



HEBREW ACADEMY
RABBI ALEXANDER S. GROSS

ETERNAL WISDOM FOR A CHANGING WORLD

PARENT-STUDENT

HANDBOOK



ELEMENTARY

and

MIDDLE SCHOOL

2009-2010

5769-5770



2400 Pine Tree Drive, Miami Beach, FL 33140 | t. 305-532-6421 | f. 305-672-6191 | www.rasg.org



An agency of the Greater Miami Jewish Federation

EDUCATIONAL ADMINISTRATION

ELEMENTARY - MIDDLE SCHOOL

**Dr. Roni Raab
Head of School**

**Rabbi Levi Cash
Elementary School Principal
Kindergarten – 5th Grade**

**Rabbi Aaron Balkany
Middle School Principal
6th - 8th Grade**

**Ms. Diana Kurtzer
Mrs. Norma Reiz
Administrative Assistants**

Our Vision

The Hebrew Academy inspires and equips students to achieve their greatest potential academically and spiritually by focusing on their individual attributes and instilling eternal Torah values in a changing world. The Hebrew Academy's award-winning program is open and accessible to all Jewish families who embrace our learning ideals and philosophy, no matter what their personal level of religious observance or affiliation may be. All students attending the Hebrew Academy must be classified as Jewish, based upon Orthodox Halachic guidelines as set forth by the office of the Chief Rabbinate of the State of Israel.

Non-Discrimination Policy

Admission and participation in our educational programs is open to all eligible students who meet our qualification requirements regardless of race, color, ethnicity, national origin or disability.

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 Center for the Advancement of Jewish Education, National Council of Torah Umesorah Schools, Association of Independent Schools of Florida and the Dade Association of Academic Non-Public Schools.

TELEPHONE DIRECTORY

<u>DEPARTMENT</u>	<u>EXTENSION</u>
HEBREW ACADEMY MAIN LINE	(305) 532-6421
HEBREW ACADEMY FAX (Educational Office)	(305) 535-5670
HEBREW ACADEMY FAX (Business Office)	(305) 672-6191
EDUCATION OFFICE	114, 115
ADMISSIONS OFFICE	105
ELEMENTARY MEDIA CENTER	125
PHYSICAL EDUCATION OFFICE	112
SCHOOL NURSE	132
REGISTRAR	109
CAFETERIA	122
EMERGENCY HOTLINE	305-460-3246
SCHOOL WEB SITE	www.rasg.org

TABLE OF CONTENTS

	PAGE
Telephone Directory	1
Educational Goals-Our Mission	3
Attendance.....	3
Planned Absences	3
Excused/Unexcused Absence.....	4
Daily Schedule.....	4
Tardiness to school/class	4
Arrival/Dismissal	5
Weather Policy.....	5
Permit to leave school.....	6
Parent-Teacher Conferences.....	6
Report Cards	6
Summer School.....	7
Homework Guidelines.....	7
General Rules.....	8
Field trips	8
Conduct.....	9
Harassment/No Bullying Policy.....	9
Care of Books and School Property.....	10
School Visits.....	11
Dress Code.....	12
First Aid.....	13
Medical.....	13
Community Service	14
Kashrut.....	15
Lunch	15
Parties	15
Telephone Calls/Messages.....	15
Sports Program.....	16
Release Forms.....	17
Student/Adult Interaction & Communication.....	17
Payment of Tuition and Fees.....	18
Lexicon of Jewish Terms.....	20
Release of Liability Form.....	22
Technology Acceptable Use Policy	23
School Calendar.....	28
Handbook tear-out form.....	29

FROM ADMINISTRATION TO PARENT

The Rabbi Alexander S. Gross Hebrew Academy was established to nurture its students with a pedagogy focused on developing well-rounded, intelligent and proud American Jews.

The Hebrew Academy is an Orthodox Jewish Day School serving the South Florida Jewish community. Its role aims to fulfill 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, what we say and the way we act. Enrolling a student in the Hebrew Academy is a commitment to encouraging, fostering and actively participating in an educational process whereby each student's parents and the school work together to instill and reinforce religious values and behavior producing a fully integrated Torah-true individuals.

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

The school views education 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 varied program of activities including religious services, observance of festivals and memorial days, clubs and student publications.

