

***Lubavitch Educational
Center
MIDDLE SCHOOL BOYS
STUDENT MANUAL
2020-2021***

Welcome to Lubavitch Educational Center Middle School. 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 Educational Center Middle School'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, which 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. Ultimately, **behavior matters**. Positive behaviors result in good learning (and, where necessary rewards), while negative behaviors not only limit possibilities for learning, but often result in negative consequences for the student. Ultimately, behavior is a key factor in a student's educational success.

A strong framework for growth is a clear set of rules that define, regulate and encourage appropriate and responsible behavior. We feel clear and consistent guidelines will give the students the structure and security of knowing what to do and what to expect in school. Please read the rules carefully with your child, so we can all work together to achieve our mutual goals.

• **ABSENCES**

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, LEC Middle 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 LEC Middle School. For absences due to personal reasons other than illness, advance permission must be obtained from the school. The administration is usually sensitive to all legitimate requests. A parent is not allowed to take a student out of school without asking prior permission as it will adversely affect his grades. Generally, 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 student to make up work or tests missed as soon as possible, without any undue delay.

• **ADDRESS AND PHONE NUMBERS**

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 the LEC Middle School an interview with both 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.

• 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. In addition, promptness in all aspects of one's life is essential to a student's maturing into a responsible adult. Punctuality, promptness, and valuing time are also the hallmarks of a *chossid* and a *yiras shamoyim*.

- **THE SCHOOL DAY BEGINS FOR GRADES 6, 7, 8 AT 8:10 AM This is noticeably five minutes earlier than other departments.**

• AWARDS

Weekly/Monthly AWARDS, GRADES 6-7-8

- **Blue Slips**– Awarded to the student who has demonstrated exceptional effort in the areas of behavior, tests, and homework. Can be earned daily, weekly or monthly. Every student will be judged according to his ability and standards set forth for him.
- **Middos Award** – Awarded to the student who has exceptional character traits, as recognized by all of his/her teachers and the administration. Specifically, the student must:
 - 1) speak respectfully at all times to adults and peers;
 - 2) act in a respectful manner toward all adults and peers, and
 - 3) include all peers during lunch, recess, and all group activities. No award can be given to a student who has received any type of disciplinary slip.

• BIRTHDAY CELEBRATIONS AND PARTIES

• Please see the Hanochos Tefillin and Bar- Mitzvah Section (Grade 7)

Birthday celebrations may be arranged for students in school. Parents desiring to make such a celebration must contact the student's teacher in advance of the birthday and adhere to the following guidelines: 1) All parties/farbrenghens must take place during the students' lunch period; 2) A birthday party can consist of pizza and cake, or pizza and ice cream; 3) No soda is to be served; 4) Under no circumstances can any type of home-baked foods be served. It is also LEC policy not to allow students to leave their class to come to a sibling's party in another class. Parents are asked **not** to request an exception to this rule. Please refer to the Covid 19 safety protocol that will be given by our administration to refer to how these events take place during the weeks and months of social distancing. The above pertains to when social distancing is not taking place.

Hanachas Tefillin:

1. We strongly encourage you to have your son's hanachas tefillin at school to enable his friends to participate without detracting from a day of learning.
2. Family members are welcome to join us for shachris at 8:10am. At 9:00am all the 7th grade classes will join together with your family to hear your son say the ma'amer. (Please be in touch with Mrs. Rivkah Cohen prior to your son's Hanachas Tefillin regarding the current Covid policy at the time.)
3. Parents can supply orange juice, pastries and cake. (Which they can purchase from a nearby bakery or store).
4. Students will not be given permission to attend an out-of-school hanachas tefillin, - any absence will be considered "unexcused."
5. To schedule an in-school hanachas tefillin, please call or email Mrs. Rivkah Cohen in the Middle School office.

Bar Mitzvah Calendar:

To help plan bar mitzvah and hanachas tefillin celebrations without scheduling conflicts, we have created a spreadsheet that parents may access to check if any bar mitzvahs are scheduled for a particular date. Please visit the spreadsheet to add the date of your son's bar mitzvah and/or hanachas tefillin when known, to enable other parents to plan accordingly. Please visit <http://goo.gl/yXARya> - If you need help adding a date, please contact the school office. This is a courtesy arranged for parents, but please bear in mind that should any scheduling conflicts arise please reach out to the family directly.

