



*Academic Excellence.
Jewish Pride.*

Parent / Student Handbook

2018-2019

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MISSION STATEMENT

Jewish Academy of Orlando develops strong leaders and critical thinkers by providing the highest educational standards in an individualized learning environment. We celebrate our Jewish identity, heritage and values while fostering a passion for learning and high achievement. Our students are empowered to achieve academic success, thus becoming role models in our community and the world.

WHO WE ARE

Jewish Academy of Orlando is a school serving Kindergarten through Fifth Grade.

ADMISSIONS POLICY

Jewish Academy of Orlando admits students of any race, color, national, religious, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, religious and national origin in administration of its educational policies, admissions policies, scholarship and in employment of faculty and administrative staff.

ACCREDITATION AND MEMBERSHIP

Jewish Academy of Orlando is accredited by the Florida Council of Independent Schools (FCIS) and the Florida Kindergarten Council (FKC). Our last site visit for accreditation was in February 2017, and Jewish Academy of Orlando received outstanding commendations. This accreditation extends for five years.

CRITERIA FOR CONTINUED ENROLLMENT

While the staff makes every effort to accommodate each individual child unique needs and learning styles, we adhere to the following guidelines:

- Parents must share in our desire to best meet the needs of the child, must closely communicate with the staff, and must follow through with recommendations from the school professional staff.
- Parents must cooperate with Jewish Academy of Orlando when we request assistance in the form of additional assessment and evaluation of learning styles and special needs.
- If the above efforts are unsuccessful, and keeping the child enrolled in the Jewish Academy is detrimental to the child and/or the functioning of the class in which the child is enrolled, parents will be asked to find another school which may be more suitable to the child's needs.

SCHOOL HOURS

Arrival & Tardies

Jewish Academy of Orlando's school day begins promptly at 8:00 a.m. Students should arrive between 7:45 a.m. and 7:55 a.m. Students arriving after 8:00 a.m. will be considered tardy. **Students who arrive habitually late interrupt their class and miss instructional time.** Please have your child at school no later than 7:55 a.m.

Dismissal

The school day ends at 3:12 p.m. The carpool line begins at 3:10 p.m. Once your child leaves the building, he/she will not be allowed to return. Only parents and students who have appointments with staff will be allowed to re-enter the school building after dismissal. To ensure a safe and orderly dismissal, parents are not permitted in the school at dismissal time. Jewish Academy closes at 4:30 p.m. each day (4:00 p.m. on Fridays). **Please note the late pickup policy below.**

Early Pickup

If your child must leave school during the day, a parent or guardian must come to the office and sign the child out. Our staff will then call the classroom to request your child. Upon returning to school, the child must be signed back in. For security reasons, parents are not permitted to go directly to classrooms to remove their children; teachers are not permitted to release students in this manner.

Note: Early pickup is not available after 2:45 p.m.

Late Pick-Up Policy

Jewish Academy of Orlando's school day ends at 3:12 p.m. Parents should make every effort to pick up their child(ren) before 3:30 pm. Please consider weather and traffic conditions when making your pick-up arrangements.

If a child is not picked up by 3:30 p.m.:

- 1) We will contact all parents by means of work, cell, home, phone numbers.
- 2) At 3:40 pm, if no one is located, we will start calling emergency contact numbers. If you have any changes during the school year, please notify the office in a timely manner.
- 3) A late pick-up fee of \$15 for every 15 minutes, or portion thereafter, will be assessed.
- 4) Parents arriving after 3:30 pm will be asked to sign a form confirming the late pick-up and recognizing that a late pick-up fee will be assessed beginning at 3:45 p.m.

- 5) Late pick-up fees are not collected at the office but will be indicated on a separate statement.

Please be assured the safety, welfare, and needs of your child(ren) will be met until such time that your child(ren) has been picked up.

CARPOOL

To ensure the safety of all our students please read the following procedures.

Driving and parking on campus: Parent cooperation with our campus driving policies will assist in traffic efficiency and safety.

- Do not exceed the maximum speed limit on campus of **5 mph** in parking lots and drop-off/pick-up areas
- The drop-off and pick-up lane is in front of the JAO iron gate entrance.
- Enter and exit the campus in single file; do not pass a moving vehicle.
- Instruct your riders to exit/enter on the sidewalk side and to go promptly to the sidewalk/vehicle at the start and close of school.
- Do not leave your vehicle unattended while you are in a carpool lane.
- Wait for your riders in the carpool lanes, always pulling forward as space becomes available or directed by JAO staff.
- **NO** talking on mobile phones during carpool. If you are talking, you will be asked to park and walk up to pick up your child(ren). Driving and talking on your phone is an unsafe practice, endangering your child and others.
- Please do not park in the “Reserved” parking spots.
- Use the crosswalk when walking to and from the school during drop-off and pick-up. Wait for the staff member to signal you that it is safe to cross.

