

**EDUCATIONAL**  
**ADMINISTRATION**

**ELEMENTARY - MIDDLE SCHOOL**

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**Principal, General Studies**  
**Grades 1-8**

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**Principal, Judaic Studies**  
**Grades 1-8**

**Ms. Diana Kurtzer**  
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**Educational Office Staff**

**School Accreditation:** The R.A.S.G. Hebrew Academy is accredited by the Southern Association of Colleges and School and is a participating member of the Central Agency for Jewish Education, National Council of Torah Umesorah Schools and the Dade Association of Academic Non-Public Schools.

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## TELEPHONE DIRECTORY

<u>DEPARTMENT</u>	<u>EXTENSION</u>
HEBREW ACADEMY TELEPHONE	(305) 532-6421
HEBREW ACADEMY FAX (Educational Office)	(305) 535-5670
HEBREW ACADEMY FAX (Business Office)	(305) 672-6191
EDUCATIONAL OFFICE	3, 114, 115
EARLY CHILDHOOD OFFICE	3, 118
ADMISSIONS OFFICE	105
ELEMENTARY MEDIA CENTER	125
PHYSICAL EDUCATION OFFICE	112
SCHOOL NURSE	132
HIGH SCHOOL	(305) 532-6421
HIGH SCHOOL FAX	(305) 531-5480
REGISTRAR	103
FUNDRAISING	111
FINANCE OFFICE	109
SCHOOL WEB SITE	<a href="http://www.rasg.org">www.rasg.org</a>

**RASG HEBREW ACADEMY  
PARENT/STUDENT HANDBOOK  
2005/2006**

**I/we** have read and discussed the contents of this Student Handbook with my/our child(ren).

**I/we** understand the obligations of students and parents at the Hebrew Academy.

**I/we** agree to comply with the policies and procedures set forth in this Handbook including the Technology Acceptable Use Policy and to ensure that my/our child(ren) do so, too.

**I/we** understand that the School may modify or eliminate any policy, procedure, or regulation as deemed appropriate by the administration.

Please sign and return the form below by August 26, 2005.

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**PARENT/STUDENT HANDBOOK  
2005/2006**

**Name of student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
(PLEASE PRINT)

\_\_\_\_\_  
**Parent's signature**

\_\_\_\_\_  
**Student's signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## **FROM ADMINISTRATION TO PARENT**

The Rabbi Alexander S. Gross Hebrew Academy was established to present its students with a program of education designed to develop well-informed, intelligent and proud American Jews.

The Hebrew Academy is an Orthodox Day School serving the South Florida Jewish community. As a yeshiva, its role is to carry out the Torah's mandate to teach the principles and practices of Judaism to its students with love and sensitivity. In partnership with the home, the Hebrew Academy strives to develop an appreciation for and commitment to Judaism as a way of life, affecting both the way we think and the way we act. To enroll a student in the Hebrew Academy is to commit oneself to encouraging, fostering and actively participating in an educational process in which each student's parents and the school work together to instill and reinforce religious values and behavior to produce a fully integrated Torah personality.

The Academy offers an integrated program combining progressive American education with intensive and profound Judaic training.

The school's program of education is fully accredited by the Southern Association of Colleges and Schools (SACS) and the Early Childhood Department is accredited by the National Academy of Early Childhood Programs (NAEYC). We are a member of the Dade Association of Academic Non-public schools (DAANS).

The Judaic Curriculum includes a thorough exposure of T'nach, Talmud, Halacha, Hebrew Language and Literature based on the values of Torah, Midot Tovot and Derech Eretz.

Education is viewed not merely as a learning process but as a means of fostering commitment to the way of life formulated by the Jewish tradition and the American heritage. We encourage our students to live their education, as well as learn it. This encouragement comes not only through classroom teaching but also through a wide and varied program of activities including religious services, observance of festivals and memorial days, clubs and student publications.

## **EDUCATIONAL GOALS**

**TO** educate our students in all areas of Jewish knowledge and practices and to facilitate their mastery of specific skills necessary for daily Jewish life.

**TO** imbue students with love for learning, the ability to learn on their own, and the desire to continue their education.

**TO** encourage commitment to the Torah as a way of life, through exposure to ethical and moral values, and to provide appropriate experiences.

**TO** equip our students with all the cognitive, affective and psychomotor skills required of all young people.

**TO** endow our students with a commitment to the American way of life and our democratic heritage.

**TO** encourage commitment to the survival and welfare of the Jewish people and to the State of Israel.

**TO** convey a sense of interpersonal human commitment To convey a sense of the special commitment of one Jew to another.

**TO** encourage involvement in the concerns of the local, state and national community.

**TO** provide an environment in which students of different backgrounds will feel comfortable in pursuing knowledge in both Judaic and General Studies.

### **ATTENDANCE**

The school day begins with davening. Prayer/Dinim is a regular graded course with the same attendance and requirements as other classes. **Regular attendance and punctuality are expected of all students.** Anything which interferes with learning time affects achievement and success. Davening will begin at 7:30 A.M. for Yeshiva Track and at 7:55 A.M. for the rest of the school. All of the middle school (6-8) students will be davening together in the auditorium this year. We will begin promptly at 7:55 A.M. Included in this middle school period will be a daily assembly with appropriate announcements, dress code check, and attendance. It is necessary that your children be in their scheduled room on time so davening can begin with all students present.

Since children are driven to school, it is imperative that parents join this process in training our children in the values of respect for school and punctuality. **Students who are frequently late will be assigned a detention as defined in the tardiness policy.**

The Academy is not responsible for the safety of children/students before 7:30 A.M. and after 4:10 P.M. Monday-Thursday or 2:45 P.M. on Friday. Students arriving at 7:30 A.M. will be required to go to the cafeteria "early care area" until 7:50 A.M. **There will be a late fee charge for students brought earlier to school or left later in the afternoon.** Students not picked up by 4:15 P.M. will be taken to a classroom to wait for parents to pick them up. Fo 3

students attending Yeshiva Track no responsibility is assumed before 7:25 A.M. and on days of Mishmar no later than 5:15 P.M. On special activity days or field trips, the Academy is not responsible for the students 15 minutes after the activity ends. For Sunday Mishmar, the Academy is not responsible for students attending before 8:30 A.M. and no later than 11:15 A.M.