Hosting a Bar Mitzvah Celebration:

We are awaiting clear guidance from our medical team regarding Covid19 Bar Mitzvas and celebrations as to which please be in contact with Mrs. Rivkah Cohen prior to your son's celebration to be up to date with the current advice and policies that will be in place regarding planning, hosting and executing a bar mitzvah celebration.

Bar mitzvahs are an extremely memorable and important part of a young man's life, for both him and his friends. The event offers the chance for these future leaders to take center stage and teach their friends and family the Torah that they have worked hard to prepare as well as to celebrate the accepting of the Mitzvos along with their loved ones. Unfortunately, many events take place in the evening when children are tired and looking to unwind. For this reason, we suggest you read the following recommendations to avoid any disciplinary issues.

It is very difficult for children to behave maturely after their normal bedtime hour. Therefore, it can be helpful to specify a pick-up time for classmates on the invitation, generally around 9:00 pm.

1. Consider hiring someone to help supervise the event.
2. Consider hiring entertainment that is geared specifically towards the classmates and friends of the bar mitzvah boy.
3. Alcoholic beverages should be supervised and given only to guests above 21.
4. Consider making a separate celebration or farbrengen specifically for your child's classmates.

Invitation Policy:

We are awaiting clear guidance from our medical team regarding Covid19 Bar Mitzvas and celebrations as to which please be in contact with Mrs. Rivkah Cohen prior to your son's celebration to be up to date with the current advice and policies that will be in place regarding planning, hosting and executing a bar mitzvah celebration.

1. If you are not inviting the entire grade to the bar mitzvah celebration, - please emphasize ahavas yisroel in creating your guest list. A guest list must be submitted to the middle school Office **before** invitations are sent out. Middle school strongly urges and advises that all students in your son's immediate class (i.e. grade 7A) be invited. There are over 65 students in grade 7 combining all grades, if you extend invitations past your son's immediate class, that list must be submitted to LEC middle school office prior.
2. For a Bar Mitzvah to be arranged for the morning of a school day, the entire 7th grade must be invited.
3. The school will not share parents' contact information, if you would like an email send for your bar mitzvah celebration please email it to middleschool@lecfl.com and we will gladly email it for you.
4. Please remember, when you are inviting a child without his parents to attend, you are in effect telling the parent you will be supervising them. That being said, please ensure when planning to invite the class (of 20) or entire grade of 55, if in fact you have adequate security and supervision to ensure their safety throughout the entire evening.

Parents of students attending the simcha:

1. It is important to remember that you are responsible for your child at the event. This is a responsibility and without adequate supervision a liability.
2. Speak to your child about his expected behavior at the event and about his general safety.
3. Make sure to pick up your son before 9:00 pm, particularly if there is school the next day.
4. iPods, smartphones, and any other electronic devices should be used for communication only. Using these for other purposes during the event is not considerate of the celebration.

• BOOKS

Parents will be responsible for replacing lost seforim and textbooks, as soon as possible. Please impress upon your children the importance of being responsible for their seforim, as it will be costly for parents to replace them. To avoid this problem, please make sure your son's name is written in every booklet. **Students will not be allowed into class without seforim or photocopies of the work.**

• 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. **It is not the responsibility of the school office to make carpool arrangements or find rides for students.** If for any reason your child will not be joining a carpool on any given day, **please notify the carpool parent.**

• CELL PHONES

All cell phone / electronics use is strictly prohibited during school hours, including recess and lunch. No Cell phones will be permitted to be brought including leaving it off and having it remain in a backpack.

Failure to adhere to this rule will result in the phone / device being confiscated for a minimum of 2 weeks.

• PERSONAL PROPERTY

Any personal items brought from home are the responsibility of the student. **Lubavitch Educational Center Middle School assumes no responsibility for lost or stolen items, even if they have been placed in his cubby or backpack.**

THE TRADING, BUYING OR SELLING OF ANY ITEM AMONG STUDENTS IS NOT ALLOWED.

