

PHOENIX HEBREW ACADEMY

Parent/Student Handbook

**2010 - 2011
5770-5771**

Introduction

At the Phoenix Hebrew Academy, we strive for excellence in both our Judaic and General Studies programs. In order to achieve this goal, our school emphasizes two major elements: academic excellence and personal concern for each child. It is our goal to help our students develop a strong, positive Jewish identity, a love for Judaism and a deep sense of commitment to and involvement with Israel, the Phoenix Jewish community and our brethren worldwide. The Phoenix Hebrew Academy, founded in 1965, is a trailblazer in the field of Jewish education in Phoenix.

We are proud of our school's achievements and eagerly anticipate the opportunity to build on our reputation and provide yet another year of quality Torah and secular education to our students, our school and the community.

There have been changes in this year's Parent Handbook. Please read the Handbook carefully and keep it throughout the year for reference to any questions you may have pertaining to activities, policies and procedures.

No pamphlet, however can take place of direct and personal contact among parents, faculty and administration. We look forward to working closely with each and every parent and in fostering a strong school-home bond.

The Phoenix Hebrew Academy is established for children of Jewish faith regardless of race, color, nationality or ethnic origin.



The Phoenix Hebrew Academy is a constituent agency of the Jewish Federation of Greater Phoenix.

Policies of Daily Operation

TUITION AND FEE SCHEDULE POLICY

All enrollment fees in addition to any other applicable fees are due at the time of enrollment for both new and re-enrolling students. All fees are **non-refundable**.

Tuition is for the full academic year regardless of absence, withdrawal or dismissal, and is **not refundable** once school begins. Payments of 10 post dated checks are due two weeks before the first day of school. Credit card payments are also accepted.

All parents are required to participate in the PHA scrip program by purchasing a minimum of \$250.00 of scrip per month. Scrip is an exchange of money for coupons that may be used in specific stores. The school office maintains a supply from grocery stores, kosher meat suppliers, and some specialty stores. Other retailers are available by special order. A full list of participating stores is available in the school office.

School Hours:

The school day begins at 8:00 AM and ends at 3:45 PM except for Friday when dismissal is at 3:15 PM, or on any special early dismissal day that is noted on the school calendar. **Any students arriving after the carpool gate closes should proceed directly to the office with their parent, who must sign them in. Students will not be allowed into class with out being signed in by their parent. The student may then proceed to class.**

Repeated tardiness will result in the following:

- 1) Any student who is late more than 3 times per trimester will receive a letter home.
- 2) Any student who is late more than 5 times must have a meeting with the principal with his/her parents.
- 3) A student who is late more than 5 times per trimester risks jeopardizing their academic grade(s).

Attendance:

Punctual attendance in school is essential for learning. Children who arrive late disrupt learning that is already in progress and miss key information. However, we do encourage you to keep your child at home if he/she is sick. Our office should be advised if your child will be absent for an extended period due to illness so that teachers and classmates can call and also forward missed assignments. Trips, vacations etc. should be arranged so as not to conflict with school attendance.

NOTE: Students who miss more than 10% of school days may not be promoted, pursuant to Arizona State law.

Leaving Early:

When your child needs to leave school early, he or she must come to school with a parental note detailing the time of pick-up. The note must be given to the teacher with whom the child will be at dismissal time. No verbal messages will be accepted unless it is an emergency as deemed by the principal only. Please wait for your child in the main office.

All after school arrangements need to be made *before* your child leaves for school. A note will be required in order to make any changes to the standard after school arrangement. **Students will not be permitted to use the phone to make after school arrangements.**

Family Vacations:

Please coordinate family trips, ect, with the school calendar. Students who leave for extended trips risk falling behind and not passing their courses. It is not the teacher's responsibility to prepare days or weeks of makeup work for vacationing students.

Messages for Students:

Please refrain from calling the school to leave messages for individual students, except in the case of an emergency. Delivering messages is disruptive to the classroom and a burden on our staff.

Transportation: Carpools and Traffic Patterns

All carpool drop-offs and pickups will be conducted according to the attached plan. Please remain mindful of your speed in the school parking lot, **AND PLEASE REFRAIN FROM USING CELLULAR PHONES DURING DROP/OFF AND PICKUP, AS ANY DISTRACTION COMPROMISES THE SAFETY OF OUR CHILDREN.**

Arranging transportation is ultimately the parents' responsibility. **Please do not ask the school office to find transportation for your child.** We will be glad to pass on messages regarding changes, but we may not arrange transportation.

Delays in picking up students directly impact our office facilities. Please be advised that students not picked up by 4:00 will be sent to the office and parents will be billed accordingly. There will be a charge of \$5 for every 15 minutes (or portion thereof) that a student remains in school care. These charges are above and beyond tuition.

A statement will be sent to you with these charges.