Dismissal Procedures: When you have a change in your child's dismissal, please let the school know **prior to 2:45 p.m** and also include your child's homeroom teacher in this email. Any changes after this time cannot be safely enforced.

- We have arranged with the JCC to have the J University instructors pick up their students in the JAO Lobby. This procedure will assure that your child is at the appropriate designation. We will only allow children to go with a J University instructor based on the list that the J University instructor holds. Please make sure the JCC has your correct information. Also, please notify JAO office of your child's after school programming.
- All students will be dismissed from the gate via carpool when their name is called.
- Staff will be on duty at dismissal, in the parking lot, to ensure the safety of our students and parents.

Please remember this is a school parking lot, and the safety of our students is a top priority.

CLINIC

Our "Clinic Mom" staffs the Jewish Academy Clinic during school hours. The "Clinic Mom" has CPR and First Aid certification, as do several of the staff. The clinic adheres to Universal Precaution Guidelines. The clinic is closed every day between 1-2 pm. Students should go to the front office for attention during this time period.

Immunizations

For the health, safety and welfare of both staff and students, the Jewish Academy of Orlando follows all State of Florida vaccination requirements for students entering Kindergarten. Documentation of compliance with these requirements shall be provided to the school for all students prior to enrollment in any year. This follows the standards and policies of the American Academy of Pediatrics, the Centers for Disease Control and the American Council on Immunization and Prevention. There are no religious exemptions to this policy. Medical exemptions will be handled on an individual basis through the Head of School, with medical documentation being required to support any such exemption request.

Illness

- Children who show signs of illness in the morning should not be sent to school. If your child becomes ill during the day, we will contact you on the emergency telephone number you have listed to have the child taken home.
- Children should return to school only after 24 hours of antibiotics and/or 24 hours of being fever free without the aid of Tylenol/Advil or other fever reducing medications.
- If your child vomits they must stay home for 24 hours from the last time they vomited

Medication

If a pupil is required to take over the counter or prescription medication during the school day, please follow this procedure:

- Bring the medication to the clinic in the original pharmacy package with the pupil's name and directions clearly indicated on the pharmacy label.
- The parent or guardian MUST deliver medication. Do not send medication to school with your child.
- Forms for authorizing and requesting the office to administer the medication are available in the school clinic and must be signed for each incident.
- The school cannot assume any responsibility for medication or its administration.
- Tylenol/Advil (or their equivalent) will be administered only if permission is on file or after a telephone call is placed to the parent for approval.
- Students who require medication on a daily basis must have additional medication left in the clinic. This is available for a child that forgets his/her medication. The clinic will not administer this medication without first confirming with parent approval.

ABSENCES

- If your child is absent due to a contagious illness, please let the office know as soon as possible.
- A student who is absent due to an illness for more than two days should make up class work and homework. Parents may request work that will be prepared by the classroom teacher and left in the school office for pickup at your convenience.
- Absences are excused by written notice or email by a parent up to three days. After three days of absences, a doctor's note is needed.
- Absences will be excused with a note for the following reasons:
 - Illness or injury
 - Illness or death of a member of the student's immediate family
 - Medical or dental appointments (every effort should be made for appointments to be after school hours)
- Students attending family simchas must have prior approval from the Head of School.
- Family vacations taken during dates that do not coincide with the school calendar are discouraged.

BIRTHDAY CELEBRATIONS

At Home

- May we suggest the following guidelines, which will make it possible for all Jewish Academy students to attend classmates' celebrations outside the school: Party invitations sent through the school will only be given out if the entire class is invited. Please make every effort to serve food in conformance with the school's Kashrut (Jewish Dietary Laws) policy (see p. 19). Please avoid scheduling parties on Shabbat or any other Jewish holidays to be inclusive of family observances.

