

Hillel Academy's Communication Protocols

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 parents/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)

Lisa Caine; lcaine@hillelacademytampa.com

Middle School (6-8)

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, Keshet ("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)

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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, Keshet, 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.

Teaching Self-Advocacy

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.