

**Yeshiva Elementary School/  
Aderes Middle School  
Parent-Student Handbook**

**5782-5783  
2022-2023**

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## WELCOME LETTER

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Dear Parents,

We welcome you to our school and a year of fine education, growth, and learning for your child. For many of you, this will mean getting reacquainted with our wonderful Rebbeim, Teachers, and Faculty, while, for others, this will be your first time experiencing the warmth, positivity, and excellence facilitated by our amazing staff. Whichever the case, we are delighted to have you as part of our YES family.

We are dedicated to creating an atmosphere in which every student will feel important, successful and motivated to learn in order to reach his/her full potential. We see these things occur when parents, teachers and administrators work together in an atmosphere of caring, trust, cooperation and open communication. The faculty and administration are available to listen to your concerns as well as offer counsel and friendship.

Please take some time to read this Handbook carefully as it contains useful information and will help answer some questions regarding our procedures and expectations. This Handbook represents the spirit of the positive expectations of our Yeshiva Elementary School community. We look forward to a wonderful year together!

Sincerely,

The YES/Aderes Administration

## **PURPOSE OF THIS HANDBOOK**

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

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

If you have any questions about the Handbook, or any of its policies, please contact one of the Principals.

## **MISSION STATEMENT**

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Yeshiva Elementary School is dedicated to providing a complete Jewish and General Education in an atmosphere that encourages an outlook and conduct based on Torah values. It is our mission to nurture students, to teach them the importance of their Jewish heritage, to provide excellence in education, and to foster an environment which allows each student to grow academically, socially and morally throughout their developing years and beyond. We believe that Torah scholarship and General Studies are complementary in molding knowledgeable, committed and productive members of the Torah community.

## **VISION STATEMENT AND GOALS**

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### **Vision Statement**

All students successfully participate in a nurturing, child-centered program in which they acquire and apply a comprehensive knowledge of a dual-curriculum and a passion for Torah values.

### **Goals of Yeshiva Elementary School/Aderes**

The following are the measurable means by which we fulfill our mission and vision:

1. The Administration will attract and retain a qualified and effective staff.

2. The Administration and teaching staff will ensure a well-balanced curriculum and a quality instructional program.
3. The Administration and teaching staff will maintain an orderly, well-structured atmosphere for learning.
4. Students' behavior, in and out of school, will reflect a commitment to the Torah's standards of ethics and religious observance.
5. Students will exceed national norms in all subjects.
6. Parents and other members of the community will be active partners in the ongoing improvement of the school.
7. The organization and management of all levels of the educational system will be productive, efficient, and accountable.

## ADMINISTRATIVE STAFF DIRECTORY

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Title/Position	Name	Phone	Email
Head of School	Rabbi Y. M. Janowski	(786) 236-4178	rabbijanowski@yeshivaelementary.com
Boys School Principal	Rabbi E. Zweig	(786) 547-5329	rabbiezweig@yeshivaelementary.com
Girls School Principal	Rabbi Daniel Presberg	(786) 778-0345	rabbipresberg@yeshivaelementary.com
Aderes Hebrew Principal	Mrs. Devora Steiman	(305) 867-3322	devorasteiman@miamiaderes.com
Director of General Studies – Girls Division	Mrs. Elana Teicher	(786) 436-0060	elanateicher@yeshivaelementary.com
Dean of Academic Affairs and Community Engagement	Dr. Martin Karp	(786) 222-5551	mkip@talmudicu.edu
Associate Principal	Mrs. S. Levine	(786) 262-8740	sharonlevine@yeshivaelementary.com
Assistant Principal	Rabbi D. Wolnerman	(561) 334-3419	rabbiwolnerman@yeshivaelementary.com
Project Coordinator	Mrs. Wendy Tokayer	(786) 262-6438	wendytokayer@yeshivaelementary.com
Director, Early Childhood	Mrs. S. Zweig	(786) 299-1814	sharon@yeshivaelementary.com
Director of Development	Rabbi C. Friedman	(305) 720-4761	rabbifriedman@yeshivaelementary.com
Director of IT	Mr. Adam Kranis		adamkranis@yeshivaelementary.com
Head of Financial Office	Mrs. Beth Breier	(786) 262-5652	beth@yeshivaelementary.com
Financial Office Assistant	Ms. Yael Zweig	(305) 492-9944	yuh-elzweig@yeshivaelementary.com

## STATEMENT OF EXPECTATIONS

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At the heart of Yeshiva Elementary School is a culture defined by respect, balance, integrity, curiosity, leadership, as well as our commitment to the safety and health of students. All members of the community have an obligation to understand and uphold the School's values and strive to embody them in word and deed. We expect all members of the community to:

- Respect the privacy and property of others; both within and beyond the School.
- Treat all human beings with dignity. This means refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses,

humiliates or demeans. It also means acting with tolerance, courtesy, and thoughtful regard.

- Have an open mind and heart to the views and experiences of others, thus creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty. This includes, but is not limited to, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate a culture of care and compassion and seek to serve others, both within and beyond the walls of the School.

YES/Aderes cultivates a school environment in which all members of the community feel valued and safe. Part of living in line with our values includes every member's individual responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed.

In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and report suspicions of harassment, abuse, and sexual, or other forms of misconduct and to not engage in such behavior themselves.

In addition, School employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The School has conducted, and will continue to conduct, training for adults and students on these important issues and encourages all students and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to the Principal or the Head of School.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when students can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our School values. These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications. All members of our school community are expected to help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As

members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole, and therefore strive to live in a way that is consistent with our values.

## ACCREDITATION AND MEMBERSHIPS

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Our School is accredited by Association of Independent Schools of Florida (AISF), the National Council for Private School Accreditation (NCPA), earned the Florida Gold Seal for Quality Early Childhood programs and is a Torah Umesorah affiliated school.