### **PLANNED ABSENCES**

The school's calendar is distributed prior to the opening of school. Because of the importance of maintaining the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, outside social activities, or extended vacation time. If extraordinary circumstances necessitate such an absence, parents must submit a written request to the administration prior to the date in question. Students will be required to make-up missed work or tests upon their return in a timely manner as determined by the administration. **Students are responsible for obtaining all assignments and make-up work.**

### **EXCUSED ABSENCES**

Excused absences are those during which the student misses one or more classes for reasons that are approved by the administration. The student will receive full credit for make-up work for such absences if completed as soon as possible upon return at the teacher's convenience. A note must be presented to the school office upon the students' return and teachers will be notified of the excused status.

### **UNEXCUSED ABSENCES**

Even though a student's parents may have requested the absence, an absence is considered unexcused if the school cannot

endorse the reason for it. An unexcused absence also results from a student's missing a school commitment or activity for unacceptable and inappropriate reasons. Examples include, but are not limited to: oversleeping, car problems, traffic, carpool problems, intentional class absences, etc.

### **CONSEQUENCES FOR UNEXCUSED ABSENCE:**

A student who is considered unexcused for an absence, will not be allowed to make up work or tests and will receive a zero for class work missed.

Immediately upon return from an absence, (this includes students who were signed out of school) a **note** must be presented to the office signed by a parent or legal guardian. Teachers will be notified. **Three unexcused absences will result in a failing grade in that subject for the trimester.**

### **REPORTING ABSENCES**

For security, safety and good communication, we request all parents call the school office between 8:00 and 9:00 A.M. to report a student will be absent and to request homework, if necessary. We do request that students try and get homework assignments from a buddy for short absences. Long term (3 days or more) absences require homework and classwork assignments from a teacher and a call to the office for work. Please note that lateness and absences are recorded on official school documents.

Only students granted an excused absence will have the right to make up all missed work within a reasonable length of time.

### **DAILY SCHEDULE**

1<sup>ST</sup> - 5<sup>TH</sup> grades: 7:55 A.M. - 3:45 P.M.  
6<sup>th</sup> - 8<sup>th</sup> grades: 7:55 A.M. - 4:00 P.M.  
7<sup>th</sup> - 8<sup>th</sup> grades: YeshivaTrack only - 7:30 A.M.

### **MISHMAR SCHEDULE**

7<sup>TH</sup> - 8<sup>TH</sup> grades: Yeshiva Track only  
(5<sup>th</sup> and 6<sup>th</sup> grades by permission of the administration.)

Thursday: 4:00 P.M. - 5:00 P.M.

Sunday : 8:30 A.M. - 11:00 A.M.

### **FRIDAY DISMISSAL (All Grades)**

2:30 P.M. throughout the year.

### **TARDINESS TO SCHOOL AND DAVENING-Gr. 1-8**

A student arriving late to school, must present a note signed by a parent or legal guardian to the teacher so they can be admitted to class. Repeated tardies could result in an afterschool detention or suspension from school.

### **TARDINESS TO CLASS DURING THE DAY**

Being prompt to class is as important as being prompt to school. A student will be admitted to class late and will be marked unexcused tardy if they do not have an excused note from a teacher or administrator. **Repeated unexcused tardies will result in an afterschool detention. Repeated tardies to school or class could result in a student being placed on probation or school suspension.**

This could result in a student missing other school events and field trips. "Lateness" means arriving after the bell that signals the beginning of the period.

### **SCHOOL CLOSING AND WEATHER POLICY**

The cornerstones of our inclement weather policy are: common judgment, common sense and safety first.

The Academy will follow the lead of the Miami-Dade Public School System regarding school closure and evacuation. In the event that there is no public school scheduled for a day when the Academy is in session, and therefore no announcement regarding the public school system, we will act according to the following guidelines:

In the event of a HURRICANE WATCH OR HURRICANE WARNING for Miami-Dade County, there will be no school. If school is already in session and a hurricane watch or warning is posted, students will be sent home in an organized manner.

In the event of a TROPICAL STORM WATCH OR WARNING, the school will be open.

In all cases when the Academy is open, use good judgment and common sense in deciding whether to go to work or send your children to school. If you live in Broward or Monroe counties, act in accordance with the conditions where you live if the weather is more severe than near the school, and/or you feel that it is not prudent to travel to school. Even if you live in Miami-Dade County, if in your best judgment the roads near your home are not safe, or you have any other safety concerns, act accordingly.

**Listen to the local radio and television stations for updates about weather conditions and school closings.**

After a school closure, we must thoroughly inspect the campus before reopening. Information will be made available through the same procedures, and as soon as possible, phone calls will be made.

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In the event of a sudden tornado or severe weather while school is in session, the

students will be moved into the high school cafeteria or school auditorium if deemed necessary for safety.

### **PERMIT TO LEAVE SCHOOL**

**Parents may not take students out of the classroom themselves.** Students may not sign themselves out. If it is necessary to leave school during the school day, a parent must sign out the student in the office stating the reason and anticipated time of return. Students can only wait in the lobby outside of the **school office** for pick up during the day. A phone call from the parent is not legally sufficient to sign the student out of school. Students **MAY NOT CROSS** Pine Tree Drive, even in order to attend class, without being accompanied by a teacher. Students also may not cross the street afterschool to meet a carpool or any other reason. If a student does cross by him/her self, the Hebrew Academy is not responsible for his/her safety and the student crosses at his/her own risk. In the event that a student crosses the street without adult supervision, the student will serve an **internal suspension**.

### **HALL PASSES**

Students may not leave class without a hall pass.

### **COMMUNICATION WITH ADMINISTRATION AND TEACHER**

If, at any time, you would like to talk with the administration or teachers about a problem or concern, please do not hesitate to call, e-mail or see them in person by appointment. We are here to be responsive to your questions and ideas. If you wish to speak to the teacher directly, please let the office know so that the teacher can call you. When necessary, a conference between parent and teacher will be arranged. Please share your concerns with us before they

become serious and more difficult to deal with.