At School

- Student birthdays are announced on the Morning News to allow for a community celebration. At the Shabbat following the student's birthday, he/she will be called up at Shabbat Celebration to continue the community celebration. Parents are encouraged to join their student at the Shabbat celebration.
- For classroom birthday celebrations, you must notify the teacher in advance to coordinate a day/time for treats to be brought in. Students will celebrate with their classmates and a birthday celebration photo will be emailed home. Balloons, goodie bags, etc., are not to be sent in for birthday celebrations in consideration of varying family circumstances. Homemade treats are not allowed, please see the section on Kashrut on page 19 for suggestions as to where to purchase birthday treats. To honor your child's birthday, we encourage you to make a donation to our library or computer software fund. The Library donations from students will be acknowledged with an appearance by the child on the morning news.

FIELD TRIPS

Schedule, Permission Slips, Cost

- A list of projected field trips will be distributed by classroom teachers at Curriculum Night.
- As each trip approaches, a permission slip will be sent home for parents to sign and return to the teacher. Additional fees are required for some in-town, out-of-town, and overnight trips for grades K- 5.

Parent Chaperone Guidelines

We greatly appreciate our parent chaperones, who are essential to the success of our class field trips. The following are guidelines for parents who volunteer to chaperone class field trips:

- Each chaperone will be provided with a list of students for whom he/she is responsible at all times.
- Chaperones are not permitted to deviate in any way from the given schedule. Unscheduled stops on the way to field trip destinations or returning to school are not permitted.
- Please do not bring siblings on a field trip for which you are a chaperone. Your full attention must be devoted to the students in your care.

- Please refrain from using your phone during the field trip and/or buying treats or souvenirs.
- Smoking is not permitted when driving or chaperoning a field trip.
- When driving on a field trip, each child must be individually seat belted in the vehicle.

Field Trips Dress Code: Children must wear their light blue logo shirt, which can be purchased at Land's End.

SCHOOL DRESS CODE 2018-2019

Clothing is often a reflection of a person's self image, attitudes, and values. We believe children should come to school understanding that school is a special place dedicated to learning and that uniform clothing for school will result in positive behaviors and attitudes.

Our uniform policy creates a sense of connectedness among our student body and sets a tone to help our students reach their potential.

Parents are expected to assist their children to have high standards of personal appearance. This sense of pride means that uniforms are in good condition and clean at all times, free of rips, holes, stains, or wrinkles.

UNIFORM SHIRTS

All shirts must have the Jewish Academy logo embroidered onto the material.

COLORS:

White
Navy Blue
Light Blue
Golden Yellow
Red
Dark Hunter Green
Light Pink

SHIRT STYLES:

Short or long-sleeved polo
Turtleneck
Sweatshirt
Cardigan or V-Neck Sweaters
Blouses (Peter Pan or Sports Collar)
Vests or Fleece

- Shirts must fit the student well; they should not be too loose or too tight, and they should lay at least 3" below the waist if not tucked in.
- Only undershirts in the school-approved uniform colors may be worn and should not extend lower than the logo shirt.

PANTS

Pants should be navy blue or tan cotton twill, corduroy, or cargo uniform style pants with no contrast stitching. Pants should be ankle length, straight, or slightly flared, as well as properly sized with no adornments. Belts are not required but, if worn, should be solid black, brown, or blue. Leggings and sweatpants are not acceptable for dress-code pants.

SHORTS

Navy blue or tan cotton twill uniform walking shorts may be worn and should be no more than 3 inches above the knee.

SKORTS AND SKIRTS

Navy blue or tan skorts or skirts may be worn. Skort/skirt length should not be more than 3" above the knee. Shorts or leggings in black, navy, or white may also be worn underneath for modesty.

POLO DRESSES

Polo dresses may be worn in any approved school-uniform shirt color. Dresses should not be more than 3" above the knee. Shorts or leggings (solid black, navy, or white) may be worn underneath for modesty.

JUMPERS

Navy blue or tan jumpers with JAO logo may be worn. Jumper length should not be more than 3" above the knee. Shorts or leggings (solid black, navy, or white) may be worn underneath for modesty. The shirt worn underneath the jumper should be a school uniform shirt with JAO logo.

SOCKS OR LEGGINGS

Students are to wear socks at all times with all shoe styles. Leggings or tights in solid black, navy, or white may also be worn underneath skirts, skorts, and shorts, but may not be worn in place of pants, including on dress-up days and spirit days.

SHOES

Any style up to ankle height that is comfortable, practical, and neat in appearance. Flip flops, Crocs, and backless shoes are not acceptable due to safety concerns on the playground. Laces must be tied. Sneakers should be worn on days in which students are taking PE.

HAIR

Hair is to be neat, clean, and out of the eyes. Extreme hairstyles (shaved or colored-hair designs) are not acceptable.