## NON-DISCRIMINATION POLICY

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The School admits students, regardless of race, color, disability, ethnic, or national origin, who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, disability, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## SCHEDULES

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### Early Childhood Schedule (Playgroup-Kindergarten)

#### MONDAY – THURSDAY

Morning session	8:30 a.m.	-	12:00 p.m.
Lunch break	12:00 p.m.	-	12:30 p.m.
Afternoon session	12:30 p.m.	-	4:00 p.m.

#### FRIDAY

Morning session	8:30 a.m.	-	11:45 a.m.
Lunch break	11:15 a.m.	-	11:45 a.m.
Afternoon session	11:45 a.m.	-	<b>2:00 p.m.</b> (Daylight Savings) <b>1:00 p.m.</b> (Standard Time)

**Please note that the Boys Kindergarten (located at the Boys Campus) is dismissed at 2:00 p.m. on Friday also during Standard Time.**

## Girls Elementary/Aderes Schedule

### MONDAY – THURSDAY

Davening and Morning session	8:30 a.m.	-	12:15 p.m.
Lunch break	12:15 p.m.	-	12:45 p.m.
Afternoon session	12:45 p.m.	-	4:00 p.m.

### FRIDAY

Davening and Morning session	8:30 a.m.	-	11:15 a.m.
Lunch break	11:15 a.m.	-	11:45 a.m.
Afternoon session	11:45 a.m.	-	<b>2:00 p.m.</b> (Daylight Savings) <b>1:00 p.m.</b> (Standard time)

## Boys Elementary Schedule

### SUNDAY

#### **Grades 1-5**

Limudei Kodesh session	9:00 a.m.	-	12:00 p.m.
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### MONDAY – THURSDAY

#### **Grades 1**

Davening and Morning session	8:30 a.m.	-	12:00 p.m.
Lunch break	12:00 p.m.	-	12:30 p.m.
Afternoon session	12:30 p.m.	-	4:00 p.m.

#### **Grades 2-3**

Davening and Morning session	8:30 a.m.	-	12:15 p.m.
Lunch break	12:15 p.m.	-	12:45 p.m.
Afternoon session	12:45 p.m.	-	4:00 p.m.

#### **Grades 4-5**

Limudei Kodesh session	8:30 a.m.	-	12:45 p.m.
Lunch break	12:45 p.m.	-	1:15 p.m.
Limudei Chol session	1:15 p.m.	-	4:00 p.m.

### FRIDAY

#### **Grades 1-3**

Davening and Morning session	8:30 a.m.	-	11:15 a.m.
Lunch break	11:15 a.m.	-	11:45 a.m.
Afternoon session	11:45 a.m.	-	2:00 p.m.

#### **Grades 4-5**

Limudei Kodesh session	8:30 a.m.	-	11:30 a.m.
Lunch break	11:30 a.m.	-	12:00 p.m.
Limudei Chol session	12:00 p.m.	-	2:00 p.m.

## PROCEDURES AND GUIDELINES

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### General

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

### Carpool Safety and Procedures

To help increase awareness and ensure the safety of our students, **please refrain from cell phone use during carpool**. It is critical that you drive slowly (**5 mph max.**) and be attentive to your surroundings at all times during pick-up and drop-off. There is zero tolerance for compromising the safety and security of our students.

Leaving a vehicle unattended in a manner that blocks traffic or parked cars is against the law, arouses the angst of our neighbors, and is a *chillul Hashem*.

When possible please let your child know of any changes in his/her pick up routine ahead of time. All individuals picking up students must be preauthorized by the parent and should be ready to produce a valid government photo ID upon request.

When registering your child, you may have authorized additional nonparent individuals to pick up your child from school. To add or subtract a person to the list of people authorized to pick up your child, a parent can send an email **from his/her own email account to [carpool@yeshivaelementary.com](mailto:carpool@yeshivaelementary.com)**.

Be sure to include the following:

1. Clearly state what changes you would like to make.
2. Student's name
3. Student's grade level
4. Full legal name(s) of the newly authorized person (people) Names should match the individual's government issued photo ID.
5. Indicate in your email if you would like these changes to be permanent (until notified otherwise) or the length of time you would like these changes to be made.

Alternatively, changes to your authorization list can be made in the Parent Portal.

The above directions must **also** be followed with a phone call to the school office to confirm that your email was received, understood and that the changes will be made. For the safety of your children it is necessary to submit this information through written communication. **Changes can not be made through verbal communication.**

### Arrival

Supervision is available for arriving students beginning 8:15 a.m. Monday through Friday and on Sunday beginning at 8:45 a.m. (Boys School only). Please do not bring children before

those times. *If you have children attending both campuses, YES will provide additional supervision at the Boys School upon request, from 8:00 a.m. to 8:15 a.m. Monday through Friday to accommodate the driving time between campuses. Please let us know in advance if you need this accommodation by contacting the office or by emailing [office@yeshivaelementary.com](mailto:office@yeshivaelementary.com).*

Students who arrive after the School Monitors are no longer outside must be accompanied by the parent or carpool driver and signed in so that they may receive a late note for admittance to class. An adult must accompany Early Childhood students to their classrooms after they are signed in at the office. Following these procedures is essential for the safety and security of your children.

We would like to reiterate that when a student consistently arrives late to school he/she is negatively impacted both academically and behaviorally.

## Dismissal

### Monday-Thursday

Dismissal begins at 4:00 p.m. and ends at 4:15 p.m.

### Friday

#### Daylight Savings

Dismissal begins at 2:00 p.m. and ends at 2:15 p.m. (Both Schools)

#### Standard Time

Dismissal begins at 1:00 p.m. and ends at 1:15 p.m. (ECE & Girls School)

Dismissal begins at 2:00 p.m. and ends at 2:15 p.m. (Boys School)

### Sunday (Boys School only)

Dismissal begins at 12:00 p.m. and ends at 12:15 p.m.

