

**Lubavitch Educational Center Young Division**  
**1<sup>ST</sup> GRADE - BOYS AND GIRLS**  
**SCHOOL STUDENT MANUAL 2017-2018**

***Welcome to Lubavitch Educational Center's Young Division. We look forward to the opportunity to educate your child. Our work, however, cannot be done without your support and cooperation, so please spend a moment familiarizing yourself and your children with Lubavitch Young Division's policies and expectations.***

**PLEASE NOTE: The Administration reserves the right to amend school policies when necessary. If a parent is uncertain whether something is permitted in the school, they should contact the school office for clarification. In all matters of school policy the Administration remains the final arbiter.**

Students come to school to learn. To foster maximum results in all areas of a child's growth, students need to be provided with an environment that promotes and enables intellectual and emotional maturity—calm, organized, positive and stimulating. Within that environment, it is essential for students to understand what behaviors enhance the learning environment and what behaviors detract from it. Positive behavior creates a positive environment.

#### • ATTENDANCE

The school calendar is emailed prior to the beginning of the school year and is posted on the school's website. **Because of the importance of maintaining the integrity of the academic day, Lubavitch Elementary School does not endorse absences requested for the purpose of family convenience, outside social activities, or extended vacation time.**

Excused absences are those during which the student misses one or more classes for reasons mutually acceptable to both the parents and Lubavitch Elementary School. For absences due to personal reasons other than illness, advance permission must be obtained from the school. We ask that the office and staff be properly informed prior to taking a child out of school. The administration is usually sensitive to all legitimate requests. Generally, however, it is not good *chinuch* to prolong an absence, even for a family *simcha*.

In **all** cases of an absence, it is the responsibility of the parent to ensure the child is brought up to date in class material.

#### • ADDRESS AND PHONE NUMBERS

For the safety of your young children, make sure they know their last name, street address and telephone number. **Please notify the school office immediately of any change in address, telephone numbers or the emergency numbers.**

#### • ADMISSION POLICIES

When a new family wishes to enroll a child in Lubavitch Young Division an interview with parents is mandatory before the student will be accepted. Parents are required to submit all health records and transcripts from previous schools as required by school officials and government regulations. Forms can be downloaded from the school's website at [lecfl.com/registration-procedures-forms](http://lecfl.com/registration-procedures-forms).

#### • ATTENDANCE & PUNCTUALITY

In order to succeed in school students must be there. Frequent tardiness, even excused absences, will cause a student to miss important work, and oftentimes disrupts the class. Punctuality, promptness, and valuing time are the hallmarks of a *chossid* and a *yiras shamoyim*.

- **THE SCHOOL DAY BEGINS AT 8:15 AM.** Starting at 8:00 am *girls* may proceed to their classrooms *after* receiving permission from the on-duty teacher. *Boys* may proceed to their classrooms when the bell rings at 8:10 am.
- **When a student arrives late the entire class is disrupted.** Punctuality is an area that demands full parental cooperation. Please make every effort to bring your children on time to spare them any discomfort.

#### • AWARDS

Each month students will work together with their teachers learning and implementing a new *middah tova*.

- **Middos Award** – The *Middos Award* is presented each month to the student who has exhibited exceptional character traits, as recognized by all of his/her teachers and the administration.
- **Sportsmanship Award** – Awarded by the school coaches to boys who consistently demonstrate good sportsmanship through fair play, respect for all players, and polite behavior in all sporting competitions.

#### • BIRTHDAY CELEBRATIONS AND PARTIES

Parents are welcome to celebrate their child's birthday with a party in school. We like to make the birthday a meaningful and positive Jewish learning experience for your child and their classmates. Therefore, please not the following:

1. Contact the classroom teacher a few days before to arrange a time.
2. All foods must be from a bakery with a kosher certification or from a reliable company such as Blooms, Leibers, or Paskesz. **No home baked goods are permitted.** Additionally, we are limiting the party foods to **one food item only**, either a cake, cupcakes or ice cream. We will no longer serve candies and other nosh at the party. **Please do not put the teacher in an uncomfortable position to have to refuse to serve what you have brought.**
3. Goody bags with toys only. No food.
4. All non-food items such as prizes or paper goods should promote proper Jewish values, e.g. modesty, non-violence, proper role models (not TV/movie/violent heroes).

