



Torah Academy of Jacksonville  
10167 San Jose Blvd.  
Jacksonville, Florida 32257

Phone: (904) 268-7719  
Email: [TAOffice@torah-academy.com](mailto:TAOffice@torah-academy.com)  
Web: [www.torah-academy.com](http://www.torah-academy.com)

*Academics.*

*Passion.*

*Values.*

**P A R E N T &  
S T U D E N T  
H A N D B O O K  
2 0 1 6 - 2 0 1 7  
5 7 7 7**

## VISION STATEMENT

Torah Academy of Jacksonville is dedicated to imparting the highest quality Judaic and secular education. Torah Academy will create an environment where students will receive interactive instruction to promote academic success in a respectful, safe and nurturing environment.

## MISSION STATEMENT

Our students will desire to achieve greatness and be prepared to excel in Torah and secular studies including knowledge of classic Jewish texts and fluency in *Tefilah* (prayer). Our students will demonstrate confidence, integrity, and ethics and be respectful of others. We will create a courteous halachic environment of *tzniut* (modesty). We will promote within our students:

- *Ahavat yisrael* – the love for all Jews and awareness of the inter-responsibility of the Jewish People
- Enthusiasm for learning for its own sake
- A love of Torah and *mitzvot* – the commandments by which a Torah Jew lives
- A personal relationship with Hashem
- A passion for the land and people of Israel

## EDUCATIONAL PHILOSOPHY

We will provide the best in Torah and secular studies. All teachers will be expert and experienced in their subject matter. Our staff will consistently exhibit love of their students, have excellent teaching skills, and will integrate students, family and community.

Our Torah teachers will be living role models of Torah values and Mitzvah observance according to the *Mesorah*, the Torah tradition that derives from Israel's acceptance of the Torah from HaShem at Mt. Sinai. This will include demonstration of proper *middot* (personal ethical qualities), including *tzniut*, the framework of personal modesty in context of Torah.

## Table of Contents

Admissions Policy .....	4
After-school Care .....	4
Arrival/Dismissal.....	4
<i>School Times</i> .....	4
<i>Early Dismissal</i> .....	4
Attendance and Punctuality.....	4
<i>Absences</i> .....	4
<i>Tardies</i> .....	5
Cell Phones, Tablets and Electronic Devices .....	5
Class Trips .....	5
Communication Plan .....	5
Discipline .....	5
Dress Code.....	6
<i>Girls</i> .....	6
<i>Boys</i> .....	6
<i>Nursery/Pre-K</i> .....	6
<i>Rosh Chodesh/Chol Hamoed</i> .....	6
Emergency closing of the school.....	6
Financial Responsibility .....	7
Food.....	7
Health and Safety .....	7
<i>Medication</i> .....	8
<i>Immunization</i> .....	8
Homework.....	8
Lost and Found .....	8
Records .....	8
Parties.....	9
Performances .....	9
Visiting and Parking.....	9
Appendix A Acceptable Kosher Symbols .....	10
Appendix B Give/Get Policy .....	11
Appendix C Anti-Bullying Policy.....	12
Appendix D Health Issues .....	15

## Admissions Policy

Torah Academy is open to all Jewish children. A Jewish child is defined by the Orthodox standard – either by maternal lineage or through an Orthodox conversion. It is the school's belief that every Jewish child deserves a Torah education. Therefore, no child will be turned away based on race, color, nationality or ethnic origin.

## After-school Care

After school care is available for those who are interested, Mon-Thurs until 4:00 pm, Friday until 3:00 pm. There will be space available for all students that require after-school care on a regular daily basis. For individuals that need after-school care only occasionally, please contact the school office by 10:00 am to see if there is space available on a particular day.

The cost is \$5 per hour for the first child. The cost for each sibling is \$2.50 per hour per child. Monthly invoices will be sent to those families who have used aftercare services. Payment is due 15 days after receipt of invoice. Families who are not up to date with payments will not be able to use aftercare services, in addition to normal actions that may be taken for non-compliance with financial obligations.

## Arrival/Dismissal

On most days, a staff member will be available to assist your child out of the vehicle during morning arrival and into the vehicle during afternoon dismissal. Please pull up to the designated spots to let out and receive your child.

Morning carpool begins at 8:15am and afternoon carpool ends fifteen minutes following school dismissal. Any arrival or pick up prior to or after these times requires you to walk into the school to drop off or pick up your child. Charges for after care will apply in these cases. If arriving late, please come in to the office to sign in your child, or your child may be marked absent.

