



STUDENT & FAMILY HANDBOOK

2019 / 2020
5779 / 5780

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WELCOME

Preface

This Handbook was developed to answer many of the commonly asked questions that you may have during the school year. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable resource during the school year and a means to avoid confusion and misunderstandings when questions arise.

Hillel Academy 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 you.

If you have any questions about the Handbook or any of its policies, please contact the Head of School, Allison Oakes.

Acknowledgement of Receipt

I acknowledge receipt of the policies and procedures contained in the Hillel Academy Student and Family Handbook.

By signing this statement, I agree to abide by all the regulations, policies and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time. I understand that the School will periodically review its policies and procedures in order to serve the needs of the School and to respond to mandates of the Hillel Academy Board of Trustees, the federal government, and other regulatory and accrediting agencies.

Hillel Academy reserve the right to change, rescind, or include additional regulations, policies and procedures in the Hillel Academy Student and Family Handbook. I understand that such changes may occur without notice and that the school will notify me of such changes.

All children attending Hillel Academy and parents living in Tampa are to sign this form.

_____ Student	_____ Age / Grade	_____ Date
_____ Student	_____ Age / Grade	_____ Date
_____ Student	_____ Age / Grade	_____ Date
_____ Student	_____ Age / Grade	_____ Date
_____ Parent/guardian	_____ Relationship	_____ Date
_____ Parent/guardian	_____ Relationship	_____ Date

Submit this signed form to oldest child's lead teacher by Friday, August 16, 2019.

ABOUT OUR SCHOOL

Mission

Hillel Academy is a community Jewish Day School. Its mission is to provide a superior education that encourages a love of learning and a strong Jewish identity.

History

The Hillel Academy was founded in 1970 by a group of community members who recognized the need for a Jewish Day School in the Tampa area. Housed in Congregation Rodeph Sholom, the school opened with 30 students in grades 1st through 4th. As enrollment grew, Hillel expanded to serve students in Kindergarten through 8th grade.

In 1984, Hillel moved to a new, larger classroom facility on Horatio Avenue, on the grounds of the South Tampa Jewish Community Center.

Responding to the need for even greater expansion, Hillel purchased the current Fletcher Avenue property in 1992. The Primary Building was completed in 1998, and the Wuliger Middle School was completed in 2003. The Beth Israel Intermediate Building building was renovated in 2010 and the middle school in 2012. The new name, Hillel Academy, was adopted in the fall of 2011.

Philosophy

Hillel fosters the moral, cultural, and religious development of each student through the teachings of Torah, its values and traditions. Our students have a strong sense of pride in their heritage and identity.

Each student is encouraged to attain the highest possible level of his/her personal achievement through active participation in the learning process. In preparation for students to live in a complex society, the school fosters a respect for self, school, Eretz Yisrael (the state of Israel) and Am Yisrael (people of Israel), and the greater community. Students carry with them the knowledge and values needed to become productive members of our global community.

Core Values

- Provide a comprehensive curriculum that integrates all subjects
- Value the unique personality, learning style, talents and interests of each individual
- Emphasize creative thinking, problem solving, and the development of leadership ability
- Create diverse opportunities in which mitzvot (commandments) are learned and practiced
- Engage families productively in the life of the School
- Plan a variety of Tikkun Olam (repairing the world) projects to help foster moral responsibility

- Enhance educational opportunities through the use of technology
- Promote additional opportunities for involvement and growth through a wide range of extracurricular activities
- Cultivate an awareness of the fine arts, both visual and performing
- Offer athletic programs that emphasize the benefits of physical well-being and sportsmanship

Guiding Jewish Values

Talmud Torah: As a cornerstone for Jewish learning, our school provides a personal foundation of wisdom, passion and understanding of G•d and all people through the study of the writings, laws and history of the Jewish people.

Mensch Development: Our school fosters an environment rooted in Jewish traditions where quality moral character and respect are paramount and loving-kindness is present in our hearts and displayed in all of our actions.

Jewish Identity: Our School instills a strong spiritual and cultural Jewish identity in students so that they will value, embrace and display lifelong pride in their knowledge of Jewish beliefs, traditions, history, prayers and rituals.

Community: Using the concept of Tikkun Olam, (repairing the world), our school community is inspired to reach out, envelop, and strengthen our connections with both Jewish and non-Jewish communities in Tampa Bay, Israel and throughout the world.

Accreditation and Memberships

Hillel Academy is accredited by The Florida Council of Independent Schools (FCIS). Hillel Academy is a member of the National Association of Jewish Day Schools (PRIZMAH).

Hillel Academy is also a beneficiary agency of the Tampa Jewish Federation.

Non-Discrimination Policy

Hillel Academy admits students and families and will not tolerate discrimination or harassment based upon race, color, age, religion, ancestry, national origin, sex, sexual orientation, gender identity, marital status, disability, veteran status, genetic information or status, family responsibilities, or any other characteristic protected under federal, state or local anti-discrimination laws. Hillel Academy accepts students who possess the motivation, ability, and character which would enable them to succeed in our School community. The School does not discriminate on the basis race, color, age, religion, ancestry, national origin, sex, sexual orientation, gender identity, marital status, disability, veteran status, genetic information or status, family responsibilities, or any other characteristic protected under federal, state or local anti-discrimination laws in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Student Disability Accommodations

We understand that there may be circumstances in which a parent/guardian may request that the School provide an adjustment or accommodation for a student's medical, physical, mental, and/or learning needs. In addition, there may be times when the teacher and administration request that a student is evaluated for a medical, physical, mental, and/or learning need and it is expected that parent/s heed the recommendation.

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 an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parent/guardians 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/guardian must contact their child's teacher and the Principal of Teaching and Learning to discuss the need. We will then advise the parent/guardian 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: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent/guardian(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/guardian must agree to bear the cost of such process.

Assessment Request: Once the parent/guardian's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parent/guardians to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent/guardian may be asked to provide (at the parent/guardian's cost) any special equipment needed, training for the School's staff, or other associated matters. In addition, the School may advise the parent/guardian that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent/guardian. 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 may allow the parent/guardian to make arrangements to visit the campus for the purpose of testing and administering.

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/guardian, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing medication through the office.

COMMUNICATION

Questions about day-to-day operations (e.g. dismissal, food, etc...) or messages about students (e.g. absences, early dismissal, etc...) may be directed to both the child's lead teacher and the Office Manager, Lauryn Solomon at shalom@hillelacademytampa.com or 813-963-2242.

Research has shown that good communication between a student's parent/guardians and teachers is a vital component of educational success. To facilitate this process Hillel Academy has a specific chain to help parent/guardians get the assistance and support they need and give our students the best educational experience possible.

If you have questions regarding your child's academics, please speak with the classroom teacher first! Most questions, concerns, and clarifications can be addressed quickly by speaking with the individual's closest to the situation, the teacher/s. Parents/guardians may email teachers their question, concern, or request for clarification or email to set-up a time to talk by phone or in-person. All school email addresses are firstname.lastname@hillelacademytampa.com (e.g. aoakes@hillelacademytampa.com). Faculty and staff are to respond to communication within 24-business hours; keep in mind that faculty and staff are instructed to not send out or respond to communication on Shabbat and Jewish holy days.

- If you feel that you still need assistance or there isn't a resolution after speaking with the teacher, please contact the Division Director. Division Directors for each division are as follows:

Primary (PS-2)

Maritza Patet; mpatet@hillelacademytampa.com

Intermediate (3-5)
Middle School (6-8)

Lisa Caine; lcaine@hillelacademytampa.com
Naomi Egosi; naegosi@hillelacademytampa.com

- If you feel you still need assistance or there isn't a resolution after speaking with the Division Director, please contact the Principal of Teaching and Learning, Sara Fisch; sfisch@hillelacademytampa.com
- If you feel you still need assistance or there isn't a resolution after speaking with the Principal of Teaching and Learning, please contact the Head of School, Allison Oakes; aoakes@hillelacademytampa.com
- It is important to all of us that your child has a wonderful educational experience at Hillel and we feel that good communication is an essential part of this effort.
- In the spirit of our Culture of Chesed (Kindness), communications, whether oral or written, is to be respectful and constructive.

Hillel faculty and staff will only discuss a student with his/her parent or guardian unless we have additional instructions from the parent or guardian in writing. This includes grandparents.

Mass Communication

Not to inundate email boxes, mass communication to families will be limited to:

- Every other Friday afternoon a grade-level newsletter will be sent out and on alternating Fridays, a community newsletter, Keshar ("Connection"), will be sent.
- Every Sunday morning of a week of school a Sunday Message will go out to remind you of highlights of the upcoming week including events, sports activities, after-school activities, and reminders.
- Families can also link to the google calendar on the school website and in "Alma" (School Information System)
-

It is expected that families read these to be kept in-the-know about all Hillel Academy activities.