### **PARENT-TEACHER CONFERENCES**

Formal Parent-Teacher conferences are scheduled during the school year. Information about scheduling appointments for these conferences will be issued during the school year. At other times, a conference can be arranged by calling the office.

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued three times during the school year. Report cards reflect the academic progress and conduct, which your child has achieved to that time.

Progress reports are issued two times a year in the interim period between report cards and a third interim report will be issued, if necessary. Their purpose is to communicate with you between report cards, and, if necessary, alert you to a problem with sufficient time to remedy it.

Possible year-end failure letters will be issued approximately one month before the end of the year. **Students receiving a “D” or “F” for a final grade for the year will be required to attend summer school or obtain comparable study with a tutor and pass a course exam with at least a C- to fulfill course requirements. Three or more “F’s” as a final grade will require the student to repeat the school year or not be invited back at the discretion of the administration.**

### **GRADING POLICY**

Scholastic grades will reflect a student's achievement and effort within a given subject in relation to the school's goals, the course's objectives and the student's

performance. Absences and tardies may also be reflected in the academic grade.

Students with less than a C- in any course average will be placed on **academic probation after progress reports and/or report cards are issued for each trimester. School activities could be limited, tutorials may be assigned, and mandatory study halls might be required. Also, academic probation can limit participation in school activities and field trips.**

Conduct grades are based upon the student's behavior while he/she is in the presence of a teacher. **Poor conduct grades or conduct referrals can also limit participation in school activities and field trips.**

### **TEST SCHEDULE**

Specific test days are assigned for each academic subject area in order to avoid too many major tests on any one day. Quizzes may be given on any day, announced or unannounced. Quizzes usually cover that day's or the previous days' material. Trimester exams (for middle school only) will be given the last week of each trimester. These are comprehensive tests that cover the material of each trimester, but also review knowledge from the entire year.

### **HOMEWORK GUIDELINES**

Homework is an integral part of the school experience. Practice assignments reinforce new skills and learning and are assigned after skills are taught in the classroom. Preparation assignments are designed to give students background information before topics appear in the classroom. Extension assignments take the student beyond the classwork.

All homework/classwork must be headed properly on appropriate paper. Neatness counts. Student will be given further direction on homework/classwork standards during the first week of school. Our school policy calls for regular homework in the various subjects.

Homework becomes a three-fold responsibility:

### **TEACHER/STUDENT/PARENT**

The responsibilities of each need to be stressed.

### **TEACHER RESPONSIBILITIES**

1. The assigned homework may be in the form of reading, studying, long-term assignments, daily assignments, or review for a test, etc.
2. The teacher may not give homework assignments for punishment.

### **STUDENT RESPONSIBILITIES**

1. The student must put forth his/her best effort to do the homework assignment .
2. The student is to ask necessary questions pertaining to the assignment during the time the assignment is given or at the teacher's convenience.
3. The student must complete the assignment by the due date.
4. The student is to turn in the completed assignment in an acceptable manner to his/her teachers.

### **PARENT RESPONSIBILITIES**

1. The parent is to provide appropriate time and space to allow the child to be able to concentrate without disturbance.
2. The parent should provide a supportive attitude to the child during the homework period in order to foster encouragement.

3. The parent may give his/her child guidance with the homework if needed.

4. If the parent does not know the answer, or if the child requires too much help he/she should make sure the student asks the teacher the next day and/or write a note on the homework indicating the nature of the difficulty.

### **ROLE OF PARENT**

As our partners in educating your children, your role is critical in instilling certain habits in your child. These include giving your child an appropriate bedtime, helping them navigate through following simple directions, respecting the rights and property of others, and teaching them self-control and speaking courteously and clearly.

### **DISCIPLINE**

We expect an Academy student to be a mensch at all times. Self-discipline is one of the traits a student is encouraged to develop at the Hebrew Academy. Administration and teachers will guide the student to develop this trait.

All means are taken to instill an active feeling of personal integrity, which the school feels is a primary objective of education; however, students who continue a pattern of improper conduct will not be permitted to remain in school. It is important to note that teachers take care of student behaviors on a daily basis, but when an offense is serious or recurrent, students are given referrals to the administration.

Good judgment must be exercised at all times and in all places as students are expected to comply with school rules on campus and at all school sponsored events. A Jew should always examine his or her actions and consider their value according to the standard of "kiddush HaShem" i.e. does my action contribute to the sanctification of

G-d's name or does it detract from it... and act accordingly. All offenses will be recorded on a Discipline Referral Form that will be signed by the administration. A copy will be mailed to the parent and a copy will be placed in the student's file.

### **GENERAL RULES FOR STUDENTS**

1. Follow directions of staff.
2. Keep hands and feet to yourself.
3. Do not use inappropriate language or gestures.
4. Do not tease, intimidate, harass, threaten or argue.
5. Do not litter or damage school property.
6. Do not carry **cell phones** in backpacks. All cell phones must be stored in the student's **locked** locker. Cell phones, beepers, "walkman's", I-pods and games will be confiscated by faculty or administration **if** used during the school day. **They will not be returned to the student and must be picked up by the parent after one week. Repeated occurrences will result in a longer confiscation period.**
7. No chewing gum allowed.
8. Respect the school and its property.
9. Respect fellow classmates and their property.
10. Be good representatives of the school at all times.
11. Students are prohibited from bringing any weapons onto schc property or school sponsored event..

### **CAFETERIA RULES**

1. Enter cafeteria quietly and keep voices at a normal level.
2. Clean up after eating.
3. Do not throw food or trash.
4. Do not take food or beverage out of cafeteria.

5. No one can leave the cafeteria without permission.

### **CLASSROOM RULES**

1. Enter class quietly and on time.
2. Be ready to learn when the bell rings.
3. Be respectful of fellow students and teachers.
4. Follow directions.

### **HALLWAY RULES**

1. Walk at all times.
2. Speak normally - no loud voices.
3. Do not crowd hallways and steps.
4. Use caution on stairs.

### **UNIFORM RULES**

1. Follow dress code.
2. Boys must wear tzittzit and kippah at all times.

### **LOCKERS**

1. Keep lockers locked.
2. Do not share locker combinations.
3. Do not leave food in lockers overnight.
4. Locker decorations/photos must be appropriate and interior only.