Carpool Assistance:

Any families who would like assistance in forming a carpool to or from school are welcome to call the school office. We will gladly assist you in trying to find a carpool.

Arrivals:

All students should proceed to the playground upon arrival in school. There will be a teacher present to supervise from 7:50 until students are dismissed to their classes at 8:10.

Dismissal Procedures:

Students are dismissed at 3:45 p.m. (Monday–Thursday) and 3:15 p.m. on Fridays. See the calendar for special days on which dismissal is earlier.

Dress Code

The Phoenix Hebrew Academy's dress code exists to foster a positive, distraction-free learning environment. In keeping with this, all students are expected to dress in a manner appropriate to the spirit of a Jewish Day School. Students should adhere to the following guidelines during school hours, school events, field trips and any after school activities, unless otherwise instructed by a teacher or the Principal.

PLEASE NOTE THAT THE PHA EMBLEM/PATCH WILL NOT BE REQUIRED ON UNIFORM SHIRTS.

Uniforms are available for purchase at the Educational Outfitters, 480-429-5136. You may also order on line at www.educationalfitters.com

Dress code for Kindergarten- Grade 2

BOYS

- Solid colored light blue or maroon polo shirt.
- Solid colored navy blue pants or shorts
- Tzitzis* and *Kippah* are to be worn at all times
- No open footwear or "cros" are allowed, as it presents a safety hazard

GIRLS

- Solid colored light blue or maroon polo shirt.
- Solid colored navy blue skirt or jumper. Attention should be paid to the length, as it must reach to the mid-knee.
- No makeup, open footwear or "cros" are allowed
- Pants may only be worn under skirts during P.E.

Dress code for grades 3-8

BOYS

- Solid colored light blue or maroon polo shirt
- Solid colored navy blue pants
- Tzitzis* and *Kippah* are to be worn at all times
- No open footwear or "cros" are allowed, as it presents a safety hazard

GIRLS

- Solid colored light blue or maroon polo shirt
- Solid colored navy blue skirt. Skirts must reach mid-knee length.
- No makeup is allowed
- No open footwear or "cros" are allowed, as it presents a safety hazard
- Pants may only be worn under skirts during P.E.

School Uniform Sweatshirts:

Uniform sweatshirts can only be purchased at Educational Outfitters **with the PHA Logo. No other sweatshirts or sweaters will be allowed.**

Wearing Inappropriate Clothing:

Student will not be admitted to class until appropriate clothing is brought to school.

Dress Code for Parents:

Our Rabbis teach us that the sanctity of a place of Torah study is even greater than that of a synagogue. Parents who visit Phoenix Hebrew Academy should be dressed in accordance with the expectations associated with a Jewish Day School. All Jewish males should wear a *Kippah* when on PHA grounds.

Communication

An effective system of communication is the sign of a healthy school system. An effective process allows for questions and concerns to be addressed in the quickest and most efficient manner.

When a concern arises:

1. Please contact your child's teacher first by calling the school. All teachers will do their utmost to return your call promptly.
2. If, after talking to the teacher, a concern still exists please call Rabbi Entin.

The official school newsletter will be distributed to all students weekly. A hard copy will also be available in the front office. In the newsletter you will find school and community news, and up-to-date information on all school happenings.

Of course, we want to hear from you as well. The office is open from 8:15 AM. to 5:00 PM, Monday through Thursday and from 8:15 AM to 3:15 PM on Friday. Keep in mind the voice mail system, which is always available to take your message.

Our school website is currently being renovated! When complete, it will carry the newsletter and other important information. Please make sure to visit it regularly! Feel free to e-mail us at Office@Phoenixhebrewacademy.org or you may email any teacher at teachers last name@phoenixhebrewacademy.org

Building a Jewish Life

Tefillah:

All students at PHA are involved daily with Tefillah (prayer). We are committed to developing our students' Tefillah skills along with a deep and personal connection to the art and acts of Jewish prayer, and this is reflected in our Judaic Studies curriculum as well as during Tefillah time.

Midot Tovot- Character Development:

Our goal is to create a caring, respectful learning community in cooperation with parents, students and teachers. Our curriculum is infused with the values of character development and *Derech Eretz*—proper conduct and acquiring *midos tovot*. These values are emphasized in both the Judaic and General Studies academic programs.

Academic Policies

Progress Reports:

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Report Cards are distributed three times a year, in December, March and in June. Interim reports are mailed in October and February, for students at risk.

Parent/Teacher Conferences:

Parent/Teacher Conferences are scheduled for December 13th, 2010 and March 14th, 2011. Reminder notices will be sent home for you to schedule your appointments. Please make sure to be timely; as other parents holding later appointments will be kept waiting by any one person's tardiness. Should you desire a longer conference, one will be scheduled at a time of mutual convenience.