Students picked up more than fifteen minutes after final dismissal will be charged \$5 per each 15 minute segment. Ex: Student picked up at 4:20 will accrue a charge of \$5; student picked up at 4:35 will accrue a charge of \$10 etc.

Any exceptions to the listed drop-off procedure must be approved by the Principal.

Please note: Advance parental permission is required for students who plan to either walk or bike to school. All safety gear is required (helmet, light, etc.)

## School Times

Nursery - VPK	8:30am – 2:00pm
Kindergarten	8:30am – 3:00pm
1 <sup>st</sup> – 8 <sup>th</sup> grades	
Monday – Thursday	8:30am – 4:00pm
Friday	8:30am – 3:00pm

## Early Dismissal

If possible please arrange medical, dental and other appointments after school hours. Should a student need to leave early, parents must come to the office to sign the student out. A staff member will get the student from class.

## Attendance and Punctuality

### Absences

Regular attendance in school is a prerequisite for scholastic achievement-especially in our dual program. It is best to schedule family vacations during school breaks. If that is not possible, please request

permission from the principal and each instance will be judged on a case-by-case basis. In addition, please give the teachers enough notice to prepare work for your child(ren).

In case of unplanned absence, parents should arrange for assignments and books to be sent home with a friend or left in the office to be picked up. Following an unplanned absence, a reasonable amount of time will be given for classwork and homework assignments to be completed.

### **Tardies**

Students are to be in class by 8:30 a.m. Anyone who arrives after the designated start time will be considered tardy. Students who arrive after 8:30 a.m. should report to the front desk in order to be given a pass. Students who are habitually late (5 times) may be subject to disciplinary action. Parents of students in grades K-8 with excessive tardies will be contacted by the administration. Please remember that punctuality is important. We are building the foundation for your child's future.

### **Cell Phones, Tablets and Electronic Devices**

Students are not permitted to bring cell phones, tablets, or any electronic devices with a screen size of less than 7" to school. Cell phones must be turned into the office at the beginning of the day and picked up at the end of the day. Any electronic device which may be used for educational purposes during class, may be brought to school only with prior permission from the principal. Misuse of electronic devices may result in the indefinite suspension of their further use at school.

### **Class Trips**

Occasional trips to enrich our program are taken during the school year. The acceptance of the parent agreement indicates that your child has permission to be included in all field trips throughout the year. Before a trip, a note describing the outing will be sent home to inform you of the program and any costs.

### **Communication Plan**

Torah Academy believes it is essential for there to be healthy communication between school and parents concerning the progress of your child. We employ various methods of communication to inform parents about the happenings with your child in the class and the school. Keeping up to date with your child's education benefits the whole family's experience at Torah Academy. The following is a list of some of these methods:

- Emails/Letters to parents
- Phone calls
- Reports with work samples
- Midterm progress reports
- Trimester report cards
- Conferences
- Newsletters

If a parent needs to speak with a teacher, best is to contact the teacher directly. The parent may also call the school office and leave a message for the teacher as to the nature of the call and when would be the best time(s) for the parent to be contacted. *Parents may not drop in to speak to a teacher.* To speak to a teacher in person, please contact the office to arrange an appointment.

### **Discipline**

We believe that all students and teachers have the right to learn or teach in a safe, friendly, non-disruptive environment. We believe that students need to learn and uphold the responsibilities necessary to show respect and keep to the guidelines of maintaining a successful education atmosphere.

We will first educate the children on appropriate behaviors that relate to classroom, school, interpersonal relationships and property. Students will be expected to keep the rules of each area in the school.

Rules are categorized into three core values: Responsibility, Respect, and Safety. The school will provide more information on the discipline program to students and parents during student orientation so that the

school and home work together in ensuring proper behavior. The goal of our discipline program is to educate children in making right choices concerning their behavior. We will compliment students frequently when we observe positive behaviors, but at times the school will have to give out consequences for negative behavior.

Students that display unacceptable behaviors will be sent to the Principal. After a second incident, the student's parents will be called in. A third incident will result in an in-school suspension. A fourth incident will result in suspension and an assessment as to whether the student will be able to continue attending the Torah Academy.

If, in the Principal's determination, a student has demonstrated a behavior of such an egregious nature, the student may face immediate suspension.

Physical and verbal assaults and threats will not be tolerated at the Torah Academy. These behaviors will lead to immediate consequences that can include suspension or expulsion from school. In these cases, a parent will be called to the school for an emergency meeting, even if no prior warning has been given.