ATTENDANCE

The school day begins with davening. Prayer is a regular graded course with the same attendance and requirements as other classes. **Regular attendance and punctuality are expected of all students in K-8.**

Davening begins promptly at 7:55 AM. This period includes a dress code check and attendance. Middle School students should go to their lockers **before** davening. Elementary school students will daven in their Judaic Studies classes. **Students who are frequently late may have their grade lowered and/or be assigned a detention.**

The Academy is responsible for the safety of children/students from 7:30 A.M. until 4:20 P.M. Monday-Thursday and 2:45 P.M. on Friday. Students in grades 1-8 arriving at 7:30 A.M. will be required to go to the "early care area" in the foyer until 7:50 A.M. Students in EARLY CHILDHOOD should go to room 104A if they arrive to school early. **There will be a late fee charge of \$5.00 per 15 minutes for students left later in the afternoon** Students not picked up by 4:20 P.M. will be taken to a classroom while waiting for parents to pick them up. On days of after school activities (including Mishmar), students must be picked up no later than 5:15 PM before late fees are charged. On special activity days or field trips, the Academy is not responsible for the students 15 minutes after the activity ends.

PLANNED ABSENCES

The school's calendar is distributed prior to the opening of school. In order to maintain the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, extra-curricular social activities, or extended vacation time. If extraordinary circumstances necessitate such an absence,

parents must submit notification in writing, or by e-mail to the administration two weeks 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. Parents should plan on obtaining tutoring services for children that miss school on a consistent basis or after a long absence. STUDENTS AND PARENTS SHOULD CONSULT EDLINE FOR ASSIGNMENTS.**

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 if completed as soon as possible upon return, at the teacher's discretion. A written note or e-mail must be presented to the school office upon the student's 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 given reason. An unexcused absence also results from a student's missing school commitments or activities for unacceptable and/or inappropriate reasons. Examples include, but are not limited to: oversleeping, car problems, traffic, carpool problems, intentional class absences.

CONSEQUENCES FOR UNEXCUSED ABSENCE:

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

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

REPORTING ABSENCES

For security, safety and good communication, we request all parents call the school office at **extension 399** 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 or CHECK EDLINE for homework and classwork. Please note that lateness and absences are recorded on official school documents.

DAILY SCHEDULE

K - 5TH grades: 7:55 A.M. - 3:45 P.M.
6th - 8th grades: 7:55 A.M. - 4:10 P.M.

MISHMAR SCHEDULE

**For all students in grades 5-8 (optional)
Honor students in grades 7-8 are required to attend Mishmar.**

Thursday: 4:15 P.M. - 5:00 P.M.

**FRIDAY DISMISSAL (All Grades)
2:30 P.M. throughout the year.**

TARDINESS TO CLASS DURING THE DAY

“Tardiness” means arriving after the bell that signals the beginning of the period. A student will be admitted to class late and will be marked unexcused tardy if he/she does not have an excused note from a teacher or administrator. **Repeated unexcused tardiness will result in an afterschool detention. Repeated tardiness to school or class could result in a student being placed on probation or**

school suspension resulting in the student missing other school events and field trips.

ARRIVAL & DISMISSAL

Parents must drop off their children at the main entrance and remain in their cars at the beginning of the school day. At dismissal parents should wait in their cars in the carpool lane for children to be brought to their cars.

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.

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

Remain in your car so that the line moves smoothly. **Parents must not use cell phones while waiting in their cars in the driveway in order to ensure the safety of our children.** If you have children who go home with a sibling from the High School, the older brother or sister must come to the aftercare classroom in the Elementary/Middle School campus to pick them up. **YOUR CHILD WILL NOT BE ALLOWED TO CROSS PINE TREE DRIVE TO GO TO THE HIGH SCHOOL.**

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.

SCHOOL CLOSING AND WEATHER POLICY

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 may be open. Call the hotline (305-460-3246) for up-to-date information.

In all cases when the Academy is open, use good judgment and common sense in deciding whether to 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. In addition, if there is power, we will post

regularly updated messages on the school phone system hotline 305-460-3246.

SCHOOL REOPENING

Each campus will be thoroughly inspected for safety and health concerns before the announcing of the school's reopening. Information will be available through as many means of communication as possible.

The school's decision to reopen or remain closed **may not be consistent** with the Public School's decision to reopen or remain closed. A quorum of Administrators will make the decision to reopen or remain closed.