On an additional note, we would like to advise parents who are holding class birthday parties for their children at home, that the **entire class** should be invited to the party. Needless to say, it is hurtful to hold a party where only part of the class is invited, nor is it a proper lesson in *ahavas yisroel* to do so. In the case of sleepovers, they should be limited to two friends.

#### • BOOKS

In the case of a lost textbook, parents will be responsible for its replacement as soon as possible. *Yedios Klalios* and *Brochos* booklets can all be download at [www.lecfl.com](http://www.lecfl.com) in the event a booklet is lost or destroyed. Please impress upon your children the importance of being responsible for their books, as it will be costly for parents to replace them.

#### • CARPOOLS

In the rare event a parent is unable to pick their child or carpool up from school at the end of the day, it is the parent's responsibility to make alternate arrangements and advise the school office of any changes by 3:00 PM. If for any reason your child will not be joining a carpool on any given day, **please notify the carpool parent.**

#### • COMMUNICATION

Effective communication is the lifeblood of an educational organization. Parents should not hesitate to contact the school office/teacher to discuss matters of concern, or to seek clarity on an issue. It

is important that you share these concerns with your child's teacher, then the principal, if needed, **before** any matter is elevated to a more serious problem.

#### • **DERECH ERETZ**

*Derech erez* is a *midda* that is of utmost importance at LEC, especially in the foundational years where it is formed. One of the greatest infractions at LEC is the breach of *derech erez* toward any staff member. *Chutzpa* will not be tolerated at any time.

Disrespectful behavior or remarks are those that show disregard or contempt for the standing or esteem of the teacher. This includes, but is not limited to, remarks about the teacher's person, style of teaching, grading or disciplining, as well as vulgar language of any sort, regardless of whether or not it was directed at the teacher.

The following are examples of *derech erez* in the school setting

- A. Following a teacher's instructions.
- B. Speaking with respect to all staff members.
- C. Showing respect for peers.
- D. Respecting school property by maintaining cleanliness.
- E. Respecting school property by not damaging it.

Should a child show a consistent lack of *derech erez*, the parents will be asked to come in for a meeting to help resolve the issue.

**Positive Discipline Policy:** Conscious discipline is a highly recognized method that promotes social and emotional intelligence in the classroom and at home. Teachers are trained in 7 skills that help model to the students behaviors that are proactive—as opposed to reactive. Through teaching children to make decisions from an executive brain state, we train children to make good choices intrinsically and not for exterior motives.

We view a child's behavior as a way of communicating their feelings and needs. Naturally, these expressions are often done through negative actions and choices. At LEC Young Division our hope is that by building a connection with our students—through noticing and encouraging positive actions—we will instill in our children the ability to maintain positive forms of communications.

We strongly advise parents to familiarize themselves with the program so that everyone will be aware of our methods, and to ensure maximum gain for every child. There are many tutorials and literature online at [www.consciousdiscipline.com](http://www.consciousdiscipline.com).

#### • **DISMISSAL**

Dismissal for the entire Lubavitch Elementary school begins at 3:45 PM, Monday through Thursday; 2:00 PM on Friday, and 12:30 PM on Sunday (for boys). By 4:15 PM, Monday through Thursday; 2:20 on Friday; and 12:40 on Sunday (for boys) all children should have been picked up. It is important to keep the dismissal process running smoothly. Parents are asked not to hinder the process by socializing or taking care of school matters while in the dismissal line. No cars are to be parked in the carpool lane, as it is very disruptive to the dismissal process. Parents are asked to remain in their car at all times and not be on their cellphone.

**Please do not engage teachers in conversation during dismissal; it will take their attention off the students and put them at risk of being unsupervised.**

We have maintained an **After School Pickup Policy** for elementary school (see page 8). Please familiarize yourself with this policy so there should be no misunderstandings regarding late arrival penalties.