Although you may have to wait for several minutes for students, please refrain from using a cellphone during dismissal. **Please do not make new carpool arrangements while on the carpool line as it holds up traffic and is dangerous for the children.** *If you have children attending both campuses, YES will provide an additional 15 minutes of supervision at the Boys School upon request to accommodate the driving time between campuses. This accommodation is not available on Fridays when dismissal at the Girls Campus is at 1:00 p.m. Please let us know in advance if you need this accommodation by contacting the office or by emailing [office@yeshivaelementary.com](mailto:office@yeshivaelementary.com).*

Those interested in **extended before/after care** in the Boys School may request a registration form from the office or by emailing [office@yeshivaelementary.com](mailto:office@yeshivaelementary.com).

Parents are expected to be punctual. Although it may take several minutes to load all cars and send off the children, it is not reasonable to expect the school to provide child care beyond designated school hours. **Parents who come late three times over the course of the year will subsequently be assessed late fees for each additional late arrival occurrence as indicated in the following chart.**

5-15 minutes late	\$10 per child
16-30 minutes late	\$20 per child
More than 30 minutes late	\$40 per child

These fees are due at the end of the following week.

## **Sign-in and Sign-out Procedures**

There are specific procedures for signing a student in and out of school. In the event that a student arrives late or leaves school early, a parent (or a parent pre-authorized representative) must notify the front office and accompany the child in or out of the building as well as sign the Release Log. In unique situations, at the discretion of the school, a staff member may escort a student out of the building. In order for a student to leave school with a person who is not pre-authorized to pick them up, a parent must send an email **from their own email address** that includes the student's name and grade, and the full name of the temporarily authorized person to [carpool@yeshivaelementary.com](mailto:carpool@yeshivaelementary.com) followed by a phone call to the office to notify us. Please also inform the temporarily authorized person to bring a valid photo I.D. with them to present to a member of the school office.

## **Early Departure**

All students must be signed out prior to being taken out of school early. When it does become necessary to pick up your child during school hours, please come to the office and your child will be paged. Should you need to pick your child up from school before dismissal, please call the front office at least 2 hours (if feasible) prior to your projected pick up time and arrange a pick-up time no later than 3:30 p.m. Notifying the office ahead of time will help avoid any delays, gives teachers the ability to give the child any work he/she may be missing, and causes the least amount disruption for all students.

## **Punctuality**

Punctuality is essential. Davening is the first subject of the day and being on time reinforces its importance. Students who arrive late disrupt class and interfere with the learning process of other students. Repeated tardiness can result in lower academic scores. Should a pattern of habitual tardiness occur, a parent-school conference will be held to determine an appropriate course of action.

## **Absences**

Regular school attendance is directly correlated to academic success. When students miss class repeatedly, they risk reducing their academic proficiency. Excessive unexcused absence or chronic truancy may result in lower academic grades, necessitate private tutoring, and/or prevent promotion. Should attendance be considered a problem, parents will be notified and a parent-school conference will be necessary.

### **Excused Absences**

- Illness
- Medical Appointments
- Absences with prior permission from the Administration (e.g. family simcha)

### **Unexcused Absences**

Absences that are not explicitly excused by the Administration will be considered unexcused absences. A student is truant if he or she is absent from school without the permission

of a parent or guardian, or leaves the School grounds once he or she has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified and the student will be subject to disciplinary action.

### **Make Up Work for Excused Absences**

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

### **Communication**

We make every effort to limit disruptions to the classroom. Students are therefore unable to receive or make phone calls during the day without a Principal's approval. If you need to get a message to the faculty or your child, please leave the message with the school office.

As communication is a two-way interaction, parents are responsible to communicate the following to the school:

- **Parent contact information** (home, business, cellular) **as well as emergency contact information must be kept current.**
- Authorization for emergency medical treatment must be on file.
- If traveling out of town while your children are in school, please leave all pertinent information with the office.
- If your child will be absent for an extended period of time, please notify the school.
- If something is happening outside of the school environment that may be affecting your child, we encourage you to inform the school which will allow us to provide additional support and care.

We believe that the school and family are partners working toward the common goal of successfully educating your child. Parent participation will enhance your child's progress. We have created opportunities for open dialogue between parents and teachers. Formal Parent/Teacher conferences are scheduled twice yearly. Parents are urged to attend.

If you have any concerns that you would like addressed aside from the scheduled conferences, please contact the teacher directly, or contact the office to schedule a meeting. Your call will be returned in a timely manner.

## Lunch Drop-off

In the event that you need to drop lunch off for your child, please deposit it in the School office.

Please refrain from utilizing food delivery services unless absolutely necessary (i.e. your child forgot to bring lunch) as it is disruptive to students and faculty and is not consistent with the environment we are striving to maintain.

If having food delivered from a food delivery service please include the following instructions:

### Girls Campus:

“Please deposit this with the security guard to be delivered to *(insert full student name)* in grade *(insert grade number)*”

### Boys Campus:

“Please deposit this in the office to be delivered to *(insert full student name)* in grade *(insert grade number)*”

## ACADEMIC AND EDUCATIONAL INFORMATION

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### Grading and Conduct Rating

Report cards are mailed home on a trimester schedule. In addition, interim reports are mailed in the middle of each trimester. These reports are designed to keep you informed of your child’s conduct and academic progress. Students are evaluated using the grading scales below. Pre-Kindergarten and Kindergarten students are evaluated based on their level of achievement in skill sets listed on the report card. Teachers typically provide comments for all grade levels. Please note, report cards and electronic access to report cards may be withheld for nonpayment of tuition or fees.

#### Academic

##### Grades 1 - 2

E	=	Excellent
V	=	Very Good
S	=	Satisfactory
I	=	Inconsistent
NI	=	Needs Improvement

##### Grades 3 - 7

A (90 – 100)	=	Consistent outstanding performance
B (80 – 89)	=	Consistent above average performance
C (70 – 79)	=	Satisfactory performance
D (60 – 69)	=	Passing but unsatisfactory performance
F (0 – 59)	=	Failing performance

#### Conduct

O	=	Outstanding
S	=	Satisfactory
N	=	Needs improvement

## **Homework**

Homework is an integral part of our planned curriculum. Our Limudei Kodesh and General Studies teachers collaborate to keep the amount of homework within reasonable limits. The amount of homework will depend on the student's level and the particular class. Homework is designed to require thought, reasonable intellectual effort, the competent demonstration of learned skills, and practice towards mastery of new knowledge.