### **FIELDTRIPS**

1. Field trip forms must be returned promptly with all payments before the field trip is taken. Fax forms are not allowed.
2. All field trips scheduled during a school day are mandatory and students will be marked as "unexcused absence" if they do not attend. Money is not refundable.
3. Students on probation for academics or conduct will not be allowed on field trips but will need to attend school on a field trip day.
4. Exceptional good behavior is expected on all field trips as our students represent the

RASG Hebrew Academy's reputation in the larger community.

### **TRANSPORTATION**

1. Stay in your seat on the bus.
2. Be respectful of the driver
3. Field trip form must be signed by a parent in order to take bus transportation.
4. All school rules and dress code must be followed while on the bus.
5. Behavior offenses will be reported to administration with appropriate consequences assigned.
6. Bus transportation is a privilege that can be revoked at any time by the administration or the bus company at their discretion.

### **DRUG AND ALCOHOL POLICY**

Our students are prohibited from possessing, using, selling exchanging, purchasing ,or having any alcohol or mind-altering substances or drugs in their systems on school property or at school-related activities. This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such prescription drugs is also prohibited. Students who are taking prescription or nonprescription drugs which could affect their ability to function in a safe and efficient manner must notify an administrator or the school nurse of this fact when they report to school. All prescription drugs must be kept in the nurses office in a marked container.

### **NO HARASSMENT/NO BULLYING POLICY**

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The Hebrew Academy does not and will tolerate any type of harassment. The word harassment includes (but is not limited to) slurs, jokes, threats, displays of bigotry, and other verbal, graphic or offensive physical conduct relating to age, race, religion, color, sex, sexual orientation, national origin, citizenship or disability. This type of offensive conduct can create a hostile school

environment. Additionally, the Hebrew Academy is dedicated to fostering an environment which promoted kindness and embraces differences among individuals. Therefore, bullying, teasing, taunting, ridiculing, or threatening conduct among students will not be permitted.

All students have a responsibility for keeping the school environment free from harassment and bullying. Students must report incidents to their teacher or an administrator. When the school administration becomes aware that harassment might exist, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person for making a good faith report of alleged harassment.

### **CONSEQUENCES**

Students who violate rules will receive a discipline referral. This could result in a warning, a call to parents, a parent conference and/or a detention at the discretion of the administration. **Probation and/or suspension could occur depending on the seriousness or frequency of the offense.**

**DETENTION:** Detentions are served after school from 4:00 - 5:00 p.m. on specified days. Detention may also be required to be served on a Sunday. A missed detention may result in a double detention or a suspension.

**CONDUCT PROBATION:** Being placed on conduct probation means a student's action has been called into question as to whether that student should continue at the Academy. A conference with administrators and a signed form stipulating conditions for

remaining in the school will be required, before the student is readmitted.

**Students on conduct probation will not be allowed to attend special school events or field trips.**

**SUSPENSIONS:** A student who is suspended from school for any reason may not return to class that day; he/she must be picked up from school by a parent or guardian immediately. The suspension is then served beginning the following school day. Parent support will insure success and help to create a school environment that is conducive to learning.

### **CARE OF BOOKS AND SCHOOL PROPERTY**

Each student is responsible for keeping textbooks in good condition. Textbooks should be covered and labeled within the first week of school. Each student must have a briefcase/backpack that is large enough to hold the books that must be carried to and from school. A lost book must be replaced by purchasing a new one. The school will not supply a replacement until the lost book is paid for. Some supplies are available at the Hebrew Academy PTA School Supply store, which is open during the school year. Any book assigned to a student becomes the responsibility of that student whether the book is lost, damaged or allegedly stolen. **In the event that a student either does not return the book or returns it in poor condition, the student's final report card will be withheld until payment is received.** 10

### **BOOK BAGS**

**Book bags must be kept in classrooms or lockers. There are no exceptions. Book bags are not allowed in the cafeteria, hallways or at entrances to rooms. The school reserves the right to inspect anything brought onto school premises including student's book bag, bag/purse,**

**computer or other possessions. This is a security restriction that cannot be ignored.**

### **LOCKERS (see locker rules)**

Student lockers are school property maintained for school use. The school reserves the right to open and inspect the lockers at the discretion of the Administration. Each student is assigned a locker for his/her use. The lockers are for storage during the school day. It is the student's responsibility to take care of books and belongings, and **to be sure that the locker is always locked.** Valuables should not be stored in the lockers.

A student may only use a combination lock. The combination sequence must be submitted to the administration at the commencement of the school term. He/she should not share combinations with other students. **Defacement of any kind of the school lockers will be considered vandalism and will result in disciplinary action.** Students store belongings at their own risk. The school assumes no responsibility for locker contents.

### **SCHOOL CLEANLINESS AND LITTER**

Each student is responsible for maintaining the cleanliness of the entire building and school grounds. They should dispose of trash and litter in receptacles provided.

### **ELEVATORS**

Elementary or middle school students are NOT allowed to use the elevators at the high school.

### **VENDING MACHINES**

Elementary or middle school students are NOT allowed to use the vending machines at the high school or ask high school students to purchase items for them.

### **FIRE DRILLS**

Fire drills, held monthly are important and necessary. All students, faculty, and staff are expected to treat them with the utmost seriousness. The students will receive fire drill orientation in the beginning of the school year from their teachers.

### **SCHOOL VISITS (adults and children)**

Visitors to our school are impressed by the warmth and friendliness that is present in our classrooms. They notice the unique atmosphere, which is present in any Jewish school in which Torah and Jewish values play a central role. This atmosphere adds richness to each child's life. We want visitors to feel that they are part of the special Jewish environment which we strive to create and sustain. Visitors should dress in a way which shows an appreciation for the importance that clothes have upon a child's behavior and attitude. Visitors are requested to come to the Hebrew Academy properly attired. Men should wear KIPPOT. Women should dress as role models for their daughters, paying attention to our student dress code and the laws of Tzniut (modesty). Those wearing shorts will not be admitted. Our dress code for students can serve as a guide.

NO PARENT OR VISITOR IS ALLOWED INTO A CLASSROOM WITHOUT PRIOR PERMISSION FROM THE SCHOOL ADMINISTRATION.