In the event of a sudden tornado or severe weather warning while school is in session, the students will be moved to a safe place if deemed necessary.

➔ 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 can only be dismissed before 3:00 p.m. Monday-Thursday and before 2:00 p.m. on Friday.

COMMUNICATION WITH TEACHER AND ADMINISTRATION

If, at any time, you would like to talk with a teacher about a problem or concern, please do not hesitate to call, e-mail or see him/her in person - by appointment. Parents should contact the classroom or subject area teacher in order to resolve an issue **prior** to contacting an administrator. We are here to

be responsive to your questions and ideas. If you wish to speak directly with the teacher, 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 before they become serious and more difficult to address.

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 or e-mailing the teacher. **Please do not "drop in" to school for an unscheduled teacher conference.**

REPORT CARDS

Report cards are issued twice during the school year. Report cards reflect your child's academic progress and conduct.

Your child's progress may be monitored at any time by accessing Edline. Parents of students that could receive a D or F on their report card will be notified in approximately one month before the end of the semester.

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 an approved 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.**

Students that opt for a tutor instead of summer school must take the course exit exam before school begins to receive credit. 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 report cards are issued for each semester. School activities could be limited and tutorials might be required at the parent's expense. 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. Students with conduct grades less than a C- will be placed on probation or possibly expelled.**

TEST SCHEDULE

Specific test days are assigned for each academic subject area in order to avoid too many major tests on any one day. Announced or unannounced quizzes may be given on any day, Quizzes usually cover that day's or the previous days material. Semester exams (for grades 7 and 8 only) will be given the last week of each semester. These are comprehensive tests that cover the material of each semester, but may also review knowledge from the entire year.

HOMEWORK GUIDELINES

Homework is an integral part of the school experience. Our primary focus is knowledge, skills and values. 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 exploring topics in the classroom. Extension assignments take the student beyond the classwork.

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.

Student Responsibilities

- > The student must complete the assignment by the due date or grades will be lowered.
- > The student is to turn in the completed assignment in an acceptable manner to his/her teachers.

Parent Responsibilities

- > The parent is to provide appropriate time and space to allow the child to be able to concentrate without disturbance.
- > The parent should provide a supportive attitude to the child during the homework period in order to foster encouragement.
- > The parent may give his/her child guidance with the homework if needed.
- > If the parent does not know the answer, or child requires too much help he/she should make sure the student asks the teacher the next day and/or write a note or e-mail indicating the nature of the difficulty.

GENERAL RULES FOR STUDENTS

- > Follow directions of staff.
- > Keep hands and feet to yourself.
- > Do not use inappropriate language or gestures.
- > Do not tease, intimidate, harass, threaten or argue.
- > **Cell phones MAY NOT be used during school hours. Cell phone, I-pods and electronic 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.**
- > No chewing gum allowed.
- > Respect the school and its property.
- > Respect fellow classmates and their property.
- > Be good representatives of the school at all times.
- > Students are prohibited from bringing any weapons or dangerous implements onto school property or school sponsored events.

CAFETERIA RULES

- > Students must wash before eating bread and say the blessing before and after eating.
- > **Clean up after eating.**
- > Do not throw food or trash.
- > Do not take food or beverages out of the cafeteria.
- > No one may leave the cafeteria without permission.

CLASSROOM RULES

- > Enter class quietly and **on time.**
- > Be ready to learn when the 1 rings.
- > Be respectful of teachers and fellow students.

- > Follow directions.

HALLWAY RULES

- > Walk at all times.
- > **Speak normally - no loud voices.**
- > Do not crowd hallways and steps.
- > Use caution on stairs.
- > Use caution in moving and carrying backpacks in hallways and stairs.

FIELD TRIPS

- > Field trip forms must be returned promptly with all payments before a field trip is taken. Fax forms are not recommended. **Verbal confirmation is not accepted. Only official school or e-mail forms are acceptable.**
- > All field trips scheduled during a school day are mandatory and students will be marked as “unexcused absence” if they do not attend. **Field trip money is not refundable.**
- > Students on probation for academics or conduct may not be allowed on field trips but will need to attend school on a field trip day.
- > Exceptionally good behavior is expected on all field trips as our students represent the Hebrew Academy’s name and reputation in the larger community.