ACCESSORIES

For safety reasons, we encourage students to refrain from wearing bracelets, necklaces, or earrings that dangle.

COLD-WEATHER DRESS

The policy regarding outerwear is as follows:

- Coats are not to be worn in class. Coats worn to and from school and at recess can be any color or style and do not require a logo.
- Sweaters, jackets, sweatshirts, and all clothing worn throughout the day must have a school logo and be in school-approved colors.

FRIDAY SHABBAT DRESS

Students should wear a white JAO-logo shirt with uniform bottoms.

SPIRIT DRESS DAY

Jeans, jean shorts, and jean skirts may be worn with spirit day t-shirts or Jewish Academy athletic shirts. Jeans must be in good condition with no holes, rips, or stains. Jean shorts and skirts must be no more than 3 inches above the knee.

CASUAL DRESS DAY

Casual wear should meet uniform expectations regarding fit. There should be no spandex-type fashions, cutoffs, tank or halter tops, muscle-shirts, midriffs, low necklines, or oversized clothing. Shorts, skirts, and skorts should be no more than 3" above the knees.

FIELD TRIP DRESS

Children must wear their light blue shirt with JAO logo and uniform bottoms.

DRESS CODE NON-COMPLIANCE

1. First Violation - A replacement item may be borrowed from our Clinic Mom (if available) or a call home may be made for a change of clothing to be brought to school.
2. Second Violation - A replacement item may be borrowed from our Clinic Mom (if available) or a call home may be made for a change of clothing to be brought to school.

3. Third Violation - Student will be sent to administration to wait for parents to bring a change of clothing.

Where to purchase uniforms:

Lands' End online store.

[landsend.com/school](https://www.landsend.com/school). Preferred School Number: 900057324



JEWISH ACADEMY AFTER-SCHOOL PROGRAM

The Jewish Academy after-school program affords our students opportunities to balance learning and fun through a variety of experiences. After-school classes change each trimester. The first quarter's after-school guide will be distributed during the first few weeks of school.

EMERGENCIES

In the event that an emergency should arise, we will notify the parent, custodian, or the person listed on the Emergency Information Sheet. Therefore, it is critical that you keep this information up-to-date in our school file.

EXTENDED CARE

After-school extended care is available through the JCC. To make arrangements, please call the JCC at 407-645-5933. As soon as you enroll your child for a program through the JCC, please inform the school office which classes and which days your child will be attending.

FAMILIES IN DISTRESS

Jewish Academy families encounter the same conflicts as other families in our community. These conflicts can have a substantial impact on the children involved, and in such cases, we try to help the children cope with the problems they encounter at home. Obviously, however, we cannot allow the problems of any family, no matter how serious they may be, to adversely affect the other children or the overall operation of the school. As a result, we have adopted policies designed to aid your children while at the same time preserving our role of providing the maximum benefit for all of our children. We will strive to remain impartial in all family disputes. We will not voluntarily meet with, or assist, a parent's representatives involving a dispute between parents. Requests to limit child pickup to only one parent must be accompanied by legal documentation. We will accommodate parent requests for dual mailings and teacher communications.

FUNDRAISING

Your participation in our fundraising efforts is essential to our success. We are in need of community support and donations from our parent body if we are to grow and prosper.

ACADEMIC ASSESSMENTS

Differentiated Instruction requires ongoing assessment of student progress. To achieve this goal, students may be given additional academic assessments throughout the year. When these assessments are scheduled a parent will be notified.

ALMA - STUDENT INFORMATION SYSTEM

Jewish Academy of Orlando uses a student information system named Alma, a program in which our report cards and student data is stored. Alma allows access to parents for their students' grades and lessons as well as to facilitate communication between students and teachers.

Alma allows student allergies to be clearly labeled for staff to see in the directory. When clicking on a student in the directory, their class schedule is listed as well as other biographical data.

All new families will receive a password by the end of the 1st week of school. If you have forgotten your password to Alma or have never received one, please email Michael Hughes at mhughes@myjao.org. We ask that you review your information for accuracy and let the office know of any changes that need to be made at office@myjao.org.

HOME & SCHOOL COMMUNICATIONS

Communication between home and school is encouraged. If you have questions or concerns about your child or an assignment, please contact your child's teacher by voicemail or email. Teachers will respond within 24 hours except for on Shabbat. If after contacting the teacher, you find you still have questions or concerns, you may contact the Director of Academics. The school administration encourages ongoing close contact between teachers and parents through Alma, report cards, parent-teacher conferences, and newsletters.