NO PARENT MAY PICK A CHILD UP FROM THE CLASSROOM. PARENTS MUST COME TO THE SCHOOL OFFICE TO SIGN THE CHILD OUT AND BE DISMISSED. STUDENTS CANNOT WAIT FOR PARENTS TO PICK THEM UP OUTSIDE THE SCHOOL OFFICE AREA, e.g. OUTSIDE THE GATES, IN FRONT OF THE BUSINESS OFFICE, OR AT THE BUS STOP. STUDENTS MUST WAIT FOR PARENTS IN THE LOBBY

OF THE SCHOOL OFFICE. STUDENT VISITORS ARE LIMITED TO STUDENTS THAT ARE GOING THROUGH OUR ADMISSIONS PROCESS.

For security purposes, all visitors to the school campus are required to register and sign in at the front office to obtain an official pass. This includes parents who have appointments with administrators, teachers or guidance counselors.

### **UNIFORM: DRESSING JEWISHLY**

The Academy provides an environment that supports each child's striving to make his/her Jewish heritage a central element in his/her life. Many factors are involved in developing the Jewish consciousness. What we wear to school deeply affects the learning climate in each classroom.

The aim of the uniform is to assist students in maintaining an appearance in accordance with the philosophy of modesty (Tzniut,) propriety, and respect (Kavod).

### **GUIDELINES FOR GRADES KINDERGARTEN - 8TH**

- 11 The Academy requires a uniform for these grades. All students will be expected to adhere to this policy beginning with the first day of school. **Any student not dressed in the designated school uniform will not be admitted to class and all consequences as delineated in the "uniform violation" section will be put into place.**

### **GIRLS DRESS CODE:**

BLOUSES WITH ELBOW LENGTH SLEEVES ARE REQUIRED. NO BLOUSES MAY BE WORN ON TOP OF ANOTHER SHIRT.

### FOOTWEAR

NO CLOGS, OPEN-BACKED SHOES, BOOTS, FLIP-FLOPS OR PLATFORM SHOES MAY BE WORN AT ANYTIME. SOCKS MUST BE WORN AT ALL TIMES. SNEAKERS MUST BE WORN AT PHYSICAL EDUCATION.

### MAKEUP

NO MAKEUP IS ALLOWED.

### JEWELRY

ONE SMALL EARRING IN EACH LOWER EARLOBE. NO EXTRAVAGANT RINGS, NECKLACES, BRACELETS OR LARGE HOOP OR DANGLING EARRINGS ARE ALLOWED.

### HATS

NO HATS OR KERCHIEFS ARE ALLOWED.

### HAIRSTYLES

NO UNCONVENTIONAL HAIR COLORS OR HIGHLIGHTS OR STYLES ARE ALLOWED AS DEFINED BY THE ADMINISTRATION.

PLEASE CONTACT THE SCHOOL FOR A LIST OF UNIFORM SPECIFICATIONS AND LOCATION WHERE UNIFORMS MAY BE BOUGHT.

STUDENTS MAY ONLY WEAR THE CLOTHES ITEMS SPECIFIED IN THE UNIFORM CODE.

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### OUTLINE OF GIRLS UNIFORM JUMPER

-Navy blue jumper

### SKIRTS

-Navy or khaki stitch down knife pleat only.

### BLOUSES/SHIRTS

-Peter Pan long and short sleeve- white, light blue and navy only.

-Oxford blouse long sleeve- white or light blue

-Polo style or girl's polo style pique knit shirt long and short sleeve, white, light blue or navy.

-No tank tops or other shirts underneath.

-Shirts must be the appropriate size.

-All shirts must be embroidered with the school logo.

### SWEATER/CARDIGAN/SWEATSHIRT

-Sweater/Cardigan- navy only

-Sweater vest - navy only

-Pullover sweatshirt navy only – no hoods or logos.

**BOYS DRESS CODE:**ALL BOYS MUST WEAR KIPPOT AND TZITZIT AT ALL TIMES. SOCKS MUST BE WORN AT ALL TIMES.

### HAIR STYLES

Hair must be neat, combed and of conventional length as defined by the administration. The length of a boy's hair must be above the collar and ears. Since many of the modern hair cuts are in violation of Halacha, such cuts could lead to suspension. **Facial hair is not permitted.** All boys must have payot. No hair coloring or highlights are allowed.

### ANTS

Pleated pants navy or khaki only. Pants must be worn appropriately at the waist and may not be baggy or cargo style.

### JEWELRY

EARRINGS ARE NOT ALLOWED.

### SHIRTS

-Boys style oxford shirt - long sleeve- white and light blue only

-Polo style pique knit shirt long and short sleeve, white, light blue or navy.

-All shirts must be embroidered with the school logo.

SWEATER/CARDIGAN/SWEATSHIRT

- Sweater cardigan -navy only
- Sweater vest - navy only
- Pullover sweatshirt - navy only no hoods or logos.

FOOTWEAR

No clogs, boots, flip-flops, platform shoes. Sneakers must be worn at P.E.

**ANY ITEM OF CLOTHING THAT IS NOT IDENTICAL IN STYLE OR COLOR TO THE SCHOOL DRESS CODE WILL NOT BE PERMITTED.**

**DRESS CODE FOR CLASS TRIPS AND AFTERSCHOOL ACTIVITIES:**

Students participating in a school sponsored activity, whether during or after school hours, must adhere to the dress code outlined above unless otherwise authorized by the Administration. Any student who does not conform to this dress code will not be admitted to class, or attend and participate in any activities, and parents will be contacted.

**DISMISSAL**

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Parents may not wait outside their classroom at dismissal time, instead they should wait in their cars in the carpool lane. WE NEED PARENT COOPERATION IN THIS IMPORTANT SAFETY MATTER.

**LATE PICK-UP**

In the event that a student in grades Pre-school through grade 8 is not picked up by 4:10 P.M. on weekdays and 2:45 P.M. on Fridays, the parent will be **BILLED \$5.00 PER 15 MINUTES THEREAFTER**, however, please note that as mentioned in the section on attendance, the Academy is not responsible for the safety of children/students after the hours of 4:10 P.M. Monday-Thursday and after 2:45 P.M. on Fridays. Students left after pick up

time will be placed in a classroom until parents pick them up at the classroom.