TRANSPORTATION

- > Stay in your seat on the bus.
- > Be respectful of the driver.
- > A field trip form must be signed by a parent in order to take bus transportation.
- > All school rules and dress code must be followed while on the bus. Behavior offenses will be reported to administration with appropriate consequences assigned.
- > 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. Parents of students who are taking prescription or nonprescription drugs must notify an administrator or the school nurse of this fact when their child reports to school. All prescription drugs must be kept in the nurses office in a properly labeled marked prescription container.

NO HARASSMENT/NO BULLYING POLICY

The Hebrew Academy does not 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.

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.

CONDUCT

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. Parents are expected to support the administration and teachers in guiding 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. All offenses recorded on a Discipline Referral Form will be signed by the administration. A copy will be mailed to the parent(s) and a copy will be placed in the student's file.

Furthermore, this could result in a warning, a call to parents, a parent conference and/or a detention at the discretion of the administration. **Probation, suspension or expulsion could occur depending on the seriousness or frequency of the offense.**

DETENTION: Detentions are served before or after school from 4:10 - 5:10 p.m. on specified days. Detention may also be required to be served during a lunch or during P.E. A missed detention may result in a double detention or a suspension.

CONDUCT PROBATION: Being placed on conduct probation means a student's behavior 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 might be required, before the student is readmitted.

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.

CARE OF BOOKS AND SCHOOL PROPERTY

Each student is responsible for keeping textbooks in good condition. Textbooks should **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 but must be able to be stored in the locker. 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.**

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. It is required that a student's name be displayed on their backpack, either written on the backpack or placed on a luggage tag.

LOCKERS

- > Keep lockers locked.
- > Do not share locker combinations
- > Do not leave food in lockers overnight.
- > Locker decorations/photos must be appropriate and interior only.

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 should help maintain the cleanliness of the entire building and school grounds. They should dispose of trash and litter in receptacles provided.

ELEVATORS

Elementary and 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.

Students are not allowed to use soda machines or coffee machines located in staff areas.

FIRE DRILLS

Fire drills, held regularly, are important and necessary. All students 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. We want visitors to feel warmly welcomed. 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 or have their heads covered. Women should dress as role models for their daughters, paying attention to our student dress code and the laws of Tzniut (modesty). We ask that women wear a skirt or dress and a shirt with a modest neckline and sleeves when visiting the campus or attending school functions. Our dress code for students can serve as a guide.

No parent or visitor is allowed into classroom without prior permission from school administration.

No parent may pick up a child from the classroom. Parents must come to the school office to sign the child out and be dismissed. Students may not 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.

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

STUDENT PERFORMANCES:

We welcome family and siblings to all performances. At the conclusion of the performance, siblings of performers will return to their regularly scheduled classes. Receptions are limited to adults and performers.

UNIFORM: DRESSING JEWISHLY

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

UNIFORM GUIDELINES FOR GRADES KINDERGARTEN - 8

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. Parents will be required to bring the appropriate uniform to school.**

GIRLS' DRESS CODE: SCHOOL COLORS:

K-5 – Light Blue, White and Navy

***6-8** White, Navy and Heather Grey.

***Light blue and shirts with the old logo will be permitted for the 2009-2010 school year only.**

FOOTWEAR

No clogs, open-backed shoes, boots, flip-flops, “heelies,” platform shoes or Crocs may be worn at any time. Socks must be worn at all times. Sneakers must be worn at physical education.

MAKEUP

No makeup is allowed.

No tattoos, permanent or otherwise are permitted.

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, EXCEPT FOR PHYSICAL EDUCATION.

HAIRSTYLES

No unconventional hair colors highlights or styles are allowed (as defined by the administration.)

Please contact the school for a list of uniform specifications and locations where uniforms may be bought.

Students may only wear the clothes specified in the uniform code.

SKIRTS

Navy or medium khaki stitch down knife pleat or box kick with length to fall below the knee.

BLOUSES/SHIRTS

-Peter Pan long and short sleeve- white, heather grey and navy only.

-Oxford button-down long sleeve white shirt for special occasions. (Middle School only)

-Blouse, ¾ sleeve, light blue only

-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.

-No blouses may be worn on top of another shirt.

SWEATER/CARDIGAN/SWEATSHIRT

The only permitted sweaters are the “half-zip” sweaters provided by the approved school uniform company.