#### • **DOCTOR APPOINTMENTS**

Whenever possible, schedule all medical appointments for after school hours.

## • DRESS CODE

All students are expected to come attired in a manner befitting a *bas Yisroel*, with clothes that are clean, neat and well-fitting. Lubavitch Young Division maintains an obligatory dress code. **Students are required to come dressed in full uniform every day, unless notification has been given in a school memo to mark a special occasion or event. Any student who is not dressed according to school policy will not be allowed into class. No excuses or notes will be accepted.**

**Uniforms - GIRLS:** The official school uniform is a **solid pink long-sleeve button-down woven shirt or polo shirt** (3 buttons on top), with a **pleated navy blue skirt of mid-calf or longer length**, or jumpers available at Clothes 'n' Bows, 1121 NE 163<sup>rd</sup> St, North Miami Beach, FL, 305-947-9646, and **knee socks** of the same color. Only white undershirts are to be worn under school shirts. A solid navy blue sweat jacket, without words or pictures, is the only type of outerwear that is permitted.

The following articles of clothing or manner of dressing are **not permitted:** 1) A navy blue skirt made of denim, is not pleated, or has decorative trimmings or slits; 2) Bobby socks or slouch socks; 3) Clogs, slippers, mid-calf lace-up shoes, Crocs or Heelys; 4) Nail polish of any color; 5) Hair longer than the shoulders that is not worn in a single or double ponytail or braid. 6) Hair attachments, such as beads that are woven into the hair.

If a parent is uncertain whether an article of clothing or manner of dressing is permissible, contact the office **before** sending the student to school with any type of questionable clothing.

**Uniforms - BOYS:** The official school uniform is a solid blue button-down oxford shirt or polo shirt, short or long sleeve, with navy blue pants, *tzitzis* and *yarmulke*. A solid navy blue sweat jacket, without words or pictures, is the only type of outerwear that is permitted. All boys are required to have a navy blue baseball cap **with no logo** (with the exception of the *Tzivos Hashem* cap) to be worn during gym. Caps may be purchased in the school office for \$5.00.

The following articles of clothing or manner of dressing are **not permitted:** 1) denim or fitted pants; 2) large pockets (front side pockets only); 3) pants with trimmings or holes; 4) clogs, sandals, slippers, Crocs or Heelys.

If one is uncertain whether an article of clothing or manner of dressing is permissible, contact the school office **before** sending the student to school with any type of questionable clothing.

Haircuts should be short enough so that the hair cannot be combed into a part. **Front and back should be the same length. No bangs or gel.** Styling hair is discouraged. Please do not put the LEC administration in the position of having to ask a student to get a haircut.

## • EARLY DISMISSAL REQUESTS

For safety reasons the office must know where our students are at all times. Therefore, any parent wishing to take a student out of school during school hours must first come to the school office and receive a release note. Under no circumstances is a parent allowed to go directly to the classroom without a release note. All of our staff members are instructed not to allow students to leave unless they receive a signed release note from the office.

## • ELEVATOR

For reasons of safety, no students in LEC Young Division are allowed to ride alone in the school elevators at any time.

## • HEALTH RECORDS

Florida State law mandates that all students must have valid immunization records. These are kept on file in the school office.

## • HOMEWORK

Homework is an integral part of the school experience. Furthermore, good grades are directly dependent upon regularly completed homework assignments. *Practice assignments* reinforce new skills and are assigned after skills are taught in the classroom. Students will be given a homework sheet that **must be signed daily by a parent**. If a student has problems with the homework, e.g. he/she does not fully understand what is required, please feel free to contact the teacher.

### **Student responsibilities:**

- The student must put forth his/her best effort to do the homework assignment.
- The student must complete the assignment by the due date.
- The student is to turn in the completed assignment in an acceptable manner to his/her teachers.

### **Parent responsibilities:**

- Parents should provide appropriate time and space to allow their child to concentrate without disturbance.
- Parents should provide a supportive attitude to their child during the homework period in order to foster encouragement.