HUM

Horim U'Morim is the Jewish Academy of Orlando Parent Organization. HUM provides volunteer support for our faculty and leadership team, helps build community within our school, and assists with fundraising that supports programs for our children. All parents with a student enrolled at Jewish Academy of Orlando are members of HUM.

HUM has three goals:

- * To create a sense of community in which the families of Jewish Academy of Orlando, teachers, and administrators
- * To support the teachers to enhance student success
- * To assist in raising money to fund special school programs

HUM participation is an extremely valuable contribution to your child's life at Jewish Academy of Orlando. Volunteering creates an environment in which our children feel positive about themselves and their school, and it exemplifies the highest values of Judaism.

ELEMENTARY SCHOOL HOMEWORK

At Jewish Academy, we believe homework can be beneficial and provide an opportunity for families to talk about their child's classroom experiences. It will also aid in:

- Improving self confidence and self image
- Imparting a sense of responsibility
- Increasing initiative
- Reinforcing classroom learning

Guidelines

General guidelines for the average time for homework are as follows:

- Kindergarten and first grade - 5 to 15 minutes
- Second and third grade- 20 to 35 minutes
- Fourth and fifth grade- 35 to 60 minutes

This is the average time appropriate for these levels. If your child is spending significantly more time on homework, this should be discussed with the teacher.

How Parents Can Help?

- Establish a study time without interference or interruptions from TV, computer, or telephone, etc.
- Assist the child if memory drills or reviews are involved in the homework
- Help the child to find resource material
- Encourage the child's creativity and initiative instead of giving him the answers
- Sincerely praise the things done well. Use constructive criticism only when needed.
- Check Alma regularly to monitor that your child is completing assignments.

Hints and Suggestions

- If you question the amount of homework (too little) check with the teacher to see whether any homework has been assigned.
- If the child seems to have too much homework, check with the teacher to see if slow work in class leaves extra work to be completed at home.
- Do not talk to the child about too much or too little homework; talk to the teacher.
- Set reasonable time limits, considering the amount and type of work.
- If the homework seems to take too long, check and see if the child is playing rather than studying.
- Don't do the homework for the child. Such "help" teaches the child to shirk responsibility and to be overly dependent on you.

Assignments in Advance

Generally, it is not possible to give your child work in advance because he or she will not be in school, particularly before or after vacation. Most assigned homework is based on class work from that day and cannot be completed without the teaching that is designed to precede it. Please keep in mind that absence interrupts your child's academic progress in a significant way. All school days are "teaching" days and work goes on even on the day preceding or following school vacations.

KNESSET

The Knesset (literally, "Assembly") is a group of students, grades three through five, representing their classmates. Fifth grade officers and their advisors provide an organized forum which students may use to express their interests and concerns. Such involvement teaches students basic democratic principles while providing opportunities for them to directly improve their educational and social experiences at Jewish Academy.

LIBRARY PROGRAM

Jewish Academy has a computerized library catalog. This state-of-the-art automation encourages young readers and researchers to make the most of the over 17,000 volumes in the collection. In addition to books, the Library houses magazines, videos, films, as well as a fine Reference Department comprised of print and non-print sources. Furthermore, Jewish Academy has developed a thorough Judaic Library collection within the Library itself.

Our Library Program provides regularly scheduled opportunities for students to visit the Library and circulate materials. The Librarian/Media Specialist teaches research skills to classes, small groups and individuals.

Please note: A book replacement fine of \$20.00 will be charged for any lost library book, unless the replacement cost is more than \$20. At the end of the school year report cards are held until all fines are fulfilled.

PERSONAL POSSESSIONS

All children's possessions must be clearly labeled with the child's name. Items such as jewelry, computer games, cell phones, radios, tape recorders and toys should not be brought to school. We maintain a lost and found box in the MPR so you can check for any item that may be missing. Periodically our lost and found collections are donated to those in need.

DEVICES

Students are allowed to have mobile phones or tablets; however, they are to remain in backpacks or lockers during the day. Devices must be off before students enter the building for the start of the school day and are only to be used after leaving campus. Students who are seen using or playing with a device during school hours will have it taken from them and will need to have their parent pick it up in the office. They will not be permitted to bring their device to school for one week.

STUDENT TELEPHONE MESSAGES

Please make all necessary arrangements with your child(ren) prior to commencement of the school day. Our office staff will deliver **ONLY** emergency telephone messages. Students will be allowed to make outgoing calls for emergency purposes only.