BOYS’ DRESS CODE

ALL BOYS MUST WEAR KIPPOT AND TZITZIT AT ALL TIMES.

SCHOOL COLORS:

K-5- Light Blue, White and Navy

***6-8- White, Navy and Heather Grey**

***Light blue and shirts with the old logo will be permitted for the 2009-2010 school year only.**

FOOTWEAR

No clogs, boots, flip-flops, “heelies”, platform shoes or Crocs. Socks must be worn at all times. Sneakers must be worn at P.E.

JEWELRY

Earrings are not allowed.

No tattoos, permanent or otherwise are permitted.

HAIR STYLES

Hair must be neat, combed and of conventional length, not overly full or unkempt 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.

PANTS

-Pleated or flat front pants navy or khaki only. Pants must be worn appropriately at the waist and may NOT BE BAGGY OR CARGO STYLE.

SHORTS

K-GRADE 5 - Navy blue and medium khaki. No cargo style.

SHIRTS

-Boys style long sleeve button down oxford shirt –white, for special occasions. (Middle School only)

-Polo style pique knit shirt, long and short sleeve, white, heather grey or navy.

-All shirts must be embroidered with the school logo.

SWEATER/CARDIGAN/SWEATSHIRT

The only permitted sweaters are the “half-zip” sweaters provided by the school uniform company.

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

ALL STUDENTS

PHYSICAL EDUCATION UNIFORM

Students are required to wear their regular school uniform and sneakers for PE. Boys must also be wearing kippahs and tzitzit.

Boys will not be allowed to participate in any sports activities in undershirts.

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.

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 as nearsightedness or farsightedness, speech or hearing impairments or other medical problems, should be called to our attention in writing. These are contributing factors to a 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 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 any 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 his/her 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, (i.e. will not receive a report card).

To further clarify those activities that qualify as community service, the following guidelines are 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, the hours will not be accepted for community service.

> Acts of chesed within one's own family (such as visiting one's own sick other) 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.

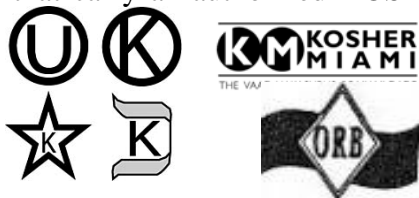
> Awards and recognition will be given to students that go beyond the required amount of service hours.

KASHRUT

Kashruth laws must be respected and their practice facilitated by parents.

LUNCH

Parents will be provided a cafeteria menu monthly with choices and cost. Students bringing their own lunch may not bring meat products, and all lunches must consist of products that carry an authorized KOSHER LABEL.



Students are not allowed to place outside food orders to be delivered to school.

PARTIES- K-8

Individual class parties will be scheduled to mark special observances or significant events (Siyum, Mesibat Hachag, etc.) 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. If a parent would like to arrange a birthday

celebration, all plans must be completed ahead of time with the child's teacher. No outside entertainment or party bags are permitted. Parents must provide refreshments and 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 a child's classmates to attend.** BAR AND BAT MITZVAH CELEBRATIONS AND ANY SOCIAL GATHERING SHOULD CONFORM TO ORTHODOX RELIGIOUS PRACTICE (i.e. boys only or girls only – no mixed dancing.) **All Bar and Bat Mitzvah dates must be registered in the school office as soon as it is scheduled to prevent conflicting dates.** No celebrations should be scheduled to conflict with school programs. The school cannot make accommodations for celebrations scheduled during the school day.

TELEPHONE CALLS & MESSAGES

Students may not receive personal calls or text messages or make calls or send text messages from any phones unless an **emergency arises in which case they must call from the school office.** 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 have cell phones on during the school day.**

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 7th and 8th grades who attend honors 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 honors class. Students not in an honors class in grades 5-8 may attend Mishmar on a voluntary basis.

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:

> Failure to maintain a minimum of a "C" 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.

> If a student gets a "D" or "F" in a course, he/she could be limited from playing for the entire following marking period at the

discretion of the coaches and administration.

> 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.

> 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.

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

> 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.

> Boys must wear kippot during games and practice, so please make sure your son has clips to keep it on his head.