**TRANSPORTATION - CAR-POOL**

FOR THE SECURITY AND PROTECTION OF YOUR CHILD, the school must know the names of each child participating in each carpool. You must notify the office of any changes in your child's transportation arrangements for going home. UNLESS WE ARE NOTIFIED BY YOU OF ANY CHANGE, YOUR CHILD WILL GO HOME ACCORDING TO HIS/HER NORMAL ROUTINE. Parents are reminded that the Academy can offer no protection to those electing to drive and/or participate in carpools.

**CAR-POOL AND BUS DISMISSAL:**

Carpools will use the circular driveway in front of the school. Please follow directions on the map which will be mailed before school begins.

Carpool children will be waiting in a supervised area and will be escorted to your car when it approaches the loading area.

- ) NOT enter the supervised dismissal area.
  - a. Engine must be turned off when children are being dismissed. Remain in your car so that the line can move smoothly.
- Parents must not use cell phones while waiting in their cars in the driveway in order to ensure the safety of our children. Dashboard cards** identifying students to be picked up must be clearly displayed. If you have children who go home with a sibling from the High School, the older brother or sister must come to the carpool area to pick them up. **Your child will not be allowed to cross the street.**

**NO ELEMENTARY OR MIDDLE SCHOOL CHILDREN WILL BE ALLOWED TO WAIT AT THE GRASSY AREA NEAR THE TRAFFIC LIGHT ON PINE TREE DRIVE OR CROSS THE**

STREET TO BE PICKED UP. THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR ANY CHILD WHO DISOBEYS THESE RULES.

### **FIRST AID**

Students requiring first aid will be referred to the first aid office or the school office. First aid is limited to cleaning and bandaging wounds. No aspirin or any other medication will be given to any student unless the staff has a permission slip signed by a parent. In case of emergency, it is our procedure to call 911 and contact the parent. **PARENT EMERGENCY CONTACT CARDS ARE REQUIRED to be filled out and returned to school by the first day of instruction.** Please remember to update the card in the event of any moves or changes in phone numbers.

### **MEDICAL**

Special considerations, such **14** nearsightedness or farsightedness, speech hearing impairments or other medical problems, should be called to our attention in writing. These are contributing factors to the child's success in class. **PARENTS MUST NOTIFY THE OFFICE IN WRITING** with regard to any student who must be administered medication. **ALL MEDICATION WILL ONLY BE ADMINISTERED BY THE SCHOOL NURSE WITH WRITTEN PERMISSION. ALL IMMUNIZATION RECORDS MUST AND MEDICAL FORMS MUST BE UP-TO-DATE** and be on record in order for a child to be enrolled and remain in school. No student is allowed to carry a prescriptions or over the counter medications around campus or to store them in lockers or backpacks unless the student's physician has specifically advised the school in writing that such procedure is necessary

due to the need for the student to self-administer medication on an emergency basis.

### **BIRTH CERTIFICATES**

Every student enrolled in the Academy needs to have a copy of their birth certificate on file.

### **STUDENT DISABILITY AND ACCOMMODATIONS POLICY**

The Hebrew Academy welcomes all requests for reasonable accommodations for qualified students with disabilities. The school will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such request does not cause a fundamental alternation to the school's programs and to the extent that it does not create an undue hardship. All requests must be in writing and directed to the administration. The parent must provide the school with current documentation of the condition from a qualified professional (such as a physician, psychiatrist, or psychologist). Upon receipt of a diagnosis and recommendations, we will ask the parents to complete an Accommodations Request form and meet with us to discuss the desired accommodations.

### **ACCIDENTS**

The Academy carries SUPPLEMENTARY ACCIDENT INSURANCE POLICY covering injuries received during the school hours, while participating in school activities off campus and while traveling to and from school. All injuries must be reported immediately to the administrative office in order to complete the appropriate forms.

### **COMMUNITY SERVICE GUIDELINES GRADES 6,7 and 8**

Students in grade six are required to complete **ten hours** of community service. Students in grades seven and eight are required to complete **fifteen hours** of community service. Every year each student is required to turn in the Community Service Form showing that he/she has completed the required amount of hours to the school office. Students who fail to fulfill the Community Service requirements by the end of May, will have a consequence determined by the administration.

To further clarify those activities that qualify as community service, the following guidelines have been provided:

-A list of possible community service ideas will be distributed to the students at the beginning of the school year.

-Community service can be done within the school, the synagogue, the Jewish or the general communities. Acts of Chesed can be for the benefit of an individual, a group or an institution. If payment is received, 15 hours will not be accepted for community service.

-Acts of chesed within one's own family (such as visiting one's own sick grandmother) will not be counted for community service, even though such an act is a mitzvah.

-No community service hours will be awarded for participation in school athletic programs.

-No community service hours will be awarded for students working in parent's offices.

-Students who serve the school in any elected or appointed capacity (i.e. student council, yearbook staff) will not receive community service hours for the time they spend in carrying out their assignment. At the discretion of the advisor, community service credit may be given for hours put in

"above and beyond the call of duty." Community service done during the summer may be used for the current school year only.

-Awards and recognition will be given to students that go beyond the required amount of service hours.

### **KASHRUTH**

The students at the Hebrew Academy are taught that eating kosher food is an important part of Jewish observance. Kashruth laws must be respected and their practice facilitated by parents. Only certifications recognized by the Orthodox Rabbinical Council of South Florida (ORC) are accepted as the standard for all food brought into the school.

### **LUNCH**

Parents will be advised at the beginning of the school year which days hot lunches will be available for sale to students. Students bringing their own lunch may not bring meat products, and all lunches must consist of products that carry an authorized KOSHER LABEL.

### **PARTIES**

Individual class parties will be scheduled to mark special observances or significant events (Siyum, Mesibat Hachag, etc.) No parties may be scheduled without prior knowledge and consent of the administration. No food products may be distributed to the class (or to any student) without being certified kosher and without prior permission of the administration. The parents of the birthday child will be responsible to pick up and deliver the refreshments and necessary paper goods.