## • ILLNESS AND MEDICATIONS

**If a child is ill he should not come to school. We ask parents' cooperation in keeping a child at home if he/she shows any signs of sickness.** The school office will contact a parent if a child appears to be ill, has a fever or was injured during school. Should a child need to leave school due to illness, arrangements must be made to pick him/her up immediately.

Any contagious diseases should be reported to the school office so that we may notify teachers and other parents.

The office staff is not permitted to administer or dispense Tylenol or any other medication without written or verbal parental permission.

It is important that the school be informed of any allergies, medications or conditions your child may have. Forms are available in the school office. Parents whose children are on medication should request the physician schedule medication to be taken before the student leaves for school and again when the student arrives home. When this is not possible, the school will cooperate in dispensing medication. In such cases we request that you provide the school with a signed doctor's note indicating dosage and times when the medication should be taken. Medication from home must be turned into the office or the child's teacher with written permission to administer the medication. It is not safe for children to hold on to their medication.

First aid procedures are limited to cleaning and bandaging wounds. In the event that emergency care is needed, it is the school's procedure to take the child to an emergency room and contact the personal physician whenever possible. LEC maintains Rabbi Shmuel Klein as a fulltime EMT.

## • LUNCHES AND SNACKS

All foods and snacks must bear a reliable kosher certification acceptable to the school administration. All dairy foods must be *cholov yisroel*. All breads and snacks must be *pas yisroel*.

For snacks we encourage parents to give their children fresh fruits and vegetables, popcorn, pretzels, crackers and so forth. **Children are not permitted to bring or chew gum in school. Gum chewing does not benefit a yeshiva student.**

## • PERSONAL PROPERTY

Any personal items brought from home are the responsibility of the student. **Lubavitch Educational Center assumes no responsibility for lost or stolen items, even if they have been placed in a pre-designated closet or locker.**

The trading, buying or selling of any item among students is not allowed. Such items will be confiscated.

Electronic games, baseball cards, iPods, mp3 players, headphones, cellphones, iPads, or similar electronic and digital devices are not permitted in school. Knives of any kind, secular magazines and newspapers (unless authorized by the school), stink bombs, poppers, and fire crackers are not permitted in school.

#### • **REPORT CARDS**

Report cards are issued three times a year, and are emailed to each family. Parents should give these reports the serious attention they deserve. In addition, it is LEC policy to send home an Academic Report prior to each reporting period, to inform parents if their child is struggling to meet grade standards. It is hoped that an awareness of their child's academic standing will spur parents to do what is necessary, such as tutoring or contact with the child's teacher, to reverse the situation.

#### • **ROLLER BLADES, BICYCLES**

Students are not to come to school with skateboards, Heelys, or roller blades on or off their feet. For safety reasons bicycle riding on school grounds is not permitted, nor are baseball bats or hard balls.

#### • **SAFETY**

Lubavitch Elementary School has a responsibility for the safety of all students while they are in school. We take this responsibility very seriously. To carry out our responsibility properly we must insist that all students stay within designated supervised areas of the school property (building and playground) and play in a safe manner. Students should not be wandering around the building or staircases and should certainly at no time leave the premises without our permission. Any student wandering off without permission is endangering him/herself. In effect they are making it impossible for the school to guarantee their safety.

##### ***LEC's Policy on School Safety is as follows:***

- A. Gym/Recess.** During gym/recess students must be under constant supervision of the coaches/teachers in a designated, indoor or outdoor area.
- B. Leaving school grounds.** No student is permitted to leave school grounds.
- C. Fighting.** No fighting or physical aggression at any time.
- D. Running in building.** No running, loud talk, pushing or playing on the staircases or hallways is ever permitted.
- E. Hiding/Cutting Class.** Students are expected to remain with their teacher/aide at all times.
- F. Walking out of class without permission.**
- F. Throwing things out of windows or over the staircase.**
- G. Bringing to school any type of instrument that could be considered a weapon**

#### • **SCHOOL BAGS**

All students are expected to bring a sturdy and durable school bag to school every day. The school bag must have a secure closure so no items will be lost on the way to or from school. The student's name is to be clearly written in an easy-to-find place. **It is advisable for parents to look through the bag daily to see that it is kept neat and orderly and to retrieve any communication which may have been sent from school.**

#### • **SCHOOL CLEANLINESS**

Every student shares responsibility for maintaining the cleanliness of the entire building and school grounds. Absolutely no writing or defacing school property is permitted, including walls and desks. Trash and litter should be disposed of in receptacles provided. When in the lunchroom, students are to be considerate of others by cleaning up their eating area. Eating or drinking is not permitted in the classrooms, except under special circumstances.