> Every student participating in the Sports Program must have on file a letter with the parent's or legal guardian's permission for the student to participate in any athletic

16 petition. A verifying statement by a

sician, licensed to practice medicine in 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 ensure that any student will remain free of any injury during participation in the Athletic Program.

SPORTS EVENTS & 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 AND 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.

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 students or to the general community. The school administration has the right to make final decisions in all matters regarding student rules.

Child Abuse and Cooperation with Governmental Authorities

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Head of School.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, 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 parents 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 guidance counselor or administrator of the division.

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 e-mails, 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 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;
- Having communications with students on social networking sites that are non-professional or inappropriate for the adult/student relationship;

- Telling off-color jokes;
- Dating or engaging in consensual relationships with students.

Similarly, we expect that our parents 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. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

Parent/Family Cooperation

A positive and constructive working relationship between the School and parent is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not extend the privilege of enrollment or re-enrollment to a student if the School concludes that the actions of the student's parent or other family member makes such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel a student at any time if, in the judgment of the Head of the School, conduct of the student or anyone directly associated with the student, including but not limited to the student's parent or other family member, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

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 or not being allowed to take examinations. Transcripts and student records cannot be forwarded to another School if there is an outstanding balance in his/her account, or if there are other outstanding debts.

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

18

Purpose of this Handbook

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with all the information and keep this Handbook

available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. The School 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, or 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 students and parents. If you have any questions about the Handbook or any of its policies, please call 305-532-6421.

LEXICON OF JEWISH TERMS

TERM

Bar-Mitzvah

Bat-Mitzvah

Benching

Bet Hakneset

Bracha or Beracha or Brocho

Bris or Brit

Chag Sameach

Chag

Chanukiah

Chumash

Davening

Eretz Yisrael

Gevald

Im Yirzeh Hashem or B'ezrat Hashem

Kiddush

Medinat Yisrael

Menorah

Mentschlichkeit

Mincha

Navi

Parsha or Parasha or Parashat Hashavua

Shabbat

INTERPRETATION

Boy that reaches ages of 13 – marked by celebration

Girls that reaches age of 12 – marked by celebration

Grace after meals

Synagogue

Blessing-usually recited before eating, but could also be used as a noun for any type of blessing

The circumcision ceremony for a baby boy on his eight day

Traditional blessing on a festival – wishing a happy festival

Festival

Candelabra used to light on Chanukah

Bible refers to one or all five of the books of the written Torah

Yiddish word for prayer

Israel (literally Land of Israel)

Said when you are told that you will be tested on these terms exactly one minute after reading them.

With G-d's help, heard when anticipating a future event

Blessing recited on Friday night and Saturday morning or on festivals.

The State of Israel

Candelabra used to light on Chanukah

The act of being a Mensch

Afternoon prayer

Prophets-sections of the Bible/Holy Scriptures

The weekly portion read from the Torah in the synagogue

Saturday- from Friday sundown till Saturday evening when stars appear

Siddur	Prayer book
Shachrit or Shacharit or Shachris	Morning prayer
Shiva	The week of mourning after a person passes away
Shlita	An acrostic used after a person's name (usually a Saintly person) which is a form of blessing wishing them long life.
Shofar	Ram's horn blown during the month before Rosh Hashanah and on the Jewish New Year
Shul	Synagogue
Tefillah	Hebrew word for prayer
Tefillin	Phylacteries – worn by boys over 13 years old during prayers
Torah	Literally the Bible but can refer to any Divinely written or inspired work and Rabbinical literature
Yom Tov	Festival – often used as “Good Yom Tov”

Other tidbits of information that could prove useful:

Names of Hebrew Months

Tishrei, Marcheshvan, Kislev, Tevet, Shevat, Adar (in a Jewish leap year Adar Aleph (One) and Adar Bet (Two), Nissan, Iyar, Sivan, Tammuz, Av, Elul

Three Daily Prayers:

Shachrit-Morning Mincha – Afternoon Arvit (Maariv) – Evening

Baruch Hashem (B”H) means “Thank G-d.” It is commonly used in response to the question: “*How are you today?*”

Note: At the top of many pages of handwritten or typewritten work you will see B”H or BS”D. The B”H is an acrostic for Boruch Hashem (the BS”D is an acrostic for a phrase which has similar meaning in the Aramiac language – commonly used in Talmudic literature) and is a form of recognizing G-d in whatever we do.