If you do not receive a Sunday Message, Keshar, or grade-level newsletter within the 1st week of school, please contact the office at shalom@hillelacademytampa.com.

Parent-Teacher Conferences

It is expected that all Hillel Academy parents attend Parent-Teacher Conferences three times a year to discuss the progress of their children. At the first Parent-Teacher Conference, before school starts in August, parents and teachers will review the child's portfolio from the previous school year, determine best communication methods, and discuss hopes and expectations for the year ahead. Subsequent Parent-Teacher Conferences will be used to check-in about those hopes and expectations and discuss areas of strength and areas of support.

In addition, parent/guardians may request a conference after school hours with their child's teacher at any time by making arrangements in advance with the teacher or School Office. In consideration of the great demands placed on teachers, the administration requests that you refrain from engaging teachers in a discussion at times when their attention needs to be on their class. In addition, quick

hallway discussions are rarely fruitful since the teacher is unable to give you his/her full attention. Parent/guardians and students may not call teachers or the administrator at their home.

Hillel Directory and Emergency Contact Tree

The Hillel Directory is exclusively for Hillel communication with parent/guardians and students. It is not to be used for commercial, third party or personal solicitation. In the spirit of chesed, kindness, the directory is to be used for positive communication between families. Hillel highly encourages parents to contact the teacher or school administration rather than other parents when there is a challenge between students.

All families at Hillel will be part of an Emergency Contact Tree in the case of an emergency. If you have multiple children, you will be part of only one of your children's class tree. Generally, this will only be used to check on the well-being of our community post-Hurricanes.

Communication Between Parents and Children

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Parents needing to get a message to their child/ren should contact the school office at shalom@hillelacademytampa.com or 813-963-2242 and the Office Manager will handle getting the message to your child.

Students are not permitted to call home for homework, test papers, folders, lunch money, etc. If a student has forgotten something, the parent/guardian may drop it off at the front office. Students are not to text, email, or call home during the school day so that a students' whole focus during the school is on school.

If a student has a true emergency, teachers and administration will be in touch with parents imminently.

Social Media

Social media is a powerful tool for marketing and connecting to friends and friends of friends. We strongly encourage our families to post about Hillel Academy and share Hillel's social media posts. In the spirit of Chesed, kindness, we ask that social media posts about Hillel Academy are positive and if there is dirty laundry to air, please make an appointment with the Head of School to discuss.

Please "like" Hillel Academy's Facebook page!

Online Communication

Hillel Academy has a public website, www.hillelacademytampa.com on which you can find important Hillel information. ALMA is our student information system and contains the student gradebook, homework assignments, sports schedules, school calendar and much more.

Families are encouraged to review ALMA at least once-a-week and email teachers questions or request appointments if something appears amiss.

Cooperative Communication Between Educators and Families

The School believes that a positive and constructive working relationship between the School and parent/guardian is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent/guardian's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family from the School. In addition, the School reserves the right to place restrictions on parent/guardians' or other family members' involvement or activity at School, on School property, or at School-related events if the parent/guardian or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

At Hillel Academy, the relationship between the student, teacher, and parent/guardian is paramount. The close and frequent communication and cooperation of the members of this team maximize the growth and development of the student. Every student may respectfully ask questions of their teachers in order to clarify instructions and/or explanations. If a parent/guardian has a question concerning their child in a class, they may respectfully ask for clarification from the teacher. If they are still concerned about an issue after this meeting, then they may request a conference with the Head of School. This is the proper procedure for a healthy and productive community.

The Board of Trustees of Hillel Academy is focused primarily on the strategic future of the school. It sees itself as having only one employee to hire and evaluate, (the Head of School), and it redirects all constituent complaints to the proper authority, the Head of School, and then supports the Head of School in his or her adjudication of any challenges.

Volunteer Opportunities

The Hillel experience and the experience of our students is enhanced dramatically by the volunteerism of our parents, grandparents, grandfriends, and community members. The entire Hillel faculty and staff depend on the volunteerism of our community for it to be the best it can be. Children are also motivated to be better students when they see their parents, grandparents, and grandfriends taking interest in the school via volunteerism.

All families are required to participate in at least three volunteer opportunities per parent/guardian caring for Hillel students. Volunteer opportunity sign-ups will take place in the spring preceding the

new school year, during the summer, and at the Back-to-School Orientation. Staff in charge of events/activities will be in contact with more specific information.

Parent Association (PA)

The goal of Hillel Academy's PA is to support and show appreciation for our faculty and staff as well as support our entire community in times of great joy and sorrow. The PA may also be called upon to disseminate information on behalf of the institution and solicit for more volunteers if an occasion calls for it.

It is recommended that families donate \$180 / child to the PA or a donation that is meaningful for the family per child. This money is used to support and show appreciation for our teacher by providing Chanukah, birthday, and end-of-year gifts. Only families who participate by donating will have their name added to the cards given to our educators.

In addition, the PA leads the charge for Teacher Appreciation Week in May.

The Ma'asim Tovim (acts of goodness) committee of the PA will lead charges to support members of our Hillel family (families, faculty, and staff) when there is a Simchah/Joy, like the birth of a baby, or grief, like the death of a close family member.

ATTENDANCE

School Hours

Before Care	7:00 - 7:40 AM (please contact school office at shalom@hillelacademytampa.com to use this service)
Carline Drop-Off (Parents must walk their child in after 7:55 AM)	7:40 - 7:55 AM
Core School Hours	7:55 AM - 3:15 PM
Carline Pick-Up (Parents must pick-up their child from After School after 3:30 PM)	3:15 - 3:30 PM
After School	3:30 - 6:00 PM (please contact school office at shalom@hillelacademytampa.com to use this service)

Attendance General Policy

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/guardians and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. We urge you to plan family trips during school vacations. Every effort should be made to have students in school during achievement tests and exams. Whenever possible, regularly scheduled medical appointments should be made after school hours. All attendance and tardies will be recorded on all report cards and transcripts.

Excused Absences

1. Illness validated by a parent or guardian. For an extensive illness involving several days of absence, the school may require a statement from a physician. In addition, a parent/guardian may want to have this statement in the students' file to support excessive absences. When a student is unable to attend School because of health reasons or other emergencies, parent/guardians should email the school office and lead teacher by 9:00 AM (shalom@hillelacademytampa.com & teacher's email)
2. School sponsored trips and activities.
3. School athletic team competitions.
4. Death in the immediate family.
5. Religious holidays, subject to prior approval from the appropriate Division Director.

Students excused from classes for field trips, athletic or academic competitions, or any other similar event are required to obtain assignments and be prepared for class, including tests, the next day.

Only students well enough to attend all of his/her classes during the school day may participate in co-curricular, extra-curricular, or athletic activities that afternoon or evening.

Tardies

Students are to be in class by 7:55 a.m. This includes Monday, Tuesday, and Thursday Tefillot (prayers). Anyone who arrives after 7:55 a.m. will be considered tardy. Students who arrive after 7:55 a.m. should report to the office, with a parent/guardian, for a pass. All tardies will be recorded on the students' report card and transcript. Students are responsible to see his/her teacher(s) for missed information and assignments as a result of a late arrival and may not interrupt class to do so.

Note: Three tardies will equate to one absence and will be listed on the report card.

Student Illness

Students who are ill or who are suspected of having a communicable disease must be removed from the classroom according to school policy. Students must be free of vomiting, diarrhea, and fever for 24 hours prior to their return to school, or have a physician's note stating that the student is not contagious and/or is under treatment.

The parent or guardian must sign the student out through the school office. Teachers will be informed of students dismissed for illness.

In young children, a fever is considered at 100.4° and higher.

Make Up Work for Excused Absences

It is the responsibility of the individual student to see his/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 taken the day the student returns to school. If a student fails to make up a test, at the discretion of the teacher, the student may not be given the test. All homework assignments are available on the School's student information system, ALMA. If a parent/guardian wishes to pick-up books or request work, you may email the school office at shalom@hillelacademytampa.com and email each of your students' teachers prior to 9:00 am. Books will be ready for pick-up at 3:00 p.m. If books and work are requested, teachers will be expecting the student to hand in the work upon their return to school. Otherwise, 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 missed class to get any assignment(s) and/or take any test(s) missed.

For planned and excused absences, please notify each teacher at least one week in advance. In such cases, the teacher(s) may be able to gather the work for the student to complete while out of school. In addition, arrangements must be made to take tests and final exams, if applicable, prior to the scheduled absence, alternative arrangements should be made with the applicable Division Director or teachers prior to the absence.

Sign-in, Sign-out, & Early Dismissal Procedures

There are specific procedures for signing a student in and out of school. Students who arrive late to school must have their parent/guardian sign them in at the School Office, and then receive a late pass to class.

If there is a need for a student to leave campus during the school day please notify the teacher and the school office in advance by email. A parent or guardian must sign the student out when leaving,

and sign in again if returning to the school campus. The school will not allow a student to leave school early with another person unless authorized by the parent/guardian to do so.