LUNCH AND KASHRUT

Kashrut (Jewish Dietary Laws)

Jewish Academy abides by the guidelines of Kashrut. School policy is designed to make it possible for all members of our school family to feel comfortable when food is served. Therefore, all food supplies in the school must have rabbinic approval.

THE SYMBOL K ALONE DOES NOT MEAN A PRODUCT IS KOSHER.

- The following symbols are among those used to indicate certified supervision:
D (Dairy) P (Parve) K (Kosher)

A PARTIAL LIST OF KOSHER PRODUCTS, CATERERS AND FOOD SUPPLIERS

This is a partial list meant to serve parents as a practical kashrut guide for food purchases. It is not an endorsement of the quality of any particular product or service. The Jewish Academy community is pluralistic. Many different standards of kashrut observance exist among the people who comprise our community. This list includes products whose standards of kashrut are acceptable to all members of our school community, thereby allowing everyone's participation. More important than providing a comprehensive list of products, this appendix represents a model for thinking about kashrut in a pluralistic setting. We welcome suggestions for other sources of kosher foods, which would be acceptable to all members of our community.

Kosher Products

Since the most common type of food, which parents bring to school, is for birthday celebrations, this list emphasizes baked goods.

- Pepperidge Farm Cookies
- Hershey's Products
- Klein's Natural
- Dutch Mill Baked Goods
- Stella D'oro Cookies
- Kedem Grape Juice
- Entenmann's Baked Goods
- M & M's
- Express Snacks
- Any Delmonte Dried Fruits
- Drake's Cakes

Suppliers and Bakeries: Bagel King, Costco, Publix, Sam's Club, and Winn Dixie

Foods that **DO NOT** require kashrut certification: All fresh fruits and vegetables as well as pure fruit juices (with the exception of grape juice).

Lunch from Home

If lunch is brought from home, it must be dairy or vegetarian. No meat or poultry meals may be brought into the school.

- Please mark lunch boxes/bags with the child's name and grade clearly marked on the outside.
- Please do not send your child to school with drinks in glass containers.

Sharing Lunch

It is a natural part of the lunch experience for children to want to share food. We discourage this type of bartering because we understand that lunches have been carefully prepared according to family nutritional preferences.

School Lunch Program

Kosher lunches are available every day of the week through the school lunch program.

RECESS

Elementary students will have recess immediately after lunch. Weather permitting, all students go outside. Please make sure that students are dressed appropriately for the day's weather conditions. During inclement weather, other supervised recess activities will be available. We assume that if a child is well enough to attend school, then he/she is well enough for recess. Students may not bring toys or equipment from home for recess.

RELIGIOUS POLICY

Our students represent various ideologies and backgrounds. Students recite Brachot (Blessings) before and after meals and on other appropriate occasions. Mitzvot (Commandments or Good Deeds) such as Tzedekah (obligatory giving), G'milut Hasadim (helpful acts of loving kindness), Tzaar Baale Chayim (kindness to animals), and Hachnasat Ochim (welcoming guests) are among those taught, fostered, and encouraged.

- Boys are required and girls may choose to cover their heads during the following times: T'fillot (prayer), Hebrew and Judaic Studies subjects, and meals or snacks. All boys (and girls who choose to cover their heads) need to bring **Kippot** from home. We keep a minimal supply of Kippot in the office and will provide them on a very limited basis.
- Please be certain that children always have several **Kippot** in school, backpack, or cubby. **Kippot** cannot be shared for health reasons.

RELIGIOUS OBSERVANCE

Boys and girls are treated equally in all aspects of school religious practice, including Torah reading and leading services. Monday Morning Minyan (Morning Services) and Kabbalat Shabbat (Welcoming the Sabbath Celebration) are held weekly. Parents are invited to join us at the scheduled times.

Appropriate student activities and celebrations accompany all Jewish holidays, and parents are frequently invited to participate.

Monday Morning Minyan - Chapel

K - 2nd Grades	9:00 a.m. - 9:42 a.m.
3rd - 5th Grades	9:45 a.m. - 10:27 a.m.

Friday Kabbalat Shabbat - JCC Auditorium

Whole School Shabbat	8:15 a.m. - 9:00 a.m.
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TZEDEKAH (RIGHTEOUS GIVING)

One of the basic concepts in Judaism is the responsibility of each person for his/her fellow human beings. The giving of Tzedekah is one example of translating this concept into action. We encourage children to give their own money as part of Kabbalat Shabbat each week.