***We also do not write G-d with the “o” in the middle, as the word may not be erased or thrown out due to respect for His name.**

If you come across any other words or phrases thrown around during the course of the year that should be added to the list for future reference, please let us know so they can be added.

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.

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.

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, phones, video cameras, PDA, 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.

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 e-mail, 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 disks. Files are not to be downloaded to the Schools local or network hard drives.

The School does not provide any type of filtering system. Although doing so generally can eliminate access to offensive and pornographic materials, it also has the negative effect of filtering out genuine educational materials. In addition, no filtering system is 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 of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

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.

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

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: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail 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 another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation.

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 parents. The School also reserves the right to inspect any personal electronic devices brought onto campus. Do not assume that any messages or materials on your computer or the School's systems are private.

E-mail, Chat Rooms, Instant Messaging, and Social Networking Sites: E-mail, short for electronic mail, is any of the various systems that transmit some form of electronic representation of a page or message from one location to another. Electronic mail cannot be used to harass or threaten others. The School reserves the right to randomly check e-mail 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 e-mails can be undeleted. Participation in "chat rooms," instant messaging, posting messages, blogs, or browsing social networking sites (such as MySpace, EZBoard, YouTube, or any others similar sites) on campus or using School equipment is prohibited. In addition, any person who believes that they have been harassed or threatened by any of these methods of communications should immediately report the concern in accordance with the School's No Harassment/No Bullying policy. 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. Although the School does not prohibit students from being "friends" faculty members on social networking sites, all communications, photos, etc. must be appropriate and in accordance with school conduct guidelines. Any violation of this prohibition must be reported to the Administration immediately.

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

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/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 administrator for the student's School 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.

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.

Intra/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.

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). 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.

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.

8/09

August

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- AUGUST**
- 17-19 New Faculty Orientation
 - 18-19 All Faculty Orientation
 - 20 K-12 Mandatory Student Orientation
 - High School Photos
 - 21 First Day of School K-12
 - 23 New Family Reception
 - 24 ECE First Day of School 8:00—12:00 noon



September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- SEPTEMBER**
- 7 No School—Labor Day
 - 8 Back to School Night—Grades K-5—7:00 p.m.
 - 9 After School Activities Begin—First Semester Middle School Mishmar Begins National Honor Society Induction Ceremony
 - 10 High School Mishmar Begins ACT @ Hillel
 - 14 Back to School Night—Grades 6-8—7:00 p.m.
 - 15 Back to School Night—Early Childhood—7:00 p.m.
 - 18 No School—Erev Rosh Hashanah 12:30 p.m. Dismissal—Fast of Gedaliah
 - 21 Back to School Night—Grades 9-12—7:00 p.m.
 - 25 Middle School/High School Chess Fair
 - 28 No School—Yom Kippur
 - 29 School Starts 9:00 a.m.



October

S	M	T	W	T	F	S
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- OCTOBER**
- 1 12:00 Noon Dismissal
 - 2 No School—Erev Sukkot
 - 5-12 No School—Sukkot
 - 14 PSAT
 - 18 SAT @ RASG
 - High School College Fair
 - 19-23 Red Ribbon Week
 - 25 ACT @ Hebrew Academy



November

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- NOVEMBER**
- 1 Daylight Savings Time Ends
 - Casino Cruise
 - 3 High School Open House
 - 8 SAT @ Hebrew Academy
 - 9-13 Early Childhood Parent/Teacher Conference
 - 11 Veterans' Day
 - Parent/Teacher Conferences
 - 12:00 Noon Dismissal—Grades ECE-12
 - 12:45-7:00 p.m.—Elementary/Middle School
 - 3:00-7:00 p.m.—High School - By Appt. Only
 - 13 Early Childhood Pictures
 - 26-27 No School—Thanksgiving



December

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- DECEMBER**
- 6 SAT @ Hillel
 - 9 Grade 8 SSAT
 - Gr. 5 Student/Parent Morning in Middle School
 - 11 First Night of Chanukah
 - 13 ACT @ Hebrew Academy
 - 14 No School—Chanukah Break
 - 19 Early Childhood Chanukah Festival
 - 18 Last Day of Chanukah
 - 20 School Picnic
 - Fast of Tevet
 - Rabbi Yossi Heber's Yahrzeit