Dismissal

Please arrive promptly at dismissal time (3:15 PM). If you wish to leave your vehicle, please park in the designated parking area. All others should follow the car line. Do not leave children unattended in vehicles. Teachers will dismiss students to the vehicle as the student comes to the front of the dismissal line.

- Please do not leave vehicles unattended in the pick-up line.
- Please do not leave your purse or valuables in the car when picking up.
- Please park in designated areas only.

Written permission (or email) in advance from a parent/guardian is needed to allow a student to go home with anyone other than a parent/guardian or the student's regular carpool.

After School Care

Any student not picked up by 3:30 P.M., unless they are participating in after school clubs, will be placed in Hillel's After School program. Students on campus must be supervised at all times. When school is dismissed early for Jewish holidays or events, please pick up students promptly, as no After School will be provided on these days, unless otherwise advised.

Parents/guardians arriving after 6:00 P.M. will be charged \$35.00 in fifteen minute increments to cover deputy and staff overtime. Only the parent/guardian/, emergency contract, or carpool parent/guardian are permitted to sign out students. Once a student has been signed out they are no longer the responsibility of the Program and must leave campus.

After School bills are to be paid in a timely fashion. Families must pay these invoices in full within 30 days of receipt in order to continue using the before and after school programs at Hillel Academy.

Students may not sign themselves out and walk/ride a bike home.

Truancy

A student is truant if he/she is absent from school without the permission of a parent/guardian or leaves the school grounds once he/she has reported for classes without proper school personnel authorization. A student is also truant if he/she has excessive unexcused absences. In cases of truancy, the parent/guardian will be notified immediately and the student will be subject to disciplinary action, if they do not attend school. Parents of students with excessive absences will be notified of the risks of truancy.

ACADEMIC POLICIES AND INFORMATION

Academic Reporting

Report cards are posted online at the end of the first semester and mailed home at the end of the second semester. Parents/guardians will receive email notification when the report cards are posted online. Only families who are financially current may view and receive report cards.

Students in Preschool through 5th grade are evaluated using the scale below, which is tied to skill achievement rubrics. The goal for each student is that by the end of the school year, he/she is “meeting expectations” in most skill sets as this means the student is on grade-level. Excessive “exceeding expectations” or “approaching expectations” will be accompanied by a narrative about how the curriculum is being modified to meet his/her needs.

* This scale is **NOT** an equivalent for a letter or number system of grading. This scale is directly tied to learning benchmarks for specific grade levels.

ME = Meeting Expectations
EE = Exceeding Expectations
AE = Approaching Expectations
SN = Support Needed

Students in 6th through 8th grades are evaluated using the scale below; middle school teachers will clearly define all expectations for all students.

A (90 – 100) = consistently outstanding work
B (80 – 89) = consistently above average work
C (70 – 79) = satisfactory work
D (60 – 69) = passing but not satisfactory
F (0 – 59) = unacceptable work for which no credit is given

Middle School Honor Roll

The Honor Roll represents A's and B's in all subjects.

The Head of School's Honor Roll represents A's in all subjects.

To be considered for the Honor Roll or Head of School Honor Roll, a student may not be absent or tardy any more than five times in a semester. If necessary, individual cases will be considered.

Retest Policy (Intermediate and Middle School)

If a student fails an important concept test by scoring less than a 65%, the student will have the opportunity to continue to learn the material and retake the test. This retest option is intended to ensure a level of competence with the material. Teachers will work with the students to reteach the information and to offer homework study suggestions.

Retests will be scheduled as quickly as possible to keep the student from falling behind on new material. Test scores for retakes will be capped at 70%, so these tests will be to learn, but not for those wishing to retake a test to raise a grade to an A or B. Weekly tests (such as spelling) and quizzes are not covered by this policy. Again, this policy is designed to help students reach a level of competence.

Academics and Athletics (Middle School)

Any students participating in a sport must maintain an academic average of "C" (70%) or above during the entire time that he/she is involved in the sport, as well as maintain appropriate behavior. If the student's academic average falls below a "C" (70%), he/she will be required to stop participating in the sport in order to devote more time to school work and will not be allowed to attend practices or travel with the team to away games. Suspension from all sports activities will last until the student has raised his/her academic average to a "C" (70%) or above.

Any student who has received a third disciplinary consequence will not be permitted to participate in the next game. More than three may result in the student being asked to leave the team. This policy is not instituted to punish but to help students keep their daily conduct as a high priority and not neglect it while participating in sports.

Students must be at school by 10 a.m. in order to participate in sports that afternoon.

Requests For Evaluation

Parent/guardians requesting teachers to complete academic, educational, and/or medical evaluations are asked to submit the forms to the Principal of Teaching and Learning. In turn they will be given to the teachers. These forms will be completed and sent directly to the appropriate individuals. We do not provide copies of these forms to parent/guardians.

It is also our practice at Hillel Academy to share our own observations with families and ask them to partner with us if we feel an evaluation needs to be completed. We promise to assess students appropriately and observe them frequently and consistently. We will openly share all observations with parents. As educators, we are not diagnosticians and if we observe something out of the ordinary (be it possible “giftedness” or a learning disability), we will ask parents to have their child professionally evaluated. If we suspect a learning behavior or emotional disability, we will require the evaluation.

The Principal of Teaching and Learning can assist you with process for evaluations.

Homework

It is the philosophy of Hillel Academy that homework is an integral part of the learning process. Homework provides valuable academic practice, expansion of concepts, and invests the student with the responsibility of bringing items home and then back to school. It also serves to strengthen the connections between school and home with parent/guardian support of the learning process.

As both short and longer term assignments are given, it is necessary for students, with the assistance of faculty and parent/guardians, to budget their time wisely. Routinely designated time should be allocated to homework and assignments.

Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated time; and to submit homework assignments that reflect careful attention to detail and quality of work. We also recommend that students read or be read to each night for at least 30 minutes.

The homework given is always on a topic within your child's grasp. Hence, help should be given judiciously. Attitudes are contagious and parent/guardian approval can be more effective in motivating students than "showing them how."

Parent/guardians with students in grades 2-8 will be able to monitor student progress in the online gradebook system, ALMA.

Primary Division Homework Policy

- There is no homework in preschool
- Time
 - 20-30 minutes, maximum
 - This time includes reading, review of sight words, and generally a math assignment
 - Homework is not assigned over the weekend, Shabbat, or Jewish holidays
- Quality
 - Name
 - Neat, unripped paper

- Best developmentally appropriate handwriting
- Incomplete homework
 - Will be completed during free center time after lunch
 - Recess will not be taken away for incomplete work
 - Parents will receive notification if work is not completed several days in a row
- Agendas
 - Daily homework and assignments sent home will be kept in a daily agenda
 - The agenda also includes a communication area between home and school

Intermediate Division Homework Policy

- Time
 - 30 - 50 minutes, maximum
 - Includes daily reading of 15-25 minutes and must be recorded on a log
 - Students will be given a weekly IXL.com assignment chart to practice math
 - On occasion, unfinished work in a class may be assigned to finish at home
 - Homework is not assigned over the weekend, Shabbat, or Jewish holidays
 - Students and families may choose to work on long-term assignments during these times; there is no expectation to do so
- Agendas
 - Students will record their assignments in their agendas/planners and it will also be recorded in the the student information system, Educate
- Quality
 - Name
 - Date
 - Class number
 - Neat handwriting and paper
 - Complete
- Grade
 - Homework assignments given 4-points and counts as 10% of the grade
 - One point will be lost if it is one day late (maximum 3-points)
 - Two points will be lost if it is two or more days late (maximum 2-points)
 - Parents will be notified with standard email when an assignment is missed

Middle School Homework Policy

- Time
 - Homework should take about 10 minutes per grade (e.g. 6th grade = 60 minutes)
 - Long term projects and studying may require additional time and should be planned accordingly
 - Homework is not assigned over the weekend, Shabbat, or Jewish holidays
 - Students and families may choose to work on long-term assignments during these times; there is not expectation to do so
- Agenda

- Students will have the option to use a paper or electronic agenda
- They will have a weekly time management class to determine optimum study/work time
- Quality
 - Legible
 - Name and date
 - Neat, un-ripped papers
 - Meet the standards for the subject area and that specific assignment - see rubrics and assignment directions
 - Turned in on time
- Incomplete or Missing Work
 - One or more days late, a student cannot receive more than ½ credit for the assignment
 - Any student who misses more than two assignments in a class during a week will have their parent contacted by the teacher
 - If a student is chronically missing assignments across many subjects, then their parent will be contacted for a conference

Standardized Testing

Three times a year all students will take the MAP assessment to measure each student's reading and math level and growth between each assessment cycle. Results will be used to individualize instruction and will be communicated to parents about their child's areas of strength and challenge.

Toward the end of the school year, students in 3rd through 8th grade will take the ERB-CTP-5. This is a norm-referenced assessment that compares Hillel Academy students to the rest of the students in the nation. It informs Hillel Academy administration about which elements of the curriculum are strong and which elements need improvement.

