activity or relationship between staff and students in order to protect the health, welfare and safety of the school, its staff and students.

Staff members are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communications/speech, written communications, texting, e-mail, and other internet communications, physical gestures, motions or any other form of interaction. This policy does not preclude legitimate, non-sexual, physical contact between like-gendered faculty deemed necessary to respond to legitimate educational circumstances. There shall be no physical contact, however, between male staff members and female students in grades 4 and above or between female staff members and male students in grades 4 or above, unless such contact is necessary to prevent physical harm to the student.

Staff shall not conduct social activities on a one-on-one basis outside of school with students or single out students from the general student population for special treatment (e.g. gifts, dinners, and rides). One-on one meetings, even of an educational nature, between male staff members and female students or between female staff members and male students, must be conducted in a public space such as the lunchroom, the Beit Midrash, or classrooms while school is in session. If such meetings are to take place after school hours, a public venue such as a local coffee shop or book store may be used, but only with express permission granted by the student's parent or guardian. Such meetings may never take place in a school office with the door closed. Likewise, faculty may only give rides to students of the opposite gender if there will be more than one student in the car with them.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff even in jest and/or as a means of fraternization.
2. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the use of alcohol or illegal drugs by students.
3. Dating between staff members and students is prohibited.
4. Staff members shall not send students on personal errands.
5. Staff members shall exercise extreme caution when approached by a student regarding personal problems relating to sexual behavior, substance abuse, mental or physical health and/or family relationships. Wherever appropriate, the staff member should refer the student to the appropriate individual or agency for assistance.
6. Staff leading extra-curricular activities for students of the opposite gender shall be careful to start and end such activities at the time communicated in advance to parents.

Any question by staff as to the appropriateness of an activity, relationship, or interaction with a student may be directed to the Division Head or Head of School. All inquiries into the appropriateness of an activity or relationship will be confidential to the fullest extent appropriate. All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally

or in writing, the Division Head or Head of School. Submission of a good faith report of a suspected violation of this policy will not adversely affect the reporting individual's employment. Submission of a purposely inaccurate report may result in disciplinary actions.

MHA One Page Calendar is on the last page.

2017-2018 Margolin Hebrew Academy ECE and Grades 1-8 Calendar

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

September 2017

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October 2017

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November 2017

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December 2017

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24	25	26	27	28	29	30
31						

Tuesday Aug 8
 Wed Aug 9 – Mon Aug 14
 Monday Aug 14
 Monday Aug 14
 Monday Aug 14
 Wednesday Aug 16
 Monday August 28
 Monday Sept 4
 Wed Sept 20
 Thurs Sept 21 - Fri Sept 22
 Friday Sept 29
 Wed Oct 4 - Fri Oct 13
 Sunday Oct 15
 Wednesday Nov 1
 Friday Nov 10
 Wednesday Nov 15
 Wednesday Nov 22
 Thursday - Friday Nov 23-24
 Friday December 8
 Monday December 18
 Thursday Dec 21
 Friday Dec 22 – Mon Jan 1
 Monday January 1
 Tuesday January 2
 Friday January 12
 Monday January 15
 Monday January 15
 Sunday January 21
 Sunday February 11
 Friday February 16
 Monday February 19
 Friday February 23
 Wednesday February 28
 Thursday March 1
 Friday March 2
 Tuesday March 6
 Friday March 16
 Wednesday March 21
 Thurs Mar 29 – Fri April 6
 Sunday April 8
 Monday April 9
 Thursday April 19
 Wednesday May 9
 Friday May 18
 Monday May 21
 Wednesday May 23
 Monday May 28
 Tues May 29 - Thurs May 31
 Wednesday May 30
 Sunday June 3
 Tuesday June 5
 Wednesday June 6
 Wednesday June 6
 Thurs. June 7– Friday June 8

New Teacher Orientation
 In-Service (All Teachers)
 ECE Meet the Teachers
 1-8 Grade Supply Drop Off 10:00-11:00
 Lice Checks
 First Day of School
 Curriculum Night
 Labor Day – NO SCHOOL
 Erev Rosh Hashana – NO SCHOOL
 Rosh Hashana - NO SCHOOL
 Erev Yom Kippur – NO SCHOOL
 Sukkot Break – NO SCHOOL
 Lice Checks 5-6:30 PM CYHSB Building
 End of First Quarter
 Friday 2pm Dismissal Begins
 11:30 Dismissal; P/T Conferences
 11:30 Dismissal; Thanksgiving Break
 Thanksgiving Break - NO SCHOOL
 Grandparents Day
 ECE Chanukah Party - 1:30-2pm
 NO SCHOOL for students – In-Service
 Winter Break – NO SCHOOL
 Lice Checks 5-6:30 PM CYHSB Building
 Classes Resume
 End of Second Quarter
 MLK Day – NO SCHOOL
 Community Day of Service
 First Grade Chag Hasiddur
 Second Grade Chag Hachumash
 Rosh Chodesh Adar Dancing
 President's Day – NO SCHOOL
 Poetry Contest 2:00-3:00 p.m.
 2:20 dismissal 6-8th grade Taanit Esther
 Purim - NO SCHOOL
 Shushan Purim – Dress Up Day
 Grades 1-8 P/T Conferences PM Times
 End of Third Quarter
 ECE Pesach Party 1:15 - 2pm
 Pesach Break – NO SCHOOL
 Lice Checks 5-6:30 PM CYHSB Building
 Classes Resume
 Yom Haatzmaut Programming
 ECE P/T Conferences 6-8:30 pm
 Erev Shavuot – NO SCHOOL
 Shavuot – NO SCHOOL
 Celebration of Learning Grades 1-8
 Memorial Day – NO SCHOOL
 Eighth Grade Trip
 ECE End of the Year Party 1:30 - 2 pm
 Kindergarten Graduation 10:30 am
 Eighth Grade Advancement 7:30 pm
 11:30 Dismissal – Last Day of School
 End of Fourth Quarter
 Teacher In-Service

January 2018

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21	22	23	24	25	26	27
28	29	30	31			

February 2018

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18	19	20	21	22	23	24
25	26	27	28			

March 2018

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

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20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

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