REPORT CARDS AND CONFERENCES

Report cards will be issued four times during the school year, one at the end of each quarter. At the end of the 1st quarter, conferences are scheduled. In addition, there is an optional conference day scheduled in the 3rd quarter. Please see the school calendar for the dates of conferences and when report cards will be distributed. The final report card in June will be mailed home if tuition is current and fines have been fulfilled.

SCHOOL SUPPLIES

During the spring or in the summer packet, you will receive a list of supplies your child(ren) will need during the school year. In the younger grades, these supplies are collected at the beginning of school and stored in the room. Older students are

expected to keep track of their own supplies. Parents are provided with an opportunity to order a school box of supplies at the end of the school year for the following year.

STANDARDIZED TESTING

In the spring of each year, we administer achievement testing to the second through fifth grade students as an additional instrument for evaluating academic progress. Areas that are measured include reading, math, integrated language, science, and social studies. The results of these tests will be shared with you and are a rough estimate of the levels at which a child is performing compared to students in other schools throughout the country. Please check testing dates on the calendar and try not to schedule appointments for your child(ren) during this time.

LEARNING SPECIALIST

The Learning Specialist is available to:

Support/tutoring for students

- within the classroom
- in small groups in addition to the classroom lessons
- to build academic self-esteem

Parental support

- conferences with parents to address classroom academic behaviors, to discuss ongoing accommodations in and out of the classroom and to provide support in seeking additional services outside of school.

Academic Assessments

- Differentiated Instruction requires ongoing assessments of student progress. To achieve this goal, students may be given additional academic assessments throughout the year. When these assessments are scheduled, the parent(s) will be notified.

A teacher, administrator, or parent may request the Learning Specialist's support by email.

DISCIPLINE POLICIES

Our goal is to establish a positive climate for learning in each classroom. Therefore, a clear set of expectations for behavior is communicated to students, parents, and staff. We appreciate parental support of the school's policies.

DISCIPLINE POLICIES

The disciplinary policies of Jewish Academy of Orlando aim to create an educational atmosphere through nurturing friendship, mutual respect, positive reinforcement, and rapport between students and staff. It is the desire and goal of our school to develop independent, productive, and involved citizens who enhance the community, and our goals are accomplished by producing a self directed, self disciplined, and self motivated individual. Our goal is to encourage good behavior and *Hakarat HaTov* – recognition for being good and doing good. We aspire for each of our students to become a *Mentsch* -- a good person of integrity and honor who, within the context of Jewish tradition and heritage, leads a life of *Mitzvot* (good deeds), is helpful, and considerate of others.

IMPLEMENTATION

Jewish Academy of Orlando administration and faculty believe that in order to contribute to our students' academic achievement, a fair and consistent discipline policy must be implemented. Fostering self-discipline, as it applies to study habits and respect for persons, property, regulations, and ideals, is an integral part of our total school experience. "Discipline," in this context, is not a negative term. Possessing a disciplined approach is a positive trait, one which cannot simply be imposed upon children, but must be carefully nurtured. Children need to know the boundaries of acceptable behavior. These boundaries must be shared with children so that they are better able to understand and respect the ideals rather than simply responding to threats of punishment, embarrassment, and/or deprivation.

The focus of our attention is the development of self-disciplined individuals by creating positive self-awareness and instilling educational values. Each child is made aware of the rules and the behavior deemed appropriate for Jewish Academy of Orlando students. The staff members of Jewish Academy of Orlando will be responsible for seeing that these policies are reinforced throughout the school. Each student is accountable not only to each staff member, but to themselves as well. We build an environment and an atmosphere appropriate for learning. The cornerstone of our foundation is the development of self-discipline and respect.

Behaviors Deemed Desirable

- Students will maintain a standard of behavior, which recognizes that their personal actions reflect on the entire school.
- Students will demonstrate respect for the school's property and private property of fellow students and school staff.
- Students will maintain an attitude of respect toward all faculty, fellow students, visitors, guests, and all school personnel.