Schedule, Testing, and Teacher Requests

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 and/or institution. The school will not entertain requests for changes based on a parent/guardian or student's dislike of a particular teacher or to accommodate friendships.

COMMUNITY CULTURE AND EXPECTATIONS

A Culture of Chesed, Kindness

At Hillel Academy we aim to maintain a safe, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others by promoting a school-wide Culture of Chesed, Kindness. The Talmud says [you cannot even begin to learn until your actions are all representative of *derech erez*]. Derech erez means the "proper way" of civility to one another. Students, faculty, staff, parents, and visitors are all expected to be honest and showcase appropriate

language and interactions with each other at all times. We believe that our students are watching the adults all around them as role models and as such a Culture of Chesed can only begin with all of the adults leading by example.

A gift of Hillel's Culture of Chesed is the graduation of young adults who are empathetic, compassionate, appreciate diversity in their community, and can lead by example.

Throughout the school year Hillel Academy students will explicitly and implicitly learn and experience a Culture of Chesed through role modeling and teaching of a variety of midot, values. These values include and are not limited to: **Kavod** (respect/honor), **Chesed** (kindness), **Kehillah** (community), **Emet** (truth), **Tikun Olam** (repair for the world / making the world a better place), **Tzedaka** (charity / support for those with less or in need of support), **Ahava** (love), **Limud** (study & learning), and **Shalom** (peace).

A Culture of Chesed applies anytime a student is enrolled in the School, including when a student is on campus, is participating in or attending a School-sponsored event on or off campus; is officially representing the School; is traveling on behalf of the School; and during school breaks, including summer break.

Partnering with our Culture of Chesed is the adoption of the school-wide culture program called Responsive Classroom. Starting with the classroom, students learn how to civilly interact with each other and learn to appreciate diversity in the micro-society of the classroom. Similar principles are then extended to the divisions and then the whole school.

The guidelines and policies below support Hillel Academy's Culture of Chesed by describing appropriate and inappropriate behaviors expected of students, faculty, staff, and parents.

Kavod - Respect / Honor

General Conduct

Students and parent/guardians should be considerate and show respect toward other students, faculty, all guests and visitors. Students should respect School property and the personal property of other people. Students and parent/guardians, whether as participants or spectators, are required to show good 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.

Class, Halls, Walkways, and Locker Room Expectations

Students are to use a reasonable tone of voice and should exhibit orderly behavior at all times in all areas of the campus and off-campus at School sanctioned events and activities. Hillel Academy faculty and staff will clearly state behavior expectations for all spaces on and off the campus.

Fights or Horseplay

Fights and physical horseplay of any kind are prohibited and may lead to disciplinary consequences for all of the individuals.

Language

Students and all adults are expected to use kind and respectful language at all times. **EVERYONE** is prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at School-sponsored events.

Cooperation with School Staff

Students are expected to be honest and cooperative with school faculty and staff at all times.

Middle School Lockers

Students are to keep their locker clean. Lockers are not to be shared. Personal items should be taken home each evening. Lockers may be inspected periodically without prior notice or consent. An unauthorized lock will be removed with no notice to the student. The teacher will assign lockers during the first week of school.

All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate.

The school assumes no financial responsibility for items taken from lockers. Administration reserves the right, in its discretion, to open and/or search lockers.

Property and Destructive Acts

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, otherwise damage school property or equipment, or steal property will be required to pay for the damage done 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.

Chesed - Kindness

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. Harassment includes, but is not limited to **repeated**, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Harassment also includes unwanted, offensive sexual conduct.

Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Snapchat, Instagram, etc.), camera phones, and/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.

For parent/guardians of younger children, these words are not always meaningful. Therefore, in explaining the 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 not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's "private parts," to pull down another student's pants, to look up a girl's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at school the same way you would like to be treated."

All concerns relating to harassment or bullying should be reported immediately to the teacher and/or the Director of Student Services, Michael Gamson at mgamson@hillelacademytampa.com. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying or harassment, will report the incident to the administration immediately. 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, including dismissal from school for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone 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.

Kehillah - Community

Use of Partnering Agencies

Hillel often holds and participates in special events held at partnering Jewish agencies such as The JCC or synagogues. It is expected that students care for these buildings and people within as they do while on the school premises. It is also expected that parents manage the behavior of their children at special events at neighboring agencies so that Hillel Academy faculty and staff are also able to equally enjoy the event.

Parties, B'nei Mitzvoth, and Invitations

Home party invitations may be given out at school only if ALL CLASS MEMBERS ARE INVITED, or, ALL OF THE BOYS, or, ALL OF THE GIRLS and **the party is not on Shabbat or a Jewish Holiday**. Please remember that our school is small. Whenever a student is excluded, hurt feelings result. It is our policy to include all students in the grade for B'nei Mitzvoth as well.

Home parties should be planned with consideration for all families. Please avoid scheduling parties on Shabbat and on Jewish holy days; some children will not be able to attend because their family does not drive on Shabbat or Jewish holy days. Please plan the menu with regard to the dietary laws (Kashruth) so that every student may participate; or, share with the invited families the menu and permit a family to have their child bring their own food and have it served to them with the other children.

Off Campus Behaviors

The School does not wish to unnecessarily involve itself in a student's off campus behaviors. However, the school's rules and regulations apply at all times a student is enrolled in school. In addition, the school reserves the right to take action to the extent that off campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off campus Internet activity, criminal activity, sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from school.

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 parent/guardians 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.

Emet - Truth

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with school standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

Criminal Activities

A student engaging in conduct that is defined under law as a misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules. In the case of offenses that occur at the end of the school year, the school may require consequences to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned consequence. All decisions involving suspension or expulsion are subject to the final approval of the Head of School.

Pornography

The possession, viewing, or distribution of pornography on campus or during any school related event, in either electronic or hard copy form, is a violation of school rules. The school reserves the right to determine what material is pornographic.

Limud - Learning

Responsibility and Self Advocacy

Another equally important goal of Hillel Academy is to help students mature and learn a sense of 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 arise, whether academic, social, emotional, or behavioral.

Hillel Academy believes that one of the greatest gifts we can provide our students is the ability to advocate for themselves with their teachers today and university professors tomorrow. Teaching this skill is done in partnership between home and school. Below is a recommended spiraled strategy to teach this skill.

We encourage parents/guardians to support their child/ren in taking responsibility and advocating for themselves or others by:

- PS through 2nd Grade (Primary School) - Parents/guardians should reach out to the teacher about the circumstance while also encouraging their child/ren to do so. Teachers will let parents know when their child has advocated for him/herself or others so that parents/guardians and teachers can acknowledge and praise the advocacy.
- 3rd through 5th grade (Intermediate School) - Parents/guardians should encourage their child/ren to speak with the teacher. The parent/guardian should then reach out to the teacher to see if the communication took place and ensure that the proper message was delivered.
- 6th through 8th grade (Middle School) - Parents/guardians should encourage their child/ren to advocate for themselves with the teacher and follow-up with their child/ren about the conversation and/or resolution. The parent/guardian should only reach out to the teacher if it is clear that there isn't any progress in the self-advocacy of particular situations.

Plagiarism and Cheating

Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonesty or deception.

Situations involving cheating or plagiarism on school work (tests, quizzes, homework) will result in a zero, and further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own.

Ahava - Love

Discipline and Consequences = Tough Love

Hillel's Culture of Chesed is designed to provide students with school to help them meet the goals and expectations of our school community and greater society. We fully expect students to make mistakes and we fully expect parents/guardians to partner with the educators at Hillel to guide students back to our Culture of Chesed.

Each division has a system of "warnings" and "infractions" to help guide students back to the Culture of Chesed. Depending on the developmental age of students, parents/guardians will be brought up to speed about the challenging behavior when appropriate. Educators will want to give students

redirection first so that they can start to manage their own behavior; if even minor infractions are repeated, parents/guardians will be brought into the conversation with their child.

Though we hope and intend that Hillel Academy’s admissions processes ensure that all students who enroll at Hillel are capable of being a positive addition to our Culture of Chesed, serious behaviors that can impact the safety and security, academic progress, and emotional and social well-being of oneself or others may result in serious consequences such as in-school suspension, out-of-school suspension, or dismissal from Hillel Academy.

Disciplinary Procedures

General Behavior: Using the principles of Responsive Classroom, classes/grades with their teacher will develop a set of rules for their standards of behavior.

The teacher of each class is in charge of discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students and parents/guardians.

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.

Warnings/Infractions: When students do not follow the standards of behavior developed at the start of the school-year, teachers and divisions have a system of “warnings” (Primary Division) and “infractions” (Intermediate and Middle Divisions) to redirect students toward the Culture of Chesed.