Students are required to complete all homework assignments. The student planner or homework sheet designed by the teacher keeps you informed and allows you to ensure that all homework is complete. If your child is out of school for any reason, please call the office by 10:00 a.m. to arrange for the homework to be sent home. Should you plan to have your child out of school for an extended period of time, please notify your child's teacher(s) and arrange in advance to obtain work that will be missed.

### **Parents' Role:**

- Make sure your child has a suitable work area and the supplies necessary to complete his/her homework.
- Monitor the quality of your child's work.
- If you find that your child is spending an unreasonable amount of time on homework (too much or too little), please let your child's teachers know.

## **Testing**

Teachers assess student proficiency in many areas through testing. Results of these tests are one of several factors that determine a student's grade in each subject.

To aid in evaluating a student's achievement and abilities, the school will administer annual standardized tests. Please make sure that your child receives adequate sleep, nutrition and exercise during this time. Standardized tests, while informative, do not always adequately measure a child's capabilities. For this reason, the School employs formative and summative assessment strategies, including classroom assignments, writing portfolios, projects, presentations and performance-based assessments. Using this approach, we can more accurately gauge a child's strengths and areas of growth.

## **Special Recognition**

We are proud to recognize students who excel in their academic work and good Middos. Certificates are awarded at our Rosh Chodesh assemblies for grades 1-5 and other recognition is given on appropriate occasions.

## **Schedule and Teacher Changes**

Schedule and/or teacher changes will be initiated by the School when operational needs require, or when the administration believes, the change will be in the best interests of the student(s) and/or institution. Please understand that the School and administration often place

students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

### **Parent/Teacher Conferences and Communication**

We believe that the School and family are partners working toward the common goal of successfully educating your child. Parent participation will enhance your child's progress. We have created opportunities for open dialogue between parents and teachers, such as Parent/Teacher conferences. Formal Parent/Teacher conferences are scheduled twice yearly. Parents are urged to attend.

If you have any concerns that you would like addressed at any other time throughout the school year, please contact the teacher directly, or contact the office to schedule a meeting. Your call will be returned in a timely manner.

### **Parental Attendance of School Functions**

Parental attendance at school functions reflects your commitment to support and work with the school. Your participation demonstrates a belief in our shared mission, vision and goals. We strongly encourage you to attend all school functions. Back to School Night is an opportunity to familiarize yourself with your child's teachers, curriculum and educational goals. In addition, there are numerous opportunities throughout the year to join us for educational events and holiday celebrations.

### **Re-enrollment**

A pattern of low grades, poor work habits, poor conduct, excessive absences or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

## **SAFETY**

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

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

### **Child Abuse Reporting**

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously, and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized

by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

### **Student/Adult Interaction and Communication**

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Head of School or a principal.

Further, students and their parents should promptly notify an administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Communicating privately with a student;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Inviting a student into their home (excluding school-sanctioned class events);
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student to meet privately;
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events;
- Visiting a student in his/her home or another location (excluding visiting a sick child with parental consent);
- Socializing or spending time with students (including but not limited to activities such as going out for meals, events, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing sexually explicit material to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

## Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for school activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents with whom a child may associate with **outside of School**.

To keep your children safer, parents should talk openly with their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit <http://www.familywatchdog.us>. To learn more about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General's website at <http://myfloridalegal.com>. **Please familiarize yourself with further details of our Standards of Ethical Conduct policy found in the Parent Portal.**

## Harassment and Bullying

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors).

Students should be aware that their **off-campus behavior is also covered under this policy**, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an

account and posing as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, when explaining these concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is inappropriate and prohibited to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to touch another student's "private parts," to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a student who is using the bathroom.

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media, camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable School environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Head of School or a Principal. We also expect that anyone, whether student, faculty, staff, or family member who witnesses, or has knowledge of, an incident of bullying or harassment, will report the incident to the appropriate individual identified above. By reporting such conduct, you are not engaging in impermissible Lashon Hara or any other violation of other Halachos of proper speech.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action at the School's discretion, including, but not limited to, dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against a person for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

## Visitors

This is a closed campus. Outside visitors are not allowed to visit a student's class without prior permission from the student's teacher and administration. Parents or guardians who need to visit campus during School hours are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.

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

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

## **Weapons and Threats**

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School itself. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) to School (including, but not limited to, parking lots, athletic fields, and our buildings) or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, but is not limited to, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior or item that is threatening, will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee, or the School. If there is any communication or behavior that concerns you, report it to the school immediately.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation.

## **SOCIAL GUIDELINES AND EXPECTATIONS**

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### **Purpose and Goal**

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. To promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances call for it.

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

### **On and Off-Campus Behavior**

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, but not limited to, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

In addition, the School regards any behavior deemed prejudicial to the best interests of the School, its students, and its employees, whether it occurs at School or elsewhere, as sufficient grounds for a disciplinary response. Consistent application of disciplinary policies is sought, although each situation is judged on its individual merits, and every effort will be made to ensure that decisions are not arbitrary.

### **General Conduct**

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

### **Fighting or Horseplay**

Fighting, pushing, hitting, tripping, physical horseplay, or roughhousing of any kind are prohibited and may lead to disciplinary consequences for all of the individuals.

### **Honesty and Dishonesty**

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is a breach of the Torah's standards and may result in disciplinary action.

### **Language**

Students and parents are prohibited from using profane, obscene, bigoted, or any other type of offensive language or gesture on campus or at School-sponsored events.

### **Property**

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure or otherwise damage school property or equipment, will be required to pay for the damage or replace the item. Library books are furnished by the school and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for

any lost or damaged materials checked out to them. Students are responsible for their own personal items and belongings; the school does not take responsibility for loss or damage to any personal property. Students may not buy, trade, or gift money or other property to their peers.