Such items will be **immediately confiscated.**

Electronic games, baseball cards, iPads, mp3 players, headphones, cellphones, or similar electronic and digital devices are not permitted in school. Knives of any kind, BB guns, or any instrument considered a weapon, secular magazines and newspapers (unless authorized by the school), stink bombs, poppers, and fire crackers **ARE NOT PERMITTED IN SCHOOL.**

• CLASS VISITS/MINYAN DAVENING

Please refer to the LEC Covid 19 manual regarding parents visiting on school campus during school hours. We would like our parents to come and visit our school. However, since the presence of parents or other adults during class time may be distracting to the students and the educational process, please contact the school office beforehand to arrange a visit. **It is necessary for parents to first obtain written permission from the school office prior to entering a child's classroom.**

• COMMUNICATION

Effective communication is essential to an educational institution. As a parent, you should feel free to contact the school in the event of a problem or other matters that require clarification. We are here to be responsive to your questions and ideas. It is important that you share your concerns with your child's teacher, then the principal, if needed, **before** the matter becomes a problem.

• DERECH ERETZ

One of the gravest infractions in school is the breach of *derech eretz* toward any staff member. Chutzpa will not be tolerated. The instructions of a teacher at any time must be obeyed. Whenever speaking to a teacher or staff member, a student must be respectful, both in choice of words and tone of voice. Any disrespect—offensive remarks or facial expressions, arguing, gestures, refusal to obey instructions—is a serious infraction. Whatever the situation, a staff member is **never** to be challenged. A student is not on equal footing with a teacher or principal, and a student is to always recognize his position and obligation as a student.

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.

A. Following the teacher's instructions. A student refusing to follow a **direct order or blatantly refusing to follow instructions** constitutes **chutzpah**. If the child refuses to listen, he will be immediately suspended for the remainder of the day. The first incident will be an in-school suspension; the second incident will be an out-of-school suspension. The student will also receive a *Discipline Code Violation*, miss the next extra-curricular activity and need to write an essay to reflect on behavior improvements.

B. Speaking with respect to all teachers and staff. Any student **speaking with disrespect** (i.e. **chutzpah**) to a teacher or staff member will be immediately **suspended** from school for the remainder of the day. The first incident will be an in-school suspension; the second incident will be an out-of-school suspension. The student will also receive a *Discipline Code Violation*, miss the next extra-curricular activity and need to write an essay to reflect on behavior improvements.

C. Following class rules. Any student refusing to follow class rules will receive a warning from the teacher. A second refusal will result in a discipline code violation and need to write an essay to reflect on behavior improvements.

Showing respect for peers. Any student verbally or in writing abusing another student in school, i.e. embarrassing or using inappropriate language, will result in the student receiving a *Discipline Code Violation* miss the next extra-curricular activity and need to write an essay to reflect on behavior improvements. Use of curse words will result in an immediate suspension. If the student persists in using curse words, he will be expelled. LEC has a policy of zero tolerance for bullying. If a child is bullying another student, he will receive a red slip given by the principal. His parents may also be called in for a meeting to discuss necessary interventions that will be enacted.

D. Respecting school property by maintaining cleanliness. Any student found making a mess on school property (such as throwing garbage around) will be asked to correct his behavior on the spot by cleaning up an area in the school greater than the area he/she messed up. The student will also receive a *Discipline Code Violation*, miss the next extra-curricular activity and receive an assignment.

E. Respecting school property by not damaging it. Any student found defacing, destroying or causing damage to school property will be automatically fined and will be suspended for one day. The student will also receive a *Discipline Code Violation*, miss the next extra-curricular activity and receive an assignment.

Three Discipline Code Violations in the period of one month will result in a suspension and/or require the parents to meet with the principal before the child will be allowed back in class.

If the meeting fails to resolve the problem, and within 30 days of the meeting a school rule is again violated, the student will have a full day suspension miss the next extra-curricular activity and need to write an essay to reflect on behavior improvements.

If the problem persists, and it is still within 30 days of the one-day suspension, the student will have a week suspension from school, and the administration will have to determine if it is in everyone's best interests to allow the student to remain in school.