Misbehavior Management Guide

Hillel Academy educates a diverse student body. In that spirit each behavior situation will be handled at the School’s discretion in accordance with the School’s rules, policies, practices, common sense, and knowledge about individual students. ***The following chart is a guide*** used by school administrators and faculty to determine proper disciplinary course of action when needed.

This guide is adjusted for the developmental level of students: For example, a first grade student’s response to a tense situation may be different and expected to be different than a seventh grade student’s response.

Level of Infraction	Disciplinary Actions
<p style="text-align: center;"><u>Level 1</u></p> <ul style="list-style-type: none"> ● Academic misconduct (e.g. cheating 1st offense) ● Bus misbehavior 	<p style="text-align: center;"><u>1st Alert: Teacher / Homeroom Teacher</u></p> <ul style="list-style-type: none"> ● Informal talk with teacher / verbal warning (homeroom teacher and division director)

<ul style="list-style-type: none"> • Cell phone / electronic device violation • Disorderly conduct / classroom disruption • Defiance of authority / disrespect • Dress code violation • Lying / false accusation • Unexcused absence (e.g. ditching a class) • Unwanted affection toward others 	<p>should reinforce)</p> <p><u>2nd Alert / Infraction in a day:</u> <u>Dean of Students</u></p> <ul style="list-style-type: none"> • Conversation and Reflection Journal with Dean of Students • Loss of point from conduct grade • Email by teacher to parents describing behavior, sharing interventions, and requesting their assistance in speaking with child. Teacher and Dean of Students must coordinate communication. • Cell phone / electronic device violations will result in the device being given to HoS and picked-up by parent when HoS is available <p><u>3rd Alert / Infraction in a day:</u> <u>Teacher / Homeroom Teacher / Dean of Students</u></p> <ul style="list-style-type: none"> • Conversation and Reflection Journal with Dean of Students • Loss of point from conduct grade • Email by teacher to parents describing behavior, sharing interventions, and requesting their assistance in speaking with child. Teacher and Dean of Students must coordinate communication. • After-school detention
<p><u>Level 2</u></p> <ul style="list-style-type: none"> • Repeated Level I infractions (4+ in one day or four full days of Level I disciplinary action) • Failure to complete disciplinary actions • Fighting • Harassment / Bullying / Threatening / Intimidation / Hazing • Incitement • Tobacco / Vaping / Alcohol violation • Student speech violation (involving faculty / staff or peers) • Forgery • Vandalism / defacing or destruction of property less than \$500 • Information Systems / Computer Violation • Gambling 	<ul style="list-style-type: none"> • Conversation and Reflection Journal with Dean of Students • Loss of 2-points from conduct grade • Email or phone request for meeting with parents including teacher, Dean of Students, Principal of Teaching and Learning, and Guidance Counselor • 2 after-school detentions • School-based community service • Miss one to two athletic games or after-school club days • If continued bus misbehavior, one full-day to one full-week suspension from bus
<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Repeated Level I & Level II Infractions Level I in one day; 3+ Level II) • Physical assault of a student • Illegal drug possession / use violation / distribution • Vandalism / defacing or destruction of property over \$500 • Possession of a firearm or dangerous weapon • Sexual harassment / sexual offense / sexual abuse • Robbery / Extortion / Theft • Tampering with Materials, Grades, Records • Premeditated arson 	<p>Level 3 infractions may result in any combination of the following actions as determined by the administration and faculty:</p> <ul style="list-style-type: none"> • Conversation and Reflection Journal with Dean of Students • Loss of 3-points from conduct grade • Email or phone request for meeting with parents including teacher, Dean of Students, Principal of Teaching and Learning, and Guidance Counselor to create a behavior management plan • 3 after-school detentions • 3-days of in-school suspension • One-week out of school suspension • School-based community service

- | | |
|--|---|
| | <ul style="list-style-type: none"> ● Suspension from athletic season or after-school clubs ● Possible expulsion from bus (for bus related misbehavior) ● Possible police referral / prosecution ● Counseling plan and recommended treatment program ● Return-to-school behavior management plan ● Required monthly drug testing ● Restitution ● One-year school suspension ● Expulsion |
|--|---|

Additional notes:

- Hillel Academy students are expected to always role model Hillel Academy values, whether in school or out.
- The National Junior Honor Society (NJHS) students are held to a high standard of conduct and will lose their membership if Level 2 or 3 infractions take place. The NJHS faculty council will make a decision about continued membership on the 2nd infraction resulting in a conduct grade loss.

Middle School Students as Models of Hillel Academy’s Culture of Chesed

Rings of Honor

Each week, middle school students who were true representatives of Hillel’s Culture of Chesed will be presented with a “Ring of Honor” at Havdalah on Monday mornings. In order to receive a “Ring of Honor,” middle school students must be free of documented conduct reports in the previous week. Every four to six weeks, students who have received the prerequisite number of honor rings will be celebrated with a special treat!

Teshuvah - Returning to the Culture of Chesed

All 3rd and subsequent warnings/infractions, students will also be expected to practice the Jewish values of apology and forgiveness and will work with their teacher or the School Counselor on formulating and implementing an appropriate restorative action based on the incident.

Any student that has been involved in a disciplinary action that involves a conference with a parent will have at least four follow-up meetings with the School schoolCounselor to learn ways to improve their behaviors and to make positive choices in the future. Parents/guardians will be informed of recommendations made to the students and will be encouraged to reinforce the new tools at home.

Displays of Affection

Students are prohibited from inappropriate displays of affection on campus or any school-related events, such as kissing or other such behavior. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a school-related event is prohibited. Any unwanted or offensive

sexual conduct occurring on school property or a school event must be immediately reported in accordance with the Harassment and Bullying Policy. Parents will be contacted immediately.

JEWISH STANDARDS POLICY

A community Jewish day school is an educational institution in which all mainstream forms of Judaism are taught or practiced. Jewish families who choose to send their children to a community Jewish day school are free to practice Judaism in the manner most suitable for their family and may exercise their personal practices within the institution in respectful ways consistent with and supportive of the overall philosophy and communal requirements of an exclusive teaching and learning environment. Standards and policies are designed to create a vibrant and vigilant community of learners in which all students and all faculty/staff feel respected, included, comfortable and energized.

Although we do not endorse any single branch or style of Judaism, we must recognize that the ultimate mission of an educational institution is to inspire a love of learning and a thirst for exploration. To fulfill this mission, we must expose our students to ritual practices and belief systems that might not be the normal fare in their homes.

In order to foster a true sense of community buy-in, it is incumbent upon us to be transparent about our standards and policies. Any family intending to enroll should consider and appreciate our expectations for participation and raise questions and concerns as appropriate.

Hillel Academy's standards and policies for Jewish observance are intended to promote several goals:

1. Consistency: cannot be manipulated to ease execution.
2. Educational value of Jewish observance: expose students to traditional Jewish practices and their rationale to provide a foundation for making informed decisions about practices, observances and beliefs.
3. Diversity: Diversity and inclusion enriches the experience and informs the future.

With these principles in mind the following standards and policies are designed to provide school and direction to our community.

The head of school is always available to discuss any of the above policies and how they might affect your family.

Shabbat / Yom Tov

Non-Shabbat/Yom Tov-related activities (e.g. birthday parties, gatherings, etc.), may not be held on Shabbat or a Yom Tov.

Hillel Academy may organize or sponsor Shabbat and Yom Tov programming for the community. These events will be Shabbat/ Yom Tov observant. No Saturday-evening programming may begin before Shabbat has ended. School-sponsored programs may not involve any activities that requires a student or an adult to violate traditional Shabbat observance rules. We recognize that families might find it necessary to drive to attend these programs.

No official communications from the school staff or lay leadership will be sent out on Shabbat or on Yom Tov. This includes the use of email, social media and any other means of communication.

Kashrut

Hillel Academy is a kosher institution. All food provided in, by or for the school for consumption by the students or by the general community must be “certified” kosher, including cheeses (all kosher certifications will be accepted, except for a single “K”). There are no exceptions to this rule. Ingredient checking is not sufficient. [Fresh fruits and vegetables do not require a certification.]

Our campus is “Chalav-stam” (regular dairy) and “non-glatt-kosher”. Parents/guardians may provide “chalav yisroel” and/or “glatt kosher” food to be stored at school and served to students for whom the food is provided.

Food brought onto campus by students and faculty for individual consumption must be either dairy or parve.

Students may not share any food with other students.

Classroom celebrations must be pre-arranged with the teacher. Parents/guardians may bring “hechshered” treats for birthday celebrations. The treat may be dairy, except for Wednesdays and Fridays (which are currently-designated as meat lunch days), when the treat must be pareve unless the treat will be served before lunch in which case it may be dairy (but dairy treats may not be brought to or consumed at the meat lunch).

Treats must be pre-packaged and certified kosher. Certain local stores are under the supervision of local rabbis. Please speak with the Head of School for information on hechshered providers.