PLEASE NOTE:

Back to School Night

is scheduled for

Wednesday, September 1st at 7:30 PM

Grades

The grading system for grades K through 3 consists of:

E (Excellent progress) G (Good Progress) S (Satisfactory Progress) and N(Improvement Needed).

The grading system for grades 4 through 8 is as follows:

97 – 100	A+	77 - 79	C+
94 - 96	A	74 – 76	C
90 – 93	A-	70 – 73	C-
87- 89	B+	65 – 69	D
84 - 86	B	64 or below	F
80 – 83	B-		

Standardized Testing:

All students in PHA take the Iowa Test of Basic Skills (ITBS) each year to identify areas for individual student improvement and to assess the strength of the PHA academic program.

Homework:

Research has shown that homework is a multi-purpose task. It teaches responsibility while reinforcing what is taught during the school day. The amount of homework assigned increases gradually as students progress from grade to grade.

Each grade-level team of Judaic Studies and General Studies teachers will maintain the time standard set for the grade total, ensuring that nightly homework is both meaningful and appropriate.

It is our belief at Phoenix Hebrew Academy that homework is the responsibility of the child.

Please encourage your child to call his classmate for follow-up on class and homework assignments. Of course, sufficient time will be given to make up work when appropriate.

If your child will be out more than one day, please call the School Office or e-mail before 9:00 AM and request the homework assignments. Please specify whether the work should be left at the front desk for pick-up or sent home with a specific sibling or friend.

No written assignments will be given over a weekend or holiday.

Classroom Visitation:

Parents are welcome to visit classrooms by making prior arrangements with the classroom teacher.

Please do not bring young children with you as they will disrupt the classroom.

Resource:

Resource is tutorial programming in Reading, Social Studies, Math, Hebrew Language, or Judaic Studies that take place outside of the classroom during school hours. If you feel that your child is in need of such assistance, please contact your child's teacher or the principal.

This year, PHA will continue its new learning resource center. Admission into this program is based on careful selection by the classroom teachers, resource teacher and principal, and may require additional educational testing.

This year, there will be a nominal fee for the resource room. This nominal amount will assure that we can give the best quality resources to each child.

Health and Well-Being

Health Services:

Should a student need to take medications during the course of the day, the medications and specific instructions must be given to the office, as students are not permitted to carry medication with them. If your child needs to take antibiotics, please send only the daily dose and not the entire bottle.

State law mandates that no student may be given any medication without written consent and authorization. Verbal instructions are not sufficient.

Immunizations:

All students must have current health examination and immunization forms on file in the school office. No student can be admitted to school without these forms, which are enclosed with this handbook.

UPDATE!!!

New state standards have been put into effect for the upcoming school year that may affect incoming students. Please check with your physician or local health department to see if this may apply to you.

Meningococcal & Pertussis Vaccines

This fall, for the first time, Arizona children 11 years and older entering 6th grade will be required to be vaccinated against meningococcal disease and pertussis (whooping cough) prior to school entry.

The recommendation is for all persons aged 11-18 years to receive one dose of meningococcal vaccine at the earliest opportunity, and children 11-12 years to be vaccinated with the pertussis vaccine providing it has been at least five years since their last tetanus/diphtheria vaccine dose.

The meningococcal vaccine protects against infections caused by meningococcal bacteria. It is a leading cause of bacterial meningitis in children two to eighteen years of age, and it can cause serious blood infections. The disease is most common in infants less than one year old and people with certain medical conditions. College freshman are also at increased risk.

Pertussis (whooping cough) is a highly contagious bacterial infection of the upper respiratory system that is making a big comeback especially among teens and pre-teens.

Illness:

A child who becomes ill during the day will be referred to our office. Parents will be telephoned and asked to pick up the child as soon as possible.

Please arrange pickup in a timely manner. Sick children who stay in school communicate illness to others and require individual supervision from our office staff.

PLEASE KEEP YOUR CHILD HOME IF YOUR CHILD:

- HAS A FEVER
- HAS A GREEN OR HEAVY NASAL DISCHARGE OR A PERSISTENT COUGH.
- HAS SYMPTOMS OF POSSIBLE COMMUNICABLE DISEASE (these are usually rashes, vomiting, diarrhea, reddened eyes, sore throat, headache, abdominal pain, plus a fever).
- HAS HEAD LICE OR NITS

If your child has a communicable disease, please notify the school at once.

YOUR CHILD MAY COME TO SCHOOL IF YOUR CHILD:

- Has a cold that is mostly over.
- Symptoms of diarrhea/vomiting have ceased and your child can tolerate a normal diet.
- Has symptoms that are chronic and the illness is not communicable (such as allergies, asthmatic).
- The day after treatment for head lice/nits.
- Is deemed no longer contagious by a health care professional, usually 24 hours after initial treatment.