January

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- JANUARY**
- 1 No School—New Year's Day
 - 5 College Night for Juniors
 - 7 After School Activities End
 - 13 CAJE English Spelling Bee
 - 15 Final Exams—Grades 7-12
 - 16 Annual Alumni Bowl
 - 18 Martin Luther King Day
 - 18-20 Final Exams—Grades 7-12
 - 21 No School—Teacher Workday
 - Hurricane Make-Up Day
 - 22 No School—Winter Break
 - SAT @ Hillel
 - 25-29 No School—Winter Break
 - 30 Tu B'Shevat

February

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- FEBRUARY**
- 1 Second Semester Begins
 - 7 ACT @ Hillel
 - SSAT
 - 8 After School Activities Begin
 - Report Cards Mailed Out
 - 10 State of the School Address
 - 11 First Grade Siddur Play
 - Deadline for Journal Ads
 - 12 No School—Teacher In-Service Day
 - 15 Noon Dismissal—Presidents' Day
 - Grades ECE-12
 - Parent/Teacher Conferences—Grades K-12
 - 12:45—5:30 p.m. By Appointment Only
 - RASG Girls' Basketball Shabbaton
 - 18-21 YU Model UN Competition
 - 23 Second Grade Chumash Presentation
 - 25 12:30 p.m. Dismissal—Taanit Esther
 - 26 Purim Carnival
 - 28 Purim



May

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- MAY**
- 2 SAT @ Hebrew Academy
 - Lag B'Omer
 - 3-7 AP Exams
 - 3-12 Senior Finals
 - 4 National Teachers' Day
 - 9 Mothers' Day
 - 10 Golf Tournament
 - 10-14 AP Exams
 - 12 Yom Yerushalayim
 - 13 CAJE Hebrew Spelling Bee
 - 17 Annual Sports Banquet
 - 18 12:30 p.m. Dismissal—Erev Shavuot
 - 19-21 No School—Shavuot
 - 23 High School Graduation
 - 26 Pre-K Transition Day
 - 27 Kindergarten Transition Day
 - 28 8th Grade Finals
 - 30 Jewish Heritage Day
 - 31 No School—Memorial Day



March

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- MARCH**
- 1 School Starts 9:00 a.m.
 - 62nd Annual Dinner
 - 7 Rabbi Alexander S. Gross Yahrzeit
 - 11-15 YU Sarachek Tournament
 - Daylight Savings Time Begins
 - 14 SAT @ Hebrew Academy
 - New Student SSAT @ Hebrew Academy
 - GMJF Super Sunday
 - 21 HA & GMJF Super Sunday on the Beach
 - 25 12:30 p.m. Dismissal
 - 26 No School
 - 29 No School—Erev Pesach
 - 30-31 No School—Pesach



June

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- JUNE**
- 1 8th Grade Finals
 - 3 After School Activities End
 - 8th Grade Finals
 - 3-4 SAT @ Hebrew Academy
 - 8th Grade Graduation
 - 7-10 8th Grade Washington Trip
 - Final Exams—Grades 7-11
 - 8 Grades 1-4 Transition Day
 - Grade 5 Siyum
 - 10 Pre-K Graduation
 - Last Day of School—Grades 9-11
 - Noon Dismissal
 - Last Day of School—Grades EC-7
 - 13 ACT @ Hebrew Academy
 - 14-15 Teacher Workday
 - 20 Fathers' Day
 - 21 Report Cards Mailed Out
 - 29 Fast of Tammuz



April

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- APRIL**
- 1-7 No School—Pesach
 - 7-22 March of the Living
 - 11 ACT @ Hillel
 - Yom Hashoah
 - 18 Yom Hazikaron
 - 19 1:30 p.m. Dismissal
 - Yom Ha'atzmaut
 - 26-29 Elementary/Middle School SAT



ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. Parents/guardians and students must sign the form below.

**RASG HEBREW ACADEMY OF GREATER MIAMI
PARENT/STUDENT HANDBOOK
2009/2010**

I/we have read and understood all statements and provisions set forth in the Parent/Student Handbook.

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 21, 2009.

**PARENT/STUDENT HANDBOOK
2009/2010**

Name of student: _____ **Grade:** _____
(PLEASE PRINT)

Parent's signature

Student's signature

Date

Date

NOTES