• DISMISSAL

Dismissal for the LEC Middle school begins at 3:45 PM for grade 6, and 4:55 PM for grades 7 and 8, Monday through Thursday; 2:00 PM on Friday, and 12:30 PM on Sunday. By 4:15 PM (grade 6) and 5:10 PM (GRADES 7 & 8),

Monday through Thursday; 2:20 on Friday; and 12:45 on Sunday 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 cell phone.

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 LEC Middle school (see page 10). 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 *Ben Yisroel*, with clothes that are clean, neat and well-fitting. Lubavitch Elementary School maintains an obligatory dress code. **Students are required to come dressed in full uniform every day. Any student who is not dressed according to school policy will not be allowed into class. No excuses or notes will be accepted.**

Uniforms: The official school uniform is posted below. A solid color dark blue, dark green, dark grey or white sweat jackets without words or pictures, are the only type of outerwear that is permitted (loud colors such as red, yellow, pink or the like will not be permitted). All students are required to wear the middle school cap or a navy blue cap with **no logo** to be worn during gym. Caps may be purchased in the school office for \$7.50.

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 Middle 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. Beards are to be kept untrimmed and allowed to grow naturally.

Hats and jackets must be worn for davening for students who have had a Hanochas Tefillin.

Pants:

- Pants should be dark colored; navy blue or black only.
- Jeans or tight fitted pants are not acceptable uniform and should not be worn.
- No excessive pockets, logos, zippers or seams.

Shirts:

- 6th grade wear a blue polo, or oxford button-down blue shirt.
- 7th and 8th grade wear an oxford blue or white button-down shirts

Shoes:

- Only black shoes and sneakers are permitted (*discretion given for a small white logo or one stripe near the sole*)

• 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 to the classroom. Teachers are instructed not to allow students to leave unless they receive a signed note from the office.

• ELEVATOR

Permission to use the elevator to go to a lower floor will only be given to a student who, for physical reasons, is unable to use the stairway. In such a case, a doctor's note stating the child's specific medical issue must first be submitted.

During the school day boys are not permitted to use the elevator at any time, unless permission has been given by a teacher, a member of the administration or by doctor's order.

• 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. *Preparation assignments* are designed to give students background information before topics appear in the classroom. *Extension assignments* take the student beyond the class work. If a student has problems with the homework, e.g. he 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 time in order to foster encouragement.

• ILLNESS AND MEDICATIONS

COVID-19

An email will go out regarding the 2020/2021 LEC multi departmental approach to Covid-19 and illnesses. Please bear in mind the following rules will only take effect upon which the Covid-19 pandemic ends. Until then, please refer to the Covid-19 student/parent manual which will be sent from the administrative and safety teams of LEC.

If a student 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 full time 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*.

Students should bring a minimum of two water bottles or a large water thermos per day, as the water fountains in school as per safety regulations very possibly may not be able to be used to minimize the germ spreading.

For snacks we encourage parents to give their children fresh fruits and vegetables, popcorn, pretzels, crackers and so forth. Heavily sweetened snacks, such as candy and chocolates, are inappropriate and contribute to tooth decay, as well as difficulty with concentration and behavior.

Students are not permitted to bring or chew gum in school. Gum chewing does not benefit a yeshiva student.

• REPORT CARDS

Report cards are issued two 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 at risk of failing. 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.

• SCOOTERS, BICYCLES

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

• SAFETY

LEC Middle 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 himself. 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.

Negative Consequences: Breaking rule A will result in discipline code violation

B. Leaving school grounds. No student is permitted to leave school grounds.

Negative Consequences: Any student leaving school grounds without the written permission of a teacher or principal will be suspended immediately for one full day. The student will receive a *Discipline Code Violation*, miss the next extra-curricular activity and receive a learning work assignment to better educate the student on his offense, to do while at home. To be allowed back into school the student will have to attend a meeting with the parents and principal, at which time the issues of endangerment will be discussed and underscored for the student.

If the student leaves the school grounds on a 2nd occasion he/she will be suspended for one week. The student will receive a *Discipline Code Violation*, receive an assignment to do while at home and will be required to make up any missed work. Should the problem continue, the administration will have to determine if it is safe to keep the student in school, or pursue another course of action.