### Dress Code

All Torah Academy students in grades K-8 are required to follow the uniform dress code. Uniforms can be purchased at RC Uniforms or French Toast. Children who are properly dressed help promote a positive school atmosphere. As such, stained or torn uniforms should be replaced as needed. Parents will be notified in instances in which the child does not adhere to the dress code.

#### **Girls**

*Top:* Light or royal blue collared shirt with school logo and sleeves that completely cover the elbow.

*Bottom:* Plaid or navy blue skirt that covers the knees. (*Black and denim skirts do not fit the dress code*)

#### **Boys**

*Top:* Light or royal blue collared shirt with school logo.

*Bottom:* Navy blue pants. (*Black and denim pants do not fit the dress code*)

*Tzitzis and kipa are mandatory.*

**NOTE:** *Tzitzis* and *kipa* are available for purchase from the Etz Chaim gift shop. For more information, call the Shul office at 262-3565, extension 7.

**Footwear:** Shoes or sneakers must have covered toe, a secured back, soft soles, and must always be worn with socks. Please do not send your child to school with anything other than a shoe or sneaker (e.g. flip-flops, jellies, clogs, crocs, shoes with wheels etc.)

On P.E. days, please make sure your child wears running shoes. The children are permitted to wear a non-uniform shirt during P.E. which adheres to the modesty requirements.

#### **Nursery/Pre-K**

Students in preschool do not have to wear the uniform and may wear clothes of any color. Boys must wear Kipa and Titzis. Girls must wear skirts and shirts with sleeves.

#### **Rosh Chodesh/Chol Hamoed**

On Rosh Chodesh and Chol Hamoed, children can be sent to school in a collared white shirt to celebrate this special day. The uniform pants or skirt is still required to be worn on these days. Please keep the laws of modesty in mind when dressing your child.

### Emergency closing of the school

School may be closed due to an emergency situation. If school is in session and an early dismissal is warranted, please wait for a message from the Principal before proceeding to the school. We will inform you of any unusual situations in a timely manner.

In cases of severe weather, the school will close in accordance with the Duval County School System.

## Financial Responsibility

It is the responsibility of each family to keep current with the financial obligation agreed upon with the school.

Admission to class at the beginning of the school year is contingent upon finalizing tuition arrangements and timely payment of fees and tuition.

Any family with outstanding obligations during, or at the end of, the school year (including, but not limited to tuition, fees, and lost book fees), may not receive report cards and achievement test scores. In addition, transfer requests may be delayed.

## Food

Food is not to be shared at school.

All lunches or snacks brought to school must be kosher: dairy or pareve. Please only bring items which contain symbols from the list of acceptable kosher symbols. See appendix A.

Please do not send your child with any foods that need to be warmed or cooked (i.e. oatmeal). Students do not have access to hot water.

Scientific research has revealed strong relationships between food intake and behavior. In an effort to promote a healthy lifestyle, the school's policy is to recommend only healthy snacks, such as: granola bars, fruit, crackers, pretzels, popcorn, potato/corn chips. Please keep candy (chocolate, marshmallow fluff etc.) at home. Soda and sports drinks may not be brought, even for Shabbos parties. Please speak to your child's teacher for Shabbos party guidelines.

If you would like to bring in food for a class party, please do not bring homemade items. If you are having trouble finding a specific item in a store, please contact the school office and we will make every effort to help you find it.

## Health and Safety

We instruct the children in proper health and hygiene practices. We teach and require washing hands before touching food, after using the restroom and after outdoor play. They are also instructed in covering the mouth when coughing, and other common preventative habits.

It is important for parents to reinforce these habits at home. Please be considerate of others when deciding whether your child is well enough to attend school and return to school after an illness. Help us prevent the spread of illness by keeping your child at home if he or she has any of the health issues described in appendix D.

Minor bruises, scratches, and scrapes will be treated as such. You will be notified should something occur which we feel requires the attention of a physician. If your child becomes ill while in school, parents or the emergency contact person will be called to take the child home.

Your child will not be allowed to participate in after school programs or after school care if he or she is ill.

It is very important that parents notify the school of any life-threatening or other allergies that the child may have along with specific instructions of treating the child.

In cases of emergency, parents will be notified immediately. It is the responsibility of each parent to fill out the emergency data card properly and keep the information up to date with the school office.

When a parent is notified that their child is ill and resting in the office, arrangements must be made to transport the child home.