**Parties cannot be held in the cafeteria.**

Parents planning out-of-school parties, to which Academy students are invited, must take Shabbat, Chagim and Kashruth into

consideration and must schedule parties at a time and place that allows all of your child's classmates to attend. **BAR and BAT MITZVAH CELEBRATIONS AND ANY SOCIAL GATHERING SHOULD CONFORM TO ORTHODOX RELIGIOUS PRACTICE.** No parties should be scheduled to conflict with school programs such as Mishmar on Sunday mornings.

### **TELEPHONE CALLS & MESSAGES**

**Students may not receive personal calls or make calls from any phones unless an emergency arises. Telephone messages will not be accepted except in cases of extreme emergency. Please bear in mind the difficulty of delivering individual messages to teachers and students. No messages will be delivered to any student with regard to last minute changes in transportation after 2:45 P.M. on weekdays or 1:15 p.m. on Fridays. As a reminder, students may not carry cell phones or beepers with them during the school day.**

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### **PERSONAL PROPERTY**

Any personal items brought from home, e.g. Tefillin, baseball cards, phones, I-pods, etc. are the responsibility of the student; **the school will not assume responsibility for their loss or damage, even if placed in a pre-designated closet or locker.**

No trading, buying or selling of any item among students is allowed. Such items will be confiscated.

### **MISHMAR**

Mishmar is an integral part of the Judaic Studies program and will be so graded. All students in 7<sup>th</sup> and 8<sup>th</sup> grades who attend Yeshiva Track classes are required to attend additional sessions on pre-designated days. Absences will only be excused based on the guidelines as outlined in the section on

attendance and tardiness. The materials learned during Mishmar will complement and supplement the materials learned during the Yeshiva Track class. Therefore, lack of participation in this program could result in a student failing any given regularly scheduled Judaic Studies subject.

### **SUMMER SCHOOL**

**Any student receiving a D or F in any subject for the year will be required to attend summer school or be tutored by a school approved teacher and pass a course exam with at least a C-.** A written report must be given to the administration before the beginning of the new school year. Three or more F's will require the student to repeat the year or could result in dismissal.

### **SPORTS PROGRAM**

#### **Athlete's Code**

The Hebrew Academy is a member of the FHSAA (Florida High School Activities Association), therefore many of the criteria set forth in participating in the program are mandated by this association.

In order for any Hebrew Academy student to represent our school in any sports event, the following code must be adhered to:

1. Failure to maintain a "C" in any course will result in automatic ineligibility for a sport on a weekly basis. Coaches and school counselors will monitor grades of all middle school athletes in order to guide and assist on a weekly basis.
2. If a student gets a "D" or "F" in a course, he/she will be barred from playing for the entire following marking period.
3. A team member who comes under disciplinary report for any reason must be

brought before the administration for a ruling on his/her continued eligibility.

4. A team member will be responsible for all material covered in the classes he/she is missing due to a scheduled game (examinations included). Arrangements for any missed examinations must be made prior to a game.

5. The Hebrew Academy Sports Code must be signed by the student, parent and administration before the second week of practice .

6. Athletes may not miss classes or be late to school the day on or after any sports event. The penalty for this violation is sitting out the next scheduled game. Such absences will be considered unexcused.

7. Every student participating in the Sports Program must have on file a letter v 17 parent's or legal guardian's permission the student to participate in any athletic competition. A verifying statement by a physician, licensed to practice medicine in the State of Florida must be on file in the school office, stating that the student is physically able to participate in sports competition. The school maintains the right to require of any of its student athletes to take a complete and special athletic physical prior to the student's participation in the program. The Academy does not insure that any student will remain free of any injury during participation in the Athletic Program.

**RELEASE FORMS**

A written and signed permission slip must be handed into the school office before each off-campus scheduled activity. NO STUDENT WILL BE ALLOWED TO PARTICIPATE IN ANY OFF-CAMPUS ACTIVITY WITHOUT THIS WRITTEN, SIGNED FORM. TELEPHONE

PERMISSION WILL NOT BE ACCEPTED.

It is imperative that your child strictly adheres to all rules, regulations, and instructions about safety and protection. Failure to comply, will result in the child's exclusion from the activity and possibly from future activities.

The school is not the insurer of the safety of your child and cannot assume the responsibility for spontaneous, unforeseeable injuries.

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None of the stated rules or procedures preclude the school from taking disciplinary action if students are involved in activities that the school considers detrimental to the students or to the general community. The school administration has the right to make final decisions in all matters regarding student rules.

**GENERAL SUGGESTIONS TO PARENTS:**

1. Place names on all articles of outer clothing - coats, gloves, hats, caps, sweaters, raincoats, etc.
2. The school maintains lost and found boxes. Please feel free to investigate if your child loses or misplaces something.
3. Instruct your child never to converse with a stranger, never to accept a gift from a stranger and never to get into a car with a stranger.
4. Your child must have plenty of sleep each night for him/her to do well in school.
5. If there is something that you want to know about school, if something has

happened at school that worries you or you child, if there is a misunderstanding, or if you need more information for any reason, see your child's teacher or administrator.

6. Visit your school. You as a parent, are not only welcome at school, you are urged to visit. It is highly desirable that you attend the various meetings and events arranged by the school.

6/05

**RELEASE OF LIABILITY**

**In consideration of the Board of Trustees, hereinafter referred to as “the Board”, of the Rabbi Alexander S. Gross Hebrew Academy, hereinafter referred to as “the Academy”, arranging for the attendance of my child/children at the Academy, for the academic year and in consideration of the Board’s providing the opportunity for and permitting my child/children to attend, participate and/or take part in the programs of the Academy, including but not limited to academic, religious, athletic and social, we do hereby release,**

remise and forever discharge, indemnify and agree to hold harmless the Board, its officer, teachers, members, agents, servants, employees, and/or any one or more of any thereof against any claim, demand or cause of action whether now in existence or hereafter arising for any injury to the person of or for the death of the participant arising out of, resulting from, caused by, occurring during or in any way connected with the aforesaid attendance at the Academy, whether or not such injury, death or damage is caused by or contributed to in whole or in part by any action or failure to act, negligence, breach of contract or other misconduct on the part of the Board, its officers, teachers, members, agents, servants, employees, trustees, any other Participant in said Academy any participating parent and/or any one or more of any thereof excluding any willful misconduct or gross negligence. Each parent and child by receipt of this document, whether delivered separately or as a part of the Hebrew Academy handbook, and by virtue of their enrolling their child or children at the Hebrew Academy agrees to the terms of this release of liability.