C. Fighting. No fighting or physical aggression at any time.

Negative Consequences: Any student fighting or physically abusing another student anywhere and even if only "fighting back," will receive an in-school suspension for the remainder of the school day. After a second occurrence the student will be immediately sent home and suspended. Fighting is dangerous and will not be tolerated ***under any circumstances***. The student will receive a *Discipline Code Violation*, miss the next extra-curricular activity and receive an assignment to do while at home. Should the problem continue, the administration will have to determine if it is safe to keep the student in school, or pursue another course of action.

Lesser acts of physical aggression not deserving suspension, such as pushing another student, even for play (which often results in a fight or someone getting hurt), will result in the student receiving a Discipline Code Violation, missing the next extra-curricular activity, and receiving a learning work assignment.

D. Running in building. No running, loud talk, pushing or playing on the staircases or hallways is ever permitted.

E. Hiding/Cutting Class

Negative Consequences: Any student hiding or cutting class will receive a learning work assignment and a *Discipline Code Violation* and will be suspended immediately for one full day. The student will receive a learning work assignment to do while at home. To be allowed back into school the student will have to attend a meeting with the parents and principal, at which time the issues of endangerment will be discussed and underscored for the student.

If the student hides or cuts class on a second occasion, the student will be suspended for one week and will receive a *Discipline Code Violation*. Should the problem continue, the administration will have to determine if it is safe to keep the student in school.

F. Walking out of class without permission.

Negative Consequences: Any student who walks out of class without permission will receive a *Discipline Code Violation* and will have an in-school suspension. A second occurrence will require a two-day in-school suspension. Further incidences will require a meeting between the parents and the administration before the child will be allowed back into school.

G. Throwing things out of windows or over the staircase.

Negative Consequences: Any student who throws things out of a window or over a staircase will receive a *Discipline*

Code Violation and will have an in-school suspension. A second occurrence will result in an at-home suspension. Further incidences will require a meeting between the parents and the administration before the child will be allowed back into school. Defacing or damaging school property will result in a minimum \$50 charge.

H. Reading Materials: Students may not bring to school any unauthorized secular books. These items will be confiscated.

LEC Middle School reserves the right to respond to behavior that is detrimental to the Yeshiva, wherever and whenever it occurs.

Although the consequences for offenses are clearly listed above, the Administration reserves the right to impose a different consequence if in its judgment, the situation warrants it.

I. Bringing to school any type of instrument that could be considered a weapon.

Negative Consequences: Bringing to school any type of instrument that could be considered a weapon will result in immediate suspension from school.

• 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). 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. 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

Please refer to Covid19 school guidelines, and reach out to Mrs. Rivkah Cohen prior to any arrangements to find out what current policy is at that time.

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 inform the therapist/tutor that a permission form from the school office must be filled out and signed by the parent and teacher, before permission will be given to remove the student from class.

• GENERAL SUGGESTIONS TO PARENTS:

- Write your son's name on all articles of outer clothing, e.g. coats, hats, sweaters, raincoats, etc.
- Make certain your son has eaten a healthy breakfast and has nutritious snacks, before setting out to school.
- It is a good idea for your son to put on sunblock (SPF 20 or higher) when dressing in the morning, especially if your child is fair-skinned. The students play outdoors during peak sunlight hours and may be exposed to harmful UVB

rays.

- The school maintains a “lost and found” box in the elementary school and pre-school offices. Please feel free to go through these boxes if your son loses or misplaced something.
- Instruct your son 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 Middle 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 (please refer to the Covid19 manual regarding visiting during social distancing implementations).

• **AFTER-SCHOOL PICKUP POLICY**

- Dismissal is at 3:45 PM (grade 6) and 4:55 PM (grades 7 & 8), 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 (grade 6) and 5:20 pm (grade 7&8), 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
4:20 - 4:30 pm / 5:15-5:30 pm	\$5	2:20 - 2:30 pm	\$5	12:45 - 12:50 pm	\$5
4:30 - 4:45 pm 5:30-5:45	\$15	2:30 - 2:45 pm	\$15	12:51 - 1:00 pm	\$15
4:45 - 5:00 pm 5:45-6:00pm	\$20	2:45 - 3:00 pm	\$20	1:01 - 1:10 pm	\$20
After 5:00 pm After 6:00 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.