The perennial problem of lice and nits in children's hair requires constant attention. School policy is to isolate and immediately send home any child found with lice or nits. That child may return only after appropriate treatment has been given. It is the responsibility of the parent to keep a child with lice or nits out of school, to spare other children from getting lice and spare their own child the embarrassment and trauma of being separated from their classmates. The problem seems to be particularly acute following

vacation periods and **therefore all parents are requested to check their children's heads and treat accordingly before the school year begins and after extended vacations from school.**

### ***Medication***

Medication may be given to a child at school ONLY if the school has a signed note from the parent or guardian. Medical Authorization Forms are available at the office. Prescription medication requires a physician's note with instructions. The medication must be presented in its original container with the physician's prescription label.

Medication will be stored in the medication cupboard in the main office. Only authorized staff members may access this. No student may take medication themselves. Florida Health Department guidelines prohibit the faculty or staff from administering oral medication to any student without parental permission.

### ***Immunization***

Florida law mandates that no child will be permitted to attend school unless a health form and a record of immunization are on file in our office within thirty days of enrollment. No student will be allowed into class without a completed immunization form. These forms are only available at your physician's office. Please make sure to have them ready and turned into the office two weeks before the first day of school.

Where one files a religious exemption for immunization, these requirements will be waived. In the event of an outbreak of a vaccine-preventable disease, as declared by the County Health Director, the unvaccinated children will be excluded from school until 21 days after the County Health Director declared the outbreak over.

### **Homework**

Homework is an extension and reinforcement of what is being taught in the classroom. All homework should be completed by the time specified and should be neat and presentable. We ask that parents take a sincere interest in the work his/her child is doing and review it when possible. Praise and encouragement are key!

Student adherence to the homework policy for his/her grade is a component of appropriate school behavior. Written homework, like any other work a child produces, is a reflection of a child's motivation, interest, pride and responsibility. All homework should be neat and presentable, and indicate a child's best effort. Our homework policy is set by the principal and teacher in accordance with the specific needs of the class.

The school encourages you to express a positive attitude to your child about homework assignments. If you feel your child has too much work, speak to the teacher or principal about it.

### **Lost and Found**

There will be a box in the office for lost and found articles. Three times a year, we will donate any unclaimed items to charity. A note will be sent home prior to donation, asking you to come search the box for any items you may be missing. Regardless, an item in the box will be considered ownerless after 30 days.

### **Records**

The school is required to maintain updated records.

The parents are responsible for updating any change of address, phone, email, or other necessary information.

The school will need to have the following items on file:

1. Completed immunization form.
2. Completed health examination form.
3. Birth certificate.
4. Up-to-date lists of parents' home, business, cellular, emergency numbers and email address.
5. Emergency phone numbers of relatives, friends, and physicians.



6. A list of health problems that your child may encounter during school (ex. Strong reaction to bee stings, fatigue...)
7. Any learning issues.
8. Performance/test scores.
9. A list of allergies (food, medication, etc...) that your child has.
10. A list of any other medical conditions.

### Parties

We would love to be a part of the celebrations that you plan for your child throughout the school year and understand your desire to include your child's classmates in birthday and other various events. Please arrange celebrations with the school's administration prior to the event. We encourage inclusiveness. Invitations may only be distributed at school if all students in the class are invited.

### Performances

The children of Torah Academy of Jacksonville will occasionally participate in performances and programs. To help your child beam with pride and self-confidence in these performances, it is very important that you take part in these events by helping him or her with preparations and attending the event itself.