## • STAIRCASES AND HALLS

Boys are to use the north staircase (at the front of the building) and girls are to use the south staircase (at the back of the building). The staircases and halls are not places for students to roam or congregate. They are used only for coming and going to and from specific classes or activities.

## • SUPPLIES

A list of general school supplies is emailed to each family during the summer, and is posted on the school's website at [www.lecfl.com](http://www.lecfl.com). After the start of school, some teachers may request additional supplies. It is important to clearly write the student's name on all supplies. Please remember, proper school supplies are essential for successful class work. All school articles, such as backpacks and folders, are to be free of non-Jewish themes and pictures.

## • THERAPY/TUTORING

If your child requires therapy/tutoring, it is best to do it after school hours, unless otherwise recommended. If the therapy/tutoring can only take place during school hours, it is the parent's responsibility to contact the school office for a list of approved therapists.

## • GENERAL SUGGESTIONS TO PARENTS:

- Write your child's name on all articles of outer clothing, e.g. coats, hats, sweaters, raincoats, etc.
- Make certain your child has eaten a healthy breakfast and has nutritious snacks, before setting out to school.
- It is a good idea to put sun block on your child (SPF 20 or higher) when dressing in the morning, especially if your child is fair skinned. The children play outdoors during peak sunlight hours and may be exposed to harmful UVB rays.
- The school maintains a "lost and found" box in the office. Please feel free to go through these boxes if your child loses or misplaces something.
- Instruct your child never to converse with or accept gifts from strangers, and never get into a stranger's car.
- Your child needs sufficient sleep each night to perform well in school.
- If you have any concerns about anything at school, or if you wish an explanation regarding any school matters, please do not hesitate to contact your child's teacher or the Elementary School office.
- Visit your school. Parents are not only welcome at school, but are urged to visit. It is always in a child's best interest that parents attend the various meetings and events arranged by the school, and show a general interest in their child's education.

• **AFTER-SCHOOL PICKUP POLICY**

- Dismissal is at 3:45 PM, Monday through Thursday, and 2:00 PM on Fridays. Sunday dismissal is at 12:30 PM.
- A parent is considered late at 4:15 pm, Monday through Thursday, at 2:20 PM on Fridays; and at 12:45 PM on Sundays.
- Students who have not been picked up will be waiting in the preschool office on the first floor. Parents need to come into the office to pick up their children.
- Late fees will be charged according to the time of arrival:

MONDAY TO THURSDAY		FRIDAY		SUNDAY	
Time of Arrival	Fine	Time of Arrival	Fine	Time of Arrival	Fine
4:15 - 4:30 pm	\$5	2:20 - 2:30 pm	\$5	12:45 - 12:50 pm	\$5
4:30 - 4:45 pm	\$15	2:30 - 2:45 pm	\$15	12:51 - 1:00 pm	\$15
4:45 - 5:00 pm	\$20	2:45 - 3:00 pm	\$20	1:01 - 1:10 pm	\$20
After 5:00 pm	\$5 for every 15 minutes	After 3:00 pm	\$5 for every 15 minutes	After 1:10 pm	\$5 for every 15 minutes

If the parent is unable to be reached, or will not arrive until after 4:30 pm, a staff member may drive the children to their home. Fines will continue to accrue.

Late fee payments may be made immediately or at any time shortly thereafter. When fines exceed \$20.00, or if a fine of any amount is due for more than three months, the child(ren) will not be allowed into class until it is paid.

**PLEASE NOTE: When paying the fee, it is the parent's responsibility to make sure that the payment is recorded by having a staff member sign the parent's account sheet. If there is no signature, it will not be considered paid.**