Behaviors Deemed Undesirable

- Profane or abusive language
- Academic Dishonesty
- Poor digital citizenship
- Vandalism, destruction, or theft of school property or the property of others
- Physical abuse of anyone
- Throwing of any objects with the intent to harm
- Possession of weapons of any kind
- Unsafe use of school property such as sliding down the banister, jumping off of the stairs, etc.
- Continuing disorderly conduct, which interferes with the rights of others and tends to disrupt the learning environment

Intervention Procedures

Each teacher uses his/her own behavior management system in the classroom; these will be shared with parents upon the start of school. In cases of minor violations of school or classroom policies, the subsequent procedures will be followed:

1. The student will receive verbal correction.
2. Student will receive a consequence from the teacher's behavior management system.
3. Student will be placed in time out.
4. Student will be sent to an administrator's office to discuss behavior and to write a reflection and apology; the administrator and/or teacher will notify parents via email or phone.

In cases of *continuous* violations or infractions, or in the event of a more *serious infraction*, the following administrative procedures will be followed:

1. The student will be removed from the situation.
2. Parents will be notified by administration in writing of the incident(s).
3. An anecdotal log will be kept describing the specifics of the incident(s).

4. Depending on the nature of the infraction:
 - a. The student will return to class and the administration will discuss the incident(s) with a parent or guardian by phone and an appropriate consequence in school and/or at home will be resolved.
 - b. The student will be placed in in-school suspension for the remainder of the day and a parent or guardian will be contacted to discuss the matter with administration.
5. In the case of continued infractions, a Behavior Improvement Plan will be written for the student and shared with parents.
6. Upon further violations of the school's policies, the administration reserves the right to suspend the student from school for a specified period of time or to expel him/her.

In the case of vandalism, theft, or destruction of school or personal property, the student or his/ her parents will make restitution to the school or individual for repairs or replacement of the property vandalized or destroyed.

Please note that intervention procedures begin anew each year.

BULLYING POLICY

Definition of Bullying

Bullying is any targeted ***ongoing*** aggressive physical contact with another child, or any ***repeated*** verbal taunts, teasing, harassing, or exclusionary behavior with the intent to harm.

Interventions for Bullying Behavior

- Student will visit with the school counselor. Parents will be contacted.
- Administration will schedule a conference with parents.
- Student will receive in-school suspension and will perform assigned work in an administrator's office.
- Student will receive out-of-school suspension, and all missed assignments must be completed and submitted upon the return to school.
- Student will be expelled from Jewish Academy of Orlando.

SUBSTANCE ABUSE POLICY

Any student showing evidence of possessing or having consumed drugs, alcohol, or tobacco while attending school or involved in school-related functions will be subject to immediate suspension or expulsion.

WEAPONS AND VIOLENCE

Any student in possession of weapons or who commits an act of physical violence with the intent to harm or cause bodily injury will be subject to immediate suspension or expulsion.

SOCIAL & EMOTIONAL PROGRAM

MindUp

Jewish Academy of Orlando believes that a student's self-esteem and social development is an important part of a quality educational program. Thus, Jewish Academy staff has been trained in the MindUP program, a research-based training program for educators and children, for social/emotional development. Through the program lessons, students learn to self-regulate behavior and mindfully engage in focused concentration required for academic success. MindUP lessons support improved academic performance while enhancing perspective-taking, empathy, and kindness as well as fostering complex problem-solving skills.

School Counselor

The Jewish Academy of Orlando employs a school counselor who works directly with the school under the supervision of the Jewish Family Services of Orlando. The school counselor works proactively in the classroom, helping the teachers and the students with topics such as conflict resolution, how to use our words correctly and compassionately, and how to be a good friend and good citizen. The school counselor is also available for individual consultation for students, teachers, and parents. The school counselor works closely and in alignment with our social/emotional curriculum MindUP. The school counselor will also play an important role in regard to the implementation of our discipline and behavioral policies.

TEACHER IN-SERVICE DAYS

Twice during the school year, Jewish Academy designates time for teacher professional development. Please review the calendar for the 1 full day and early dismissal day designated for teachers to participate in a workshop or teacher training program.

TUITION AND FEES

Prompt payment of tuition and fees are essential to maintaining the efficiency of our school operations. Please advise our Business Office, in confidence, to modify your payment plan if a family crisis or financial emergency should arise. Failure to maintain payments in accordance with your plan, as initially established or modified, may result in your child's dismissal from school. It is our policy that no school records will be transferred or report cards issued, if there is a balance on your account.

**Acknowledgment and Acceptance of
Jewish Academy of Orlando Policies and Procedures**

Please return this form to your child's teacher by Friday, August 17th, 2018.

We have read and understand the Jewish Academy of Orlando's policies and procedures included in the handbook.

Parent Name (Print)

Student Name (Print)

Parent Signature

Student Signature

Date

Date