### **Inspection Policy**

Parents and students authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the school's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, etc.). Students and parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

### **Lost and Found**

Books, clothing and other personal items which are left at the end of each day will be placed in the Lost and Found bin in the office and may be claimed before or after school. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals. Labeling all items helps prevent loss.

### **School Performances**

Yeshiva Elementary does not permit Elementary/Aderes students to attend the performances of siblings in other classes. While recognizing that families enjoy being together, the School has found this practice to be disruptive to learning, to the performers themselves, and creates difficulties due to space constraints. Refreshments served at school functions are intended for attending adults and performing students only.

## **DISCIPLINARY PROCEDURES**

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The teacher of each class is in charge of the discipline in that classroom. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with a teacher is not consistent with the conduct expected from all students and parents. Each situation will be handled at the School's discretion in accordance with the School's rules, policies, and practices, as well as general common sense.

Those who violate the rules and regulations of the school are subject to disciplinary

consequences. The level of disciplinary response for any violation of School rules will depend on a variety of circumstances, which include but are not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or School disruption caused by the student's behavior;
- The number, if any, of prior infractions of School rules and regulations;
- Whether the student has been previously disciplined;
- Whether the student had been warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;

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

**Minor Offenses:**

The classroom teacher is responsible for dealing with students who fail to follow directions, speak out of turn, come to class unprepared, or engage in other acts of minor misbehavior.

Consequences for minor misbehavior may include warnings, natural consequences, written apologies, teacher-student conferences, calls or notes home to parents, behavior modification programs and/or a denial of privileges. If a student commits minor offenses on an ongoing basis, this behavior will be reported to the administration and dealt with as a moderate offense.

**Moderate Offenses:**

Classroom teachers, coaches, and lunchroom supervisors will report moderate offenses to the Principals. Moderate offenses include disrespect of others, interfering with the learning process, physical aggression, throwing food, fighting, and other acts of moderate misbehavior.

Consequences for moderate offenses may additionally include Principal-student conferences, calls or notes home to parents, a denial of privileges and/or in-school suspension. Repeated acts of moderate misbehavior will require a parent-administrator conference, and will be treated as a major offense.

**Major Offenses:**

Principals will deal with all major offenses. Major offenses include fist fights, severely disrespectful conduct, theft, destruction of property, use of profane language, possession of weapons or any dangerous material, or any conduct that would be deemed

so disruptive to the learning environment OR to the safety of others that the student's continued enrollment is called into question.

Consequences for major offenses may include suspension for a period of days followed by a parent-administrator conference prior to the child's return to school. In the case of property destruction or theft, parents will be held financially responsible for any damages caused by their child and will be billed by the school.

At the discretion of the Principals, a fight may result in a one- or two-day suspension. Subsequent fights may result in more severe consequences, including a longer suspension or remediation plan.

### **Out-of-School Suspension**

The Principals may suspend a child from school as a consequence for a major offense. We realize that suspension may be burdensome for parents, but many acts of misconduct require a "cooling off" period for all concerned. To assist the school in sending the correct message to suspended students, please ensure that appropriate consequences are applied at home should a child be suspended from school. A child's term of suspension will be in proportion to the offense committed. The school will not offer a refund for tuition, hot lunch, a field trip, or a school event for which the parent has paid if missed due to a suspension.

Whenever possible, suspended students will be provided with schoolwork or other written assignments to be completed at home during the term of suspension. This work must be signed by a parent and given to an administrator upon the child's return to school. A Principal-parent conference may take place before the student returns at the discretion of the Administration.

**If a child is suspended from school, a parent or designated person MUST arrange to pick up the student promptly. If a suspended student is not picked up within an hour, one day may be added to the term of suspension.** If a parent cannot be reached, the school will be in touch with the designated "emergency contact" person.

### **Extended Suspensions and Expulsion Procedure**

If the Principals conclude that the totality of acts committed by a student over time is clearly disruptive to the learning environment, or the administration believes a student to be a threat to others, the school will follow this procedure:

1. The student will be suspended from school until a professional psychological and/or behavioral evaluation of the student takes place. A written report of the findings of said evaluation must be presented to the Principals. The parents must give the authorized consent to allow school officials to speak to the professional who produces the report. If the parents refuse to take this step, the student will be expelled from school.
2. The Principals will, in a timely manner, consult with the independent professional, review the report, and determine whether the school can continue to serve the educational needs of the student.
3. If the Principals determine that the school cannot serve the student, he/she will be expelled. If, however, the Principals agree that the school can serve the student,

he/she will be cleared to return to school after a meeting between the Principals, the parents and the student takes place. This return to school will be on a probationary basis, and the student will be permitted to remain in school provided the parents maintain any required outside treatment, and the child behaves appropriately.

We encourage you to read and discuss these disciplinary issues with your children to affirm your support of our efforts to maintain the safest possible environment.

## TECHNOLOGY

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### **South Florida Community-Wide Internet Awareness Campaign**

Recognizing the dangers inherent in unrestricted Internet use by our students, the Principals of the Yeshiva/Day Schools of South Florida have come together, with guidance from our generation's Gedolim, to promote the following recommendations. Our goal is to support our children in meeting the challenge of growing up successfully to a life of Torah, learning and Mitzvah observance, a life of Kedusha, aware of and protected from the negative influences that Internet access can bring.

We strongly recommend the following:

1. Any computers that are in the home, especially those with Internet connection, should be placed in a 'public' area of the house, not in a child's room where it is hidden from view.
2. Although not foolproof, investigate and consider installing safeguards such as passwords, filters, disabling features and monitoring services that can provide a level of protection from uncontrolled Internet use. Some suggested services are: WebChaver for filtering, and Bark.us, for monitoring. TAG South Florida provides technical assistance for parents looking to adopt internet filters and can be reached at [tagsouthflorida.com](http://tagsouthflorida.com) or (561) 614-4686. *Consulting with a computer expert will give you technical awareness of options to control the situation in your home.*
3. Be aware of the harmful potential of cell phones, tablets, iPads and iPods in addition to the Internet. Speak with your children about eliminating or setting very clear limits on their use.