Tallit and Tefillin

All students in seventh grade will be taught about Tefillin and how to properly wear it. Starting the week of a student's' Bar/Bat Mitzvah, boys must wear and girls may optionally wear Tefillin and a Tallit for a three-month period. All students will continue to be encouraged to wear Tefillin after the three month period. Jewish male teachers in attendance at services must also wear Tefillin and a Tallit at all times and Jewish female teachers may do so optionally.

[We will provide Tefillin and a Tallit for students who do not have their own.]

Kipot and Head Coverings

All male students are required to wear kippot or head-coverings during services, Judaic studies classes and programming, and meals. All female students are welcome to wear kippot or head-coverings.

Aliyot

For the sake of education the school will begin calling students to the Torah for an Aliyah in fifth grade. If parents would like their student to wait until they have had their bar/bat mitzvah they must let the school know.

All students are encouraged to chant from the Torah according to their abilities.

All students are required to learn to participate in and to lead services and Judaic studies programs.

Hebrew and Judaic Studies Educators and Classes

Faculty members are not required to be “Shomer Shabbat” to teach Hebrew or Judaic studies.

All students must attend and participate in all aspects of all programs and all class offerings.

All Judaic studies classes and programs will be co-educational with boys and girls working, studying and praying together.

Technology: Personal and School

Cell Phones and Other Electronics

To the extent that a student brings any electronic devices to school (smart/cell phones, smart watches, iPads, etc.), the device is the responsibility of the student and the student only. The School will not be responsible for the theft, damage, or loss of such devices. **The only computer allowed for school use is the school issued MacBook or Chromebook or cell phone if instructed by the teacher.**

All electronic devices must be turned off unless instructed by a teacher. Cell phones must be deposited in the cell phone holder in the students’ homeroom teacher’s classroom daily. Students may use electronic devices only before School and after School hours. Students may not use electronic devices in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take inappropriate pictures, to record classes, to send text messages to other students in class, or in ways that would otherwise violate the well-being of another individual.

Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Students who violate this policy will have their cell phones or electronics confiscated. In such case, the school reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a school administrator. Parents/guardians 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.

Computer and Systems Usage Policy

All persons using the school's computers, the School's computer systems, 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, smartphones, iPods, etc.) on school property or at a school-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the school administration. All computers 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. **Please note: students may only connect personal wireless devices to our school guest network.**

Purpose

The purpose of providing access to the Internet and the school's computer systems is to support research and 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

The school community, students, faculty, administrators and staff, have the privilege of full access to the Internet. The school encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive email, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal drives. Files are not to be downloaded to the schools local or network hard drives.

Filtering System

The school does utilize an Internet filtering system. Although filtering Internet access generally eliminates access to many offensive and pornographic materials, **it is not foolproof**. Therefore, we expect users to act responsibly in their searches 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. Although the school cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety

Students should never give out personal information (address, telephone number, name of school, address, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted online without prior parent/guardian approval. Safety is the responsibility of the parent/guardian 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 network or to bypass restrictions set by the network administrator is prohibited. Obtaining another’s password or rights to someone else’s directory or email on the network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else’s password or posting a message using someone else’s login name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **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 directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parent/guardians. The school also reserves the right to inspect any personal electronic devices brought onto campus. In such cases, students must provide any passwords to inspect the device upon request by a school administrator. Do not assume that any messages or materials on your computer or the school’s systems are private.

Email

Email may not be used to harass or threaten others. The school reserves the right to randomly check email or text messages. E-mail messages 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 from the podium at a School meeting. Students should be made aware that deleted emails can be un-deleted.

Any person who believes that they have been harassed or threatened by any form of communication should immediately report the concern in accordance with the school’s No Harassment/No Bullying policy.

Viruses

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

Computer Care

Members of the school community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements and Discipline

Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the IT administrator so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks such as Facebook, Instagram, 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 parent/guardian, the school's position regarding a student's use of social media or networking.

Use Away from School Property

It is not our goal to regulate a student's personal online activities when not on school property or at a school-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or school rights that we do reserve the right to regulate. All students should ensure that they are familiar with the school's conduct policies to avoid any online communications that might violate those policies.

For example, the parent/guardian should ensure that online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If a student posts or says something online that makes another student feel uncomfortable, that activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the school conduct code by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not follow or be "friends" with any faculty member or other adult member of our community (other than the student's parent/guardian) on any of these social networking sites. Any violation of this prohibition must be reported to the administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the school's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the school, its locations, activities, students, parents/guardians, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate if posted in the school's newspaper. Finally, students are not permitted to disclose any confidential information of the school, employees, students, parents/guardians, or activities online.

Identity Online

Students are responsible for any online activity conducted with a school email address, and/or which can be traced back to the school's domain, and/or which uses school assets.

What is published on such personal online sites should never be attributed to the school and should not appear to be endorsed by or originated from the school.

School's Right to Inspect

The school reserves the right to inspect all electronic data and usage occurring over the school's network or on school property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

Dress Code

Uniform use has a proven impact on student behavior and by extension academics. At Hillel, we want students to be proud of they way they present themselves and part of that presentation is through the clothes they wear.

Hillel Academy students are required to wear uniforms. Though polo shirts and bottoms can be bought almost anywhere, they are required to have the name Hillel Academy embroidered or hot pressed onto them.

Students in preschool do not have to wear uniform clothing.

Boys:

- Navy or khaki dress shorts or pants
- White, navy, or royal blue polo shirts
 - Embroidered or heat pressed with Hillel Academy
 - No pockets
 - Any material
- Hillel Academy navy sweatshirt or other navy blue sweatshirt when cold
- Brown belt (3rd grade on up) - not required
- Kippah
- Closed toe shoes (sneakers preferred)

Girls:

- Navy or khaki dress shorts, pants, skirt, or skort
- Navy or khaki dress or jumper (white shirt under jumper)
- If wearing dress shorts, pants, skirt, or skort, must wear a white, navy, or royal blue polo shirt
 - Embroidered or heat pressed with Hillel Academy
 - No pockets
 - Any material
- Hillel Academy navy sweatshirt or other navy blue sweatshirt when cold
- Brown belt - not required
- Closed toe shoes (sneakers preferred)

In grades 3-8, adherence to the school uniform policy will be checked daily with students receiving infractions when “out of uniform.” Infractions lead to detention. Parents/guardians of students in Kindergarten through 2nd grade will be notified of any uniform issues.

Hillel accepts uniform clothing into which students no longer fit. We provide these used uniforms at no cost to families. Please donate to the school any time uniform clothes no longer fit. Any family is welcome to check out the supply of clothes and take what they need for their family. All used uniforms are available on a first-come, first served basis.

Spirit Days and Shabbat

Wednesday is jeans day at Hillel. Any student, faculty, or staff member wanting to wear jeans to school may wear jeans if they bring in a non-perishable food item to donate to the Tampa Jewish Family Services (TJFS) food bank. Jeans can be long pants or shorts and it is okay if they are trendy “ripped,” without exposing any private body parts, including bits of tush. Students wearing inappropriate jeans or shorts will be given a spare uniform style bottom for the day.

Also on Wednesdays, students may wear a Hillel t-shirt. Students will be provided with one t-shirt at the start of the school year and parents may purchase more. If students do not want to wear a Hillel t-shirt, they can wear their regular Hillel polo.

Friday is Shabbat. To honor the day, students will wear a white Hillel Academy polo shirt and navy bottoms.

Spirit days and free dress days happen throughout the year. Students and families will be made aware of these days and are free to dress appropriately. 8th grade will choose their additional free dress day on the first day of school each year; Fridays are not a free dress day.

New this year, students may wear Hillel joggers on Mondays.

Outdoor dress

On cold days, students may wear a sweatshirt or zippered jackets outside. Outdoor wear does not require the Hillel Academy lettering. However, outdoor wear may not be worn in the classroom. Navy blue or white sweaters or sweatshirts, with or without Hillel Academy lettering, may be worn in the classroom.

Sweatpants are not part of the dress code policy and may not be worn to School. Leggings may only be worn under a skirt or dress and they must be navy blue.

Jewelry and Hair

In addition, jewelry should be modest and appropriate for the school environment. The school will not be responsible for lost jewelry or jewelry that is caught on something and causes harm. Hair for all students should be clean, shaped, well groomed, and worn in a style that is not in any way extreme. Students should not display any body piercings or tattoos.

Students Out-of-Uniform

Students in 3rd through 8th grade who report to school out of uniform will report to the office to be given uniform clothing to wear for the day that must be returned at the end of the school day and will be given an infraction. Parents/guardians of students in Kindergarten through 2nd grade will be contacted by the child/ren's teacher to ensure future adherence.

Tobacco, Drugs, & Alcohol

Tobacco Products

The use or possession of tobacco products is not permitted on campus or at school-related events.

General Rules

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances) on or near school

property or at school-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

Testing

Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances:

(a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system;

(b) when a student suffers an injury or is involved in an accident while at school;

(c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or

(d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent/guardian) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Parents/guardians of students who are taking prescription or nonprescription drugs must notify an administrator in the school office of this fact when they report to School.