ב"ה

## Technology Acceptable Use Policy

The Hebrew Academy believes that an appreciation, understanding, and working knowledge of computers and electronic media are essential in the preparation of our students. RASG maintains a computer network for its faculty, staff and students. Providing Internet access can create a potential situation for RASG community members to encounter controversial or offensive materials. RASG has taken precautions to prevent this by employing filtering software. However, it is impossible to control

all materials on a global network. Parents should take the time to educate their children on what material is appropriate or inappropriate.

The following guidelines are provided to educate RASG community members of their responsibilities. Violation of these provisions will result in termination of user privileges and the imposition of appropriate disciplinary actions. Legal action may also be taken against violators.

The use of these materials is a requirement of attendance at the Hebrew Academy. A signed Technology Use Policy form, on file in the school office, is therefore a requirement for use of the schools technology equipment. All RASG community members must adhere to the following policy.

### **General**

RASG computer and electronic media resources are to be used solely for educational purposes. Under no circumstance may RASG classroom technology resources be used for personal, commercial or financial gain. All data and software must be of an educational nature.

RASG community members are provided an identity (ID) and password to access the RASG computer network. Members may not reveal their identity or password to any other member. In cases when unauthorized use of accounts or RASG network resources is suspected, the account owner should immediately report the incident to the system administrator. Damage that results from a security breach related to the misappropriation of a member's network identity will result in the guilty parties being penalized under the RASG handbook rules and prosecuted where appropriate under Florida law.

### **Downloads**

RASG community members are not allowed to download any executable files to RASG computers unless directly related to an educational activity. This includes games, videos, zip files, wave files, programs, screen savers, and desktop backgrounds, etc. Any downloads will be considered a direct violation of this policy and will be dealt with accordingly.

## **20**

Each RASG community member has their own Email account, protected by a unique ID and password. Members should not reveal their identity or password, or other personal information in an email or to any other member of the RASG community. Members are to refrain from the use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language in emails, nor access or maintain a presence on an Internet site demonstrating the same content. Any email attachments that are executable, such as a game, video, or audio files, or programs, are not allowed unless related to an RASG sanctioned educational activity. Members are not allowed to send messages that will disrupt network resources (i.e. chain mail, virus hoaxes, spam, etc.). Any email violation will be considered a direct violation of this policy and will be dealt with accordingly. All emails are subject to Florida Public Records Law to the same extent as it would be on paper.

### **Internet**

Each RASG community member has access to the World Wide Web. This access is for direct classroom research. Use of any computer for any inappropriate surfing, downloads, shopping or game playing will not be tolerated. Members are not allowed to use RASG computers or our Internet access to gain

access to remote computers or to impair or damage such computers or peripheral devices. This includes all hacking attempts, including denial of service and the spreading of viruses. Any violation will be considered a direct violation of this policy and will be dealt with accordingly.

It is not recommended that RASG community members post personal contact information about themselves or others on the Internet. Examples of personal contact information are home addresses, telephone numbers, school address, or student surveys, etc.

**RASG RETAINS THE RIGHT TO POST ON OUR WEBSITE, PICTURES AND GENERAL TEXT, SUCH AS THAT FOUND IN NEWSPAPERS, IN REGARDS TO STUDENT ACTIVITIES FOR GRADES ECE-12. IN NO CASE WILL STUDENT'S FULL NAME, ADDRESSES OR PHONE NUMBERS BE POSTED IN MENTIONED ARTICLES.**

### **Intranet/LAN**

Access or attempt to access any of the school's restricted LAN sites and/or programs will be considered among the most major offenses. This violation will be considered a major violation and will be dealt with accordingly.

### **Plagiarism**

Plagiarism and copyright infringement are considered among the most major offenses. Students may not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as your own. Even paraphrasing is considered plagiarism. Language used need not be identical (word for word) to the original to be plagiarism. Any violation will be considered a direct violation of the school handbook and will be dealt with accordingly.

## **21**

### **Repairs**

RASG maintains a computer help desk. All RASG community members are responsible for helping to maintain the functionality of the network. If repair is needed to a RASG computer or media resource, members should email the help desk ([support@rasg.org](mailto:support@rasg.org)). Teachers are responsible for computers in their room or for students using computers in the labs.

Vandalism will not be tolerated. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of any person, including another student. This includes, but is not limited to uploading, creating or transmitting computer viruses. If it is confirmed that an RASG community member has damaged, or takes another person's computer, without their permission, this is a violation of the handbook and will be dealt with accordingly.

### **Violations**

The rules and regulations governing the use of all school facilities and equipment are considered in effect when using Hebrew Academy technology and/or audiovisual equipment - either on or off the school premises. Consequences for violating these rules will include, but not necessarily be limited to, the suspension of all technology and/or computer privileges - including email, both Internet and Intranet access, the use of all audiovisual equipment. In the event of the loss of equipment or technology privileges, students may incur potential academic penalty for work requiring the use of the

computer, while faculty and staff may incur a financial penalty. Students will also incur disciplinary action. Violations include but are not limited to:

**Utilization** of e-mail or Internet to receive, distribute or access offensive, abusive, threatening, pornographic, sexually explicit or hate messages or images.

**Sending** e-mail messages, images or sounds to others that are offensive to a reasonable person because the message contains lewd language or comments of an inappropriate personal nature, are intended to harass or annoy, or are otherwise offensive.

**Use** of the Internet or e-mail to commit illegal, fraudulent or malicious activities.

**Unauthorized** access into secured sites.

The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate actions if deemed necessary, including notification of parents.

This policy may be modified as deemed appropriate by an RASG administrator. Users are encouraged to periodically review this policy as posted on the RASG website.

All parents must sign the agreement at the beginning of this handbook.

I UNDERSTAND AND AGREE to abide by the guidelines set above in the Hebrew Academy Technology Acceptable Use Policy:

This Acceptable Use Policy and Handbook Agreement may be submitted directly to the School office or faxed to 305-535-5670