### **Cell Phones and Other Electronics**

Students are not allowed to bring personal electronic devices (smart/cell phones, smart watches, tablets, game consoles, etc.) to school or to school activities. To the extent that a student does so, the student does so at his/her own risk. Any electronic device not expressly approved by the School is subject to immediate confiscation upon discovery. The School reserves the right to inspect the device, including all contents. Students must provide any and all passwords and/or login information to inspect the device and its contents upon request by a school administrator. Students and parents consent to the School logging into the device and its contents and

applications, as well as accessing all communications, including, without limitation, stored communications. Parents will be required to come to the School office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy. The School will not be responsible for the theft, damage, or loss of such devices.

Students may not use electronic devices in any way that is inappropriate, harassing or disruptive to the educational environment. The visible/audible content stored or displayed on an electronic device such as images, wallpapers, and ringtones are to be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a School rule.

### **Computer and Systems Usage Policy**

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

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

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

**Internet Access:** Student usage of Internet on School computers/devices, School networks, or School provided platforms is solely for the usage of educational resources as directed by the School.

**Access to the internet via the School's internet connection is filtered.** No filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and usage and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Any attempt to circumvent or disable filters may result in disciplinary action.

**Internet Safety:** Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

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

**Network Access/Passwords:** Accessing the accounts and files of others is prohibited. Attempting to impair the School's network, to bypass restrictions set by the network administrator, access the School's network without permission, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the School's network is a violation of School rules as well as a form of theft. ***Guard your password. You will be responsible for any activity done on the School's system under your password.***

**School's Right to Inspect:** The School reserves the right to inspect user computers, devices, directories and storage systems for inappropriate files to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus, to a School-related event, or used at or away from School for school work on a regular or intermittent basis. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords and/or login information to inspect the device and its contents upon request by a school administrator. Students and parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, but not limited to, stored communications. Do not assume that any messages or materials on your computer/electronic device or the School's systems are private.

**Electronic Communication:** Any electronic communication done on school devices or through school systems is subject to review by the School. Electronic communication must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content which the author would not be willing to share publicly with School Staff.

Any person who believes that they have been harassed or threatened by any electronic communication should immediately report their concern in accordance with the School's No Harassment/No Bullying policy.

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

**Care of School Computers:** Members of the School community will not abuse, tamper with, or willfully damage any computer or other technology-related equipment or use the computer or other technology-related equipment for purposes other than appropriate work. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

**Reporting Requirements/Discipline:** Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to a teacher, the Head of School, or another School Administrator so that the situation can be investigated and addressed appropriately.

## **Online Learning Management Systems and COPPA Information**

We are committed to high quality teaching and learning; therefore, our School uses several computer software applications and web-based/cloud-based education technology services operated by third parties. These applications include, but may not be limited to: Google Workspace, Successmaker, Zoom, and other similar programs approved by the School Administration for educational use. In order for students to use these programs and services, certain personal identifying information—generally the student’s name and a non-active email address created and provided by the School—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Under federal law entitled the Children’s Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

COPPA permits the School to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for the School to provide personally identifying information for the student consisting of first name, last name, an email address, username, and other school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. If you do not want your student to participate in these programs, you must notify the School by contacting [principals@yeshivaelementary.com](mailto:principals@yeshivaelementary.com).

## **Inappropriate Messaging**

Inappropriate messaging includes instances where minors share photos of persons (themselves or other individuals regardless of age) engaging in inappropriate behavior through any form of electronic distribution. Students are prohibited from engaging in this type of behavior, whether via the School’s systems or personal electronic devices and regardless of where the student was when the behavior occurred. Any student receiving such a photo or video must immediately report the situation to a teacher or Administrator. This behavior, even if it is meant as a joke, is wrong and will not only lead to disciplinary action, but could lead to a report to law enforcement.

## **Social Media and Social Networking Policies and Procedures**

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School’s position regarding a student’s use of social media or networking.

**Use at School or a School-Related Event:** We do not permit students to access social media and/or social networking sites while on School property, with School Property or at a School-related event. We have taken steps to block many of the social media/networking

sites on our network, but we cannot guarantee that anything is 100% foolproof. Therefore, accessing such sites on School property, with School property or at a School-related event, is in violation of School policy and may result in disciplinary action.

**Use Away from School Property:** We strongly discourage students from using social media at all times. Parents are responsible to ensure appropriate filters are in place and the student's online presence is consistent with the values of Yeshiva Elementary School. YES reserves the right to dismiss a student based on online behavior if found to be inconsistent with the values of the School.

## DRESS CODE

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Proper attire and grooming contribute to the overall educational environment. Dignified attire imbues students with a sense of pride and self-worth while casual or sloppy dress can create an attitude which projects apathy.

Parents have praised the School's uniforms for their convenience, attractiveness and the elimination of fashion competition among students. The uniform creates a positive feeling of school spirit and "achdus" (oneness) while promoting a modest dress code befitting our *Bnei Torah* and *Bnos Yisroel*.

Beginning on the first day of school, all students grades 1-5 are required to be dressed in uniform. After a single warning, any student coming to school without an appropriate uniform will be sent home. The School reserves the right to determine the appropriateness of any student's appearance as a reflection of School standards.

### Boys Uniform:

- All boys are required to wear Tzitzis at all times.
- Yarmulkes and other apparel with secular logos (i.e. sports teams) are not acceptable
- Solid navy blue or black school pants (no denim/jeans or exterior pockets permitted)
- Solid white or solid light blue shirts with collars
- Shoes: Wheelies and Crocs are not safe or appropriate in a school environment and are not acceptable. Neon shoes or shoes bearing the name of an athlete are not permitted. Conservative colored shoes are required.
- Necklaces or bracelets of any kind are not permitted unless medically necessary.