Consequences

In addition to determining the appropriate disciplinary action the school reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the school; required random and/or regularly scheduled drug and/or alcohol testing at a school-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

Kashruth / Food and Drink Policies

Food and beverages will be consumed only in designated areas and at designated times. Students may have water to drink in the classroom.

Students may bring their own snacks and lunch or families may participate in the kosher school-lunch program. If participating in the school lunch program, parents/guardians still need to provide a kosher morning snack and a water bottle for the school day. Students participating in the After School program will have a kosher snack provided to them.

It is very important that parents/guardians discuss any allergies with the lead teacher at the conferences before school starts so that proper arrangements can be made.

Food Policies

As a Jewish Community Day School, Hillel adheres to Jewish dietary laws so that all members of the community can fully participate in all of our School activities.

- All food brought by individuals to be consumed only by them is dairy or pareve for snacks and lunch, except on Wednesdays and Fridays, a kosher meat lunch may be brought as long as the lunch is accompanied by the packaging showing that it is kosher. This includes student and staff lunches and individuals that bring in food for only their consumption.
- Kosher school lunches are available. Each month a menu will be available online. You may purchase the entire month or select certain days. Families may also purchase hot lunch for the entire school year rather than month-to-month.
- No food for group consumption is to be prepared in a private home even if the home is a kosher home. This includes treats for any class celebrations of birthdays, holidays, or class projects. Items brought to the school for these events must be from an approved kosher caterer or prepared in an approved kosher community kitchen (i.e., Hillel or one of the synagogues). The school office has a list of approved kosher caterers available for your convenience. Publix bakery at Dale Mabry and Fletcher is certified kosher.
- Whenever students go on fieldtrips, students will bring a kosher lunch or if they purchased from the school, a kosher lunch will be sent with them. If going on an overnight, precise measures will be taken to ensure that the food for the group will be prepared in an appropriate manner and that only kosher or dairy ingredients are used. A teacher or staff member knowledgeable in kashrut policies will make these arrangements ahead of the trip.
- Any Hillel sponsored community activity, be it on school campus or at an outside location (such as someone's home), shall be served or be catered with kosher food. This includes school, Board and PTO activities.
- No cooking items (utensils, dishes, etc.) from the Hillel kitchen should ever leave the school campus.
- No cooking items (utensils, dishes, etc.) from outside the Hillel kitchen may be brought in or used in the kitchen, unless from an approved caterer.
- Students cannot use kitchen utensils for any food brought from the outside.

Snacks and Water

Hillel follows the tradition of “Aruchat Eser” (“snack break”). We suggest snacks that are nutritious and easily consumable. Appropriate snacks include: nuts, fruit (dried or fresh), cheese, or vegetables. No carbonated drinks are permitted in the primary and intermediate levels.

Teachers will judge when an item of food is not appropriate or not kosher, and a notice will be sent home so that the item is not brought in again. Please cooperate to make the snack brief, enjoyable and healthy.

Students are encouraged to always have a water bottle filled with water with them at all times, including in class.

SECURITY

Keeping Hillel Academy students, faculty, staff, parents/guardians, and visitors safe throughout the day at Hillel is a priority. There are visible measures in effect daily, such as police presence, a closed/locked campus, surrounding fences, and a sex-offender background-check for all visitors. There are also invisible measures that we do not publicly share.

We ask that all parents/guardians, grandparents, and visitors fully understand that Hillel has safety and security protocols that are being followed and even if inconvenient to your day, they must still be followed. We thank you in your understanding of this.

Visitors

Visitors, including parents/guardians, grandparents, aunts, uncles, grandfriends, etc... are always welcome at Hillel. In addition, Hillel Academy often hosts prospective families, guests making presentations to students, prospective donors, and vendors. Every Parent visiting during core school hours and every other guest must have a badge designating themselves as a visitor. This badge also assures faculty and staff that the individual has been approved to be on campus and has had their ID checked through the sex-offender registry.

Faculty and staff must always wear their name badge as well.

As faculty and staff are encouraged, parents are also encouraged to question another adult on the campus that does not have a badge or bring to the attention of a faculty or staff person that there is an individual without a badge on the campus.

Locked Buildings

All Hillel Academy buildings are locked at all times. Students through fifth grade will accompany teachers to move through buildings or individual or pairs of students will borrow a key fob to enter buildings.

Middle school students will be issued a key fob on a lanyard to access buildings throughout the day. They are to pick-up and drop-off their fob in their homeroom teacher's classroom at the start and end of the day.

If granted permission, parents will be given a fob to borrow to access buildings when visiting the 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. Students are prohibited from bringing any type of weapon to school or school-sponsored events, including knives, guns (all types), fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

Evacuation

A map can be found in each room showing the quickest and safest route for leaving the building.

Students should move quickly and quietly to the designated area. Noise during fire drills should be kept to a minimum. Talking is prohibited.

Inclement Weather Policy

School closings, delayed openings, or early dismissal is at the discretion of the Head of School in the event of inclement weather.

In cases that may necessitate an unscheduled early dismissal or affect after-School activities, the Head of School will make an independent decision as to the time of the dismissal and the status of after-school activities.

If there is inclement weather on a day when Hillsborough County Public Schools is already scheduled to be closed, the Head of School will make an independent decision regarding whether to close for the day, to open on a delayed schedule, or to open on time.

Information regarding inclement weather schedules is emailed, texted, and phoned to all employees and parents.

If the School announces a delayed opening, the building will open no sooner than one ½-hour before the scheduled start time.

Inspection Policy

The parent/guardians authorize the school to inspect and conduct a search of any place or item on the school's campus or at a school-related event including, but not limited to, a student's locker, backpack, vehicle, computer, or personal electronic devices. 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, etc. and whether such messages or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parent/guardians 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.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parent/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/guardians 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 parent/guardians whom their child may associate with away from school.

To keep their children safer, parent/guardians should talk openly to their children about safety issues. Parents/guardians 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.

Parent/guardians should regularly visit the public registry to check out 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, parent/guardians should visit <http://www.familywatchdog.us>. To learn about additional child safety tips and links to child and internet safety sites and searches, parent/guardians should visit the Florida Attorney General website at <http://myfloridalegal.com>.

Student - Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents/guardians, and visitors) are expected to interact with each other in a professional and respectful manner. 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 parent/guardians become aware of any adult's 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.

Some examples of behaviors that should not occur and which should be reported include, school employees:

- Calling students at home for a non-school matter;
- 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.)
- Sending emails, texts, or writing notes to students of a personal nature;
- Flirting or asking a student on a date;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events or when the student's parents/guardians are not at home;
- 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 adult's social networking profile or become a "friend" on a social network;
- Telling off-color jokes; and
- Dating or engaging in consensual relationships with students.

Similarly, we expect that our parents/guardians will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student's parents/guardians. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

STUDENT SERVICES, ACTIVITIES, AND RESOURCES

Tefillah - Prayers

Mondays	Community Havdalah on the basketball court
Tuesdays	Shacharit (morning prayers); by division
Thursdays	Kriat Torah (Torah Reading service); by division
Alternating Fridays	Kabbalat Shabbat (Shabbat service); by division
Alternating Fridays	Community Kabbalat Shabbat and Sing-a-Long

All boys are required to wear kippot during Tefillah; girls may do so optionally. B'nei Mitzvah aged boys are required to wear a tallit; girls may do so optionally. B'nei Mitzvah aged boys must wear Tefillin for three months upon becoming a Bar Mitzvah; girls may do so optionally. Tefillin sets will be provided for those students who do not have their own.

Before and Extended Care Programs

Our Before Care and After School Programs provides parent/guardians with a supervised, constructive learning, and recreational environment. Activities will be age appropriate and supervised by caring and qualified staff members.

Though both Before Care and After School Programs may be drop-in programs, contacting the Office Manager for registration is preferred.

All students and parents/guardians are expected to follow the rules and regulations detailed in the Community Culture and Expectations section of this Handbook while the student is attending either Before Care or After School Programs. Warnings and infractions may be distributed during Before Care and After School Programs.

School Counselor

A professionally trained counselor staffs the Guidance Department. The Counselor is available to help students and parents/guardians with personal or social concerns that may arise and 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.

Students and parents/guardians should be aware that our school's philosophy is that conversations with the school counselor are confidential from other students, parents, and community members. The School Counselor will share with parents by the end of the day, via email, the conversation with

the child and will notify teachers and/or staff as needed in the event it will help support the student. The school 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/guardians or other adults regarding the circumstances disclosed. In addition, the school 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.

Health Information Sharing

Parent/guardians and students 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.

Field Trips

Student Participation

Day and overnight field trips are part of the experiential learning process. Only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend. Students must have at least a 90% conduct grade to attend field trips.