Lunch:

Children who eat a healthy lunch tend to perform better in school. Please send a nutritious, kosher lunch and drink with your child daily. Snacks may be included for classroom breaks and recess, at the teacher's discretion.

PHA is committed to upholding Kashrut dietary laws. In this context, please have your child bring a dairy or pareve sack lunch (make sure **all** items i.e. Cheese, yogurt, crackers etc. are kosher). Absolutely no chicken or meat products may be brought to school at any time. **If you have any questions concerning acceptable kosher food products, please contact our office.**

- DUE TO KASHRUT CONCERNS, PLEASE STRESS TO YOU CHILD THAT THERE IS TO BE NO SHARING OF FOOD BROUGHT FOR LUNCH.

Please do not send glass bottles for lunch or snack. **Lunch boxes should be well marked with the student's name.** Attached please find a list of recommended kosher certifications.

Hot lunch menus will be sent home and must be filled out and returned with payment to ensure that your child will get a hot lunch on days requested.

Nutrition & Snacks:

- Due to kashrut concerns, no food that is prepared at home may be shared or distributed with other students at PHA.

PHA strives to educate our students about healthy eating habits at every grade level. Snack time is provided in the morning and afternoon for all grades. Please make sure to send healthy snacks that do not contain excessive sugar or caffeine. Sugar filled sweet foods hamper classroom performance. Please choose a variety of fruits vegetables or other healthy snacks and drinks.

- **Please do NOT send children to school with soda, either with or without caffeine. Students will not be allowed to drink any form of soda at school.**

Our school believes in eating in moderation for all types of foods. We are also very conscious of the effects that poor eating habits have on our students. Therefore, we have developed the following nutrition guidelines for our school:

- Candy and the like will not be given out in school on a regular basis
- Special Treats are for Special Occasions. A Siyum, Erev Shabbat ,Yom Tov and the like are appropriate for such snacks, in moderation.
- Teachers will monitor snacks and lunches and advise parents if they see a student consistently eating foods that are overly sugared or provide insufficient nutrition for a child's busy day.
- We will strive to create a school culture where healthy foods are recognized and valued, and where all students realize that healthy choices are the right choices

Closed Campus:

PHA is a closed campus school. Students are not allowed to leave the grounds during the school day.

Recess:

Recess is a vital part of a child's social and emotional development, as well as a welcome break from long stretches of class study. Students in all grades will have appropriate break times during both Judaic Studies and General Studies classes.

All recess times are monitored by multiple teachers and supervisors.

Miscellaneous Policies and Issues

Proper Behavior:

Fighting is never tolerated and may result in suspension or expulsion.

Swearing is not accepted in PHA. Students who swear are immediately sent home for the remainder of the day.

Lost and Found:

Student possessions found on the premises are generally turned into the front office where they are placed in a box labeled "Lost and Found". Every month, unclaimed items are turned over to charity. Please check the front office regularly for missing items.

PTA:

The Parent Teacher Association fosters close cooperation between parents and teachers for the benefit of the entire Hebrew Academy community. The PTA sponsors a wide variety of programs and activities for students and their families throughout the year. The proceeds from PTA fund-raising projects are used to purchase curriculum enrichment materials, sports equipment, and special Yom Tov related entertainment projects. All parents are invited to join and become actively involved in the PTA. Please contact Sharone Cohen at 602-334-1006.

Field Trips:

A field trip permission letter informing you of each field trip details will be sent home well in advance of each trip.

No student can be allowed on a field trip without written authorization.

Birthday Celebrations:

Birthday Parties are welcome in grades K-1. **Please arrange the party in advance with the teacher, who will then schedule it for Friday, during the Shabbat Party.** Your child's teacher

will also help you select any treats that you may bring so that they fit within the school's kashrut guidelines.

Birthday parties will not be held in school for grades 2–8.

Birthday invitations may be distributed during school only if the entire class will receive an invitation. Please remain mindful not to schedule parties on Shabbat or Yom Tov and to ensure that Kashrut is observed so that all students can attend. *We urge you to remain conscious of other children's feelings when making party arrangements.*

Non-School Items

We strive to create a distraction free environment in our school.

Students must not bring:

1. **Cell Phones – Please note that cell phones must remain turned off and in a child's bag during school hours. If the cell phone is noticed by a teacher it will be held until picked up by a parent.**
2. Dangerous objects of any kind, including even toy weapons.
3. Tape recorders, radios, headphones, Walkmans, Discmans, portable stereos, video games, cameras, flashlights, etc. (except with teacher's permission).
4. Inappropriate books or magazines.
5. Cards or electronic games of any kind.
6. Wheelies / hee-lies are not permitted.

If any of these items are brought to school, the items will be held and returned directly to the students' parents, who may pick them up after school.

Cell Phones – Please note that cell phones must remain turned off and in a child's bag during school hours. If the cell phone is noticed by a teacher it will be held until picked up by a parent.