### Girls Elementary Uniform (Please refer to Aderes Supplement Handbook for Dress Policies):

- Girls must wear a long-sleeved polo shirt. Permitted colors include white, light blue, or burgundy. Shirts must have sleeves to the wrist and be fully buttoned.
- Girls must wear a uniform skirt available for purchase only at Clothes 'N Bows.
- Girls must wear knee socks. Designs are permissible without any characters, words or logos.
- Shoes: Wheelies and Crocs are not safe in a school environment and are not acceptable.
- Students must wear the Yeshiva Elementary School sweatshirt.
- Nail polish or other makeup is not acceptable.
- Although the girls may wear jewelry, it will be left to the School's discretion to decide what is appropriate for our school environment. Please keep in mind that these items may get lost or broken in the course of the school day.
- Hair styles must reflect a Bas Yisroel.

**All uniform skirts, jumpers, and sweatshirts must be purchased from Clothes 'N Bows. No other skirts, jumpers, or sweatshirts will be allowed.**

Thank you in advance for your cooperation, support and assistance in creating an environment that reflects our Torah values and is conducive to learning.

All visitors are required to respect the environment of the school and dress in a modest fashion.

## HEALTH

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### Accidents

Any accident/injury in a school building, on the school property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students should not assume that someone in authority knows there was an accident or injury.

### Animal Policy

Due to concerns about the health, safety, and welfare of people in the School community, no animals are allowed on school property or at school-related events without the express permission of the Head of School or a principal.

### Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

### Health Care, Immunizations, Medications, and Clinic

Prior to the beginning of School, parents must submit documentation indicating a physical examination has been performed by the child's primary care physician unless a current form is already on file. In addition, immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and an original (no photocopies) Certificate of Immunization, signed by a physician, or an immunization waiver, valid and provided in accordance with Florida law, must be kept on file in the School office. Students may not attend School without an appropriate immunization record (this includes, without limitation, a current immunization record, in accordance with state requirements, at all times) or valid waiver.

Many students must have medication available at school for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written permission from the parent or guardian. An Authorization to Dispense Medication Form completed by the parent/guardian is required in the event a student must receive medicine

at school. This form is available in the school office and on the website. The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to be given, doctor's name (if prescribed) and possible side effects, must be given to the school office together with the signed permission form. All medication must be delivered to a staff member in the main office. Students are not permitted to carry medications except for EpiPens, and then only with specific physician instructions and a signed release from the parents.

Students who return to school after an extended illness or surgery or who may not participate in sports or gym classes following an extended illness or surgery require a physician's statement confirming the student's ability to return to school and any necessary limitations or restrictions.

Parents are responsible for informing the School of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the front office about behavior, comments, or other concerns that could potentially evidence that their child could harm his or her self or any other individual.

### **Student Illness and Communicable Diseases**

To maintain a safe and healthy learning environment for all students, it is vital that your child be kept at home when ill until he/she is fully recuperated. This is an essential health precaution for all students and faculty. A child who is not feeling well will not be able to function on par with the rest of the class and would place all other students, parents, visitors, and employees at risk if he/she attends school when ill.

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School may apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are being or can be used, and public health guidance regarding the risk and exposure. Response may include, but is not limited to, a determination that no risk exists or that no action is required, immunization programs being put into place, mandatory health screening being implemented, mitigation steps being required (such as a student refraining from some activities), utilization of bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps; scarlet fever; hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection,

hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

The School has a nit-free policy. We will contact you immediately if we discover nits or lice. We encourage you to periodically check your child for head lice or nits. If your child has been out of the country where there may have been a susceptibility to lice, it is your responsibility to check for lice before your child is brought back to school. If your child does have lice, you may want to contact your pediatrician. Children may not return to school until the treatment has been administered and all nits are removed. You must bring your child to the office to be checked before he/she will be admitted to class.

We rely on our parents as the first line of defense against infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school, and instead should remain at home in an environment where proper care may be given. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the front office. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, diarrhea, etc. for 24 hours prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Principal if their child has a confirmed communicable disease that poses a risk to others in the School community. The Florida Department of Health may be notified when a student is sent home because of a communicable disease. In case of student absence due to a reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times in which exposure could have occurred. The School will not disclose the sensitive medical information of students further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

## STUDENT SERVICES

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### Services for Students with Disabilities

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability.

**General Policy:** In general, it is our school's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students or to the classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

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

**Release for Communications with Physician:** Parent(s) must sign a Release of Information form, permitting the School to contact the medical professional when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

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

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

made for students include appropriate classroom locations, extended time on tests, and/or dispensing with medication through the clinic.

### **Guidance Counselors**

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

Under certain conditions the school may provide counseling services to students. Students and parents should be aware that our school's philosophy is that conversations with school counselors will **not** be treated as confidential. The counselor will remind the student of the non-confidential nature of the communication and, in appropriate circumstances, will encourage the student to communicate with the student's parents or other adults regarding the circumstances disclosed. The counselor may also directly inform the parent and/or administration of sensitive communications to find ways to help the student and/or family. In addition, the counselor may be required to report such communications to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

### **Library**

The library is designated as a quiet zone used for studying, reading, research, and checking out books. Library privileges may be denied to students who do not comply.

- Students are not to bring food, drinks etc. into the library.
- Students must sign out all books at the main desk prior to leaving the library.
- Students are responsible for taking care of and returning any book checked out to them. If a book is lost or damaged while checked out to a student, that student will be expected to pay for it.

### **Field Trips**

Parents will be notified prior to field trips. Only students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend. Proper behavior during the trip is of utmost importance. Parents of any student unable to follow the given guidelines will be notified and, in severe cases, the parent may be asked to come take the student home. Students will not be permitted to purchase gifts or snacks on field trips.

### **Food**

Food and drink are to be consumed only in designated areas. Food kept within the building must be wrapped or stored in closed containers. At no time are gum or glass bottles allowed in school. **Students may not bring soup mix (e.g. Tradition soup)**. Hot water poses a risk for burns and will not be provided. Lunches should be nutritious and sufficient for the needs of the child. The sharing of snacks is strongly discouraged as each family has different standards and/or health requirements. If your child prepares his/her own lunch or snacks, please review this policy with your child.

## **Peanut Free School**

Since peanuts can be a highly allergic food, our school is peanut-free.