Proper behavior during the trip continues to be of utmost importance. Parent/guardians of any student unable to follow the given guidelines will be notified. In severe cases, the parent/guardian will be requested to come and/or provide transportation home for the student.

Only students who have submitted field trip forms may attend.

Parent Participation

The teacher leading the field trip will determine how many chaperones will be needed to assist on the field trip. In certain cases, especially overnight, the sex of the chaperone may be a requirement for attendance on field trips.

For each field trip, the lead teacher will list the responsibilities of the chaperones on the trip and each chaperone is expected to oblige in his/her role. Sometimes the role will be limited to driving, other times it may be more involved.

Parent/guardians who are interested in volunteering to assist on field trips and transport students other than their own must present a valid driver's license and current insurance card.

Participation in After School Athletics and/or Clubs

Hillel Academy offers a variety of activities including an athletic program and varied selection of non-athletic clubs.

The school requires parents/guardians to provide appropriate insurance for athletes. The school assumes no responsibility for injury to students participating in athletics or other school activities.

All athletes must meet academic and community culture requirements as outlined in this Handbook. Proper behavior is a prime factor in any athletic success - off the field, on the field, in locker rooms, on trips, and in school. Athletes are to conduct themselves at the highest levels of social civility, being sure that their actions and words are beyond reproach.

Transportation

Bus Transportation

Students who are riding to and from school on buses provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. All student bus riders and parents/guardians must sign a behavior agreement.

The following behaviors are expected of all students:

1. Be on time at the designated loading zone or bus stop.
2. Wait until the bus is completely stopped before moving forward to enter.
3. Refrain from crossing a highway until the driver signals it is safe.
4. Go immediately to a seat and be seated.
5. Wear your seatbelt on the school buses (if one is available). Bus drivers will report those who refuse to buckle up and it will be recorded as a warning or infraction.
6. Remain seated while the bus is in motion.
7. Keep heads, hands, arms, and legs inside the bus at all times.
8. No littering in the bus or throwing anything from the bus.
9. Eating and drinking as allowed by the driver.
10. Do not tamper with the bus or any of its equipment.
11. Remain seated until the bus is stopped.

12. Do not engage in any activity on the bus that would constitute a violation of the school rules.

The driver will not discharge students at places other than their designated stop or at school unless they have proper authorization from the student's parent/guardian and the Head of School.

A student who becomes a behavior problem on the bus shall be and may be denied the privilege of riding the bus and may be disciplined up to and including expulsion. Students denied bus privileges and fail to attend school would be considered truant.

Transportation - Private/Carpools

When there is no bus service available, parent/guardian(s) are expected to provide transportation for their child/ren. The school will be glad to help identify neighboring families; however, school personnel cannot be responsible for the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the school has been notified in writing in advance by note, phone call, or email to the lead teacher and/or the Office Manager.

IMMUNIZATIONS, ILLNESS, AND MEDICATIONS

Physical Examinations and Vaccination Records

Prior to the beginning of School, a physical examination must be completed or transferred for each student entering the school or going into preschool, Kindergarten, or 7th grade. In addition, an immunization record or a certificate of waiver is required for all students. Immunizations must be kept current, and a Certificate of Immunization, signed by a physician, or an immunization waiver must be kept on file in the school office. Students may not attend school without an appropriate immunization record.

Illness

If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to the front office. When a parent/guardian has been notified that his/her child is ill and needs to be released from school, the parent/guardian must make arrangements to transport the child home. The school does not have facilities to care for sick children for any length of time. The school appreciates your cooperation in getting your child home in an expedient manner. Students will be released for medical reasons only with permission from the parent/guardian or from the person designated on the student's emergency card. The parent or guardian should report to the School Office to sign the student out.

The school will call 911 when the school feels such call is warranted. If a parent/guardian is not available, a staff member will accompany the student if 911 advises that transport to a hospital is necessary.

Medication

Many students must have medication available at school for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written parent/guardian permission. A permission form completed by the parent/guardian is required in the event a student must receive medicine at school. 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 front office together with the signed permission form.

Whenever possible, schedules should be arranged so that all medication is given at home. However, if medication must be given at school, it should not be transported to and from school and home daily. Instead separate containers should be requested from the pharmacist to be kept at home and at school. Daily medication should be sent in with no more than a one-month supply. The Office Manager will call students to the front office when it is time for the medication to be dispensed. All medication, including over-the-counter medication is to be given to the front office; the parent/guardian must deliver the medication, not the student. Once medication has been delivered to the school, it will not be released to the student. Any medication that needs to be picked up, unused or expired must be picked up by a parent/guardian.

When a Doctor's Note is Required

Students who are absent from school for the following reasons require a physician's statement confirming the student's ability to return to School and any necessary limitations or restrictions:

- Measles, mumps, chicken pox, ringworm, scarlet fever,
- Strep infection, mononucleosis, hepatitis, pink eye
- Absence due to an extended illness or surgery
- Students may not participate in sports or gym classes following an extended illness or surgery

Lice Control

Hillel Academy uses the following procedures to help control lice. Periodic inspections will be held in the classroom. Parent/guardians of affected students will be personally notified and the student will be sent home for treatment. The class will be notified that a case exists.

Students will only be admitted back to school if they have been treated.

Regular home checks are a valuable addition to any health routine.

Supplemental Insurance

The school does our best at all times to insure the physical well-being of our students while they are in our care, either during the school day or at an after school activity. Should an injury occur,

however, the school has a secondary insurance plan that provides excess coverage intended to supplement your own (the parent or guardian) coverage for your child.

The above-mentioned policy, which is provided as part of the enrollment package, is not a replacement for a family's own coverage, but may cover expenses in excess of your own primary policy, should an injury occur at school or at a school-sponsored activity. The terms and amount of any coverage are governed by the policy itself.

Should an injury occur make sure the student's injury is reported to someone in authority at the school. Don't take your child's word that "the coach or someone else at school knows."

If medical care is necessary and all charges are not covered by your primary insurance, ask the front office staff for the proper insurance form. The directions on the form are very clear. Complete the form, attaching copies of all bills and insurance payments. Submit to the address given on the form.

BUSINESS & FINANCE

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. Transcripts and student records cannot be forwarded to another school or home if there is an outstanding balance in his/her account, or if there are other outstanding debts.

Books and School Supplies

All texts are supplied by the school and are the property of the school. Should a book be lost, another will be issued at a replacement cost to the family.

Hillel Academy provides all school supplies; they are part of the fees paid to the school.

Money & Checks

All money sent to school should be placed in an envelope with the following information: student's name, teacher, amount of money, and purpose for which it is intended.

Checks must be written for the exact amount and made payable to Hillel Academy. The student's name should be written on all checks to ensure proper credit. School faculty will not be responsible for cash, checks or personal items left with the office for reasons other than school business.

Fund Raising

No class, individual, or organization is to begin any money raising activity without permission from the school. No class, individual or organization may request money from any other class, individual, or organization within or outside the school without permission from the school administration. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

OTHER IMPORTANT INFORMATION & POLICIES

Re-enrollment

Students are considered for re-enrollment when they and/or their parents/guardians show a pattern of positive work ethic, conduct, lack of excessive absenteeism or tardiness, and timely meeting of financial obligations.

Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

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/guardian to sign a consent form before a student's transcript or other records/information will be released.

The school makes reasonable efforts to ensure that both natural parents/guardians (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The school must rely upon the correctness and completeness of parent/guardian information when the student is enrolled. In situations of divorced or separated parents/guardians, if one parent/guardian believes that the other parent/guardian is not entitled to receive certain information, the parent/guardian 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/guardian from receiving such information.

Lost and Found

Books, clothing and other personal items, which are left at the end of each day, will be placed in the bins outside the office and may be claimed before or after school. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals.

Labeled items will be returned to the owner!

Posters and Announcements

All posters or flyers must be approved at the office before they are displayed in School.

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, written permission of the Head of School. This means that animals may not be brought onto school property for any reason (even on a leash), including drop off, pick up, parties, games, and activities, and may not be brought to school-related events on or off campus. Service animals are exempt from this policy.

School Parties

Birthdays may be celebrated by providing refreshments for all class members. Please make arrangements with the teacher in advance. All food must be certified kosher. We suggest you use the kosher Publix bakery at Dale Mabry and Fletcher for bakery products.

Intellectual Property

By enrolling the student in the school, the parent/guardian and student acknowledge that all Intellectual Property as defined herein is the exclusive property of the school. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, derivatives and improvements and all works of original authorship or images that are fixed in any tangible medium of expression and know-how related thereto, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the school's students, solely or in conjunction with others, during the period of the student's attendance at the school and related to or used in connection with the student's participation in any school activity (classroom, athletic, artistic, scientific, etc.). As examples only, Intellectual Property would include projects, music, performances, videos, audios, photographs, website materials and/or creation, inventions created in any science or other class, results of science research and/or experiments, and other similar work done while attending the school and as a part of the student's participation in any school activity.