- No peanut or peanut products may be brought to school in individual lunches or for classroom use.
- Parents should read labels on products sent into school.
- Products that contain peanuts, peanut oil, ground peanuts or any other peanut derivative must be avoided in any item brought to school.
- Products whose label states “may contain traces of peanuts” are **not** permitted in school.
- Products whose label states “produced in a plant that manufactures peanuts” are acceptable for school use.

## **ADDITIONAL EARLY CHILDHOOD POLICIES**

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### **Early Childhood Birthday Parties**

We gladly welcome parents to provide a birthday party for their child at school. All parties must be scheduled through the Early Childhood office, at which time policies and other requirements for birthday celebrations will be addressed. Elementary students are not permitted to attend parties of siblings during the school day and, to minimize disruption to the school day, we request that party refreshments be saved at home for siblings. All birthday celebrations are expected to comply with school expectations and standards.

### **Early Childhood Shabbos Parties**

Fridays there are often Shabbos parties in the Early Childhood classes. When your child is chosen to be the “Abba” or “Ima”, a notice will be sent home specifying the appropriate items to send with your child for the party. Only those items listed in the notice will be permitted for classroom use.

### **Toys and Food**

Parents are asked not to send any food or other items, such as toys, games, and books, for permanent classroom use without the expressed permission of the Early Childhood Director. Children are permitted to bring items from home to play with during school providing they meet the following guidelines:

1. No small parts or other choking hazards.
2. No toy guns/weapons or toys depicting violence.
3. The Early Childhood Director will determine restrictions on commercialized products.

The school can assume no responsibility for loss or damage to items brought into the school.

Healthy eating is an integral part of your child's growth and development. We encourage parents to send healthy snacks and lunches, and to avoid sending in items such as candy, soda, chocolates, etc. We also ask that parents join our staff in discouraging children from sharing their food with others, as each family has different standards and health restrictions.

1. Gum and hard sucking candy are not allowed at any time.
2. Cans or bottles of soda are not allowed in the Early Childhood classes.

## **OTHER IMPORTANT INFORMATION AND POLICIES**

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### **Inclement Weather Policy**

The cornerstone of our inclement weather policy is: **SAFETY FIRST!**

Yeshiva Elementary School will follow the lead of the Miami-Dade Public School System regarding school closure and evacuation.

In the event that there is no public school scheduled for a day when we are in session, and therefore no announcement made about the public-school system, we will act according to the following guidelines:

- 1) In the event of a HURRICANE WATCH OR HURRICANE WARNING for Miami-Dade County, there will be no school. If school is already in session and a HURRICANE WATCH or WARNING is posted, students will be sent home in an organized manner.
- 2) In the event of a TROPICAL STORM WATCH OR WARNING, the school will be open.

Remember to listen to the local radio stations for updates about weather conditions and school closings. In addition, if there is power, we will communicate updates via email. **Please make sure the school has accurate contact information at all times.**

### **School Closure or Modifications Due to a Force Majeure Event**

Should events beyond the control of the School, including, but not limited to, any fire, act of G-d, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

## **Payment of Tuition and Fees**

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

## **School Directory**

Parent authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of Parent, Student, and other children in attendance at the School, in a directory of students to be distributed to School families. Parent acknowledges that this directory is not to be used for commercial use and is not to be distributed to any person or entity other than another School family.

## **Student Records and Information**

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information can be released to a third party.

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

Parent consents and holds the School harmless for the release of Student's records and information upon request by an educational institution, law enforcement agency, or other authorized third party. Parent also releases and holds the School harmless from any liability stemming from the use, disclosure, or release of Student's records or information.

## **Photos and Images**

Parent authorizes the Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in media including, but not limited to, the School's publications and promotional materials e.g. the website, YES Press, etc. without compensation and without prior notice. Parents release and hold the School harmless from any liability stemming from the use of the Student's name, photograph, voice, image, or information.

## **Posters and Announcements**

All announcements or invitations originating from parents or students must be approved by an administrator before they are distributed in School.

## **Promotional Materials and Statements**

The School continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogs, brochures, handbooks, and advertising. In an effort to do so, however, information included in the materials (including class sizes, student-to-teacher ratios, school accreditation, teacher qualification, specialization, and length of service, etc.) may change as programs grow and as staff changes. Prior to relying on any written materials in making your decision to re-enroll your child in the School, please verify the accuracy of information with the Admissions Office. Please also understand that even if the information was accurate at the time that you enrolled your child, the information may change prior to commencement of classes or during their attendance at the School. Please also note that only the Head of the School (or his/her designee) has the authority to make commitments regarding the nature of the program, specific arrangements for a student, or other changes from the School's regular curriculum.

## **School/Family Cooperation**

A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member engages in behavior, communication, or interaction on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to place restrictions on the Family's Member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the Family Member from the school community. The School may also place restrictions on a Family Member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract as a result of a Family Member's violation of these expectations. Any such determination shall be in the School's sole and reasonable discretion.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of the student's education at the School. Failure of parents to cooperate with one another may lead to dismissal of the student or the School's decision not to offer or to withdraw an offer of enrollment already made in future academic years. The family's contractual financial obligations for tuition and fees remain in full force and effect.

## **Principles Relating to the Parent/School Relationship**

The School will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.

Please do not ask the School to tell you about discipline imposed on other students. We would not disclose discipline of your child to others and expect that you understand the same principle applies to other students.

All communications between the parents and any person at the school must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.

**THE FACULTY AND STAFF OF**  
**Yeshiva Elementary School**

**OFFER SINCERE THANKS**  
**FOR YOUR PARTNERSHIP**  
**AND CONTINUING SUPPORT.**

**TOGETHER WE CAN ENSURE A FULFILLING**  
**AND PRODUCTIVE YEAR FOR OUR CHILDREN.**

## ACKNOWLEDGMENT AND RECEIPT OF PARENT-STUDENT HANDBOOK

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

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

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

I have read and understood all statements and provisions set forth in the Parent-Student Handbook.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date