### Personal Items

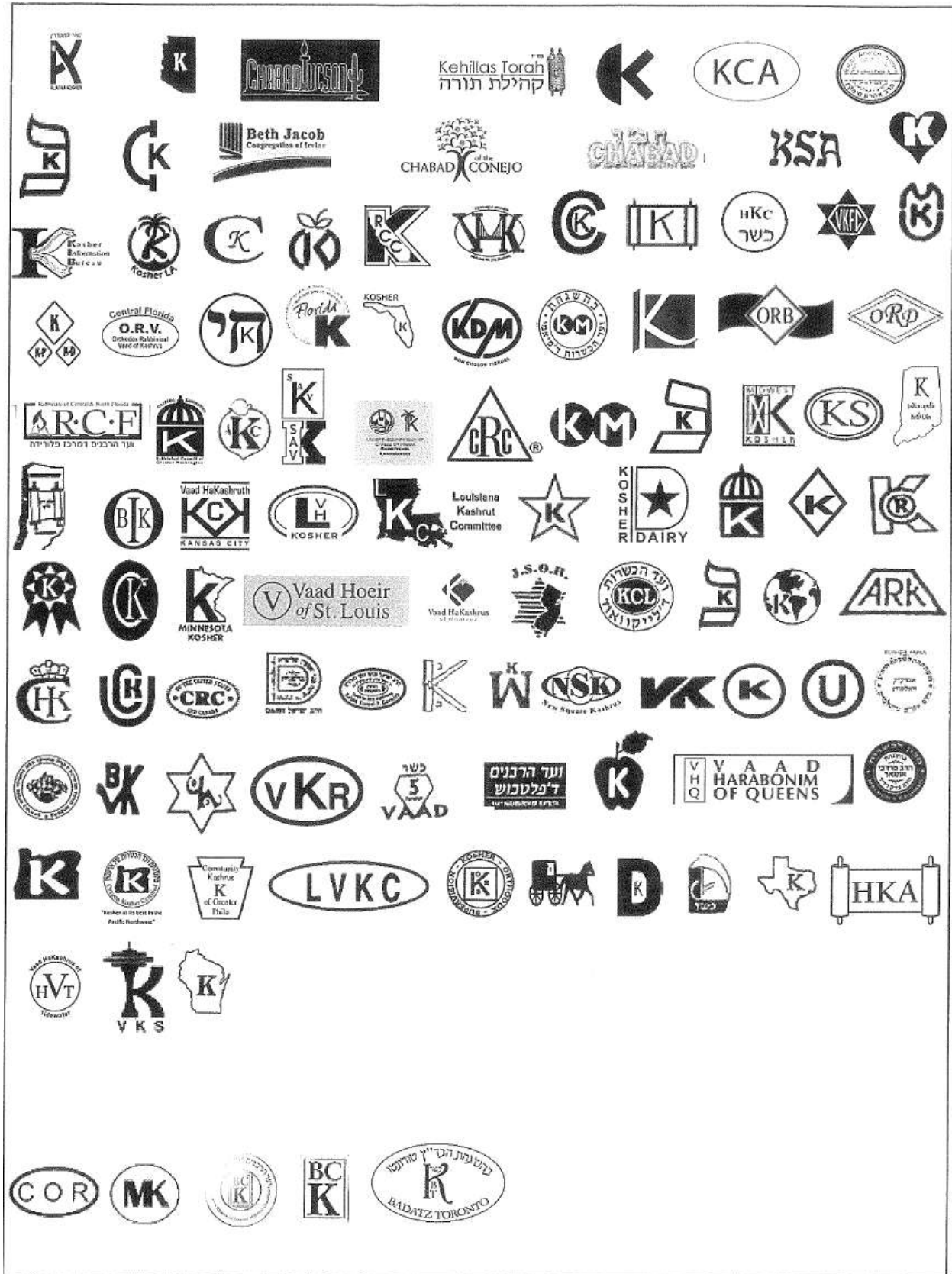
Students are discouraged from bringing toys and other personal items from home. Students are not allowed to bring any items which may cause harm to him/herself or anyone else. **Dangerous items** brought into school will be held in the office until picked up by parents.

### Visiting and Parking

All visitors, including parents, must report and sign in at the office.

Etz Chaim has made an effort to stifle the misuse of handicapped parking spots. We appreciate your cooperation in this matter.

Appendix A Acceptable Kosher Symbols



## Appendix B Give/Get Policy

### Give/Get Policy

As a valuable member of the Torah Academy of Jacksonville, your involvement is essential to the continued growth of the school. Every year we will endeavor to initiate new and innovative programs that will benefit you and the children.

Give/Get is our partnership toward OUR brighter future!

Each TA family will be responsible to meet the minimum Give/Get obligation of \$600 per family.

**Families receiving tuition assistance will be assessed an additional requirement based on the amount of scholarship received. Each family that receives tuition assistance will be notified of their additional requirement by the first day of school.**

Obligation can be met by either of the following ways, or a combination thereof.

- 1) Personal contribution or soliciting \$600 by selling raffle tickets
- 2) Working 20 hours in one of the following capacities:
  - a) Substitute teaching
  - b) Clerical work
  - c) Providing skilled/manual labor towards building improvements
  - d) Preparing a meal for a school function
  - e) Room set-up for a function
  - f) Prepare a mailing, i.e. stuff envelopes
  - g) Other: (Please let the office know what special talent or service you can offer).

When you have been involved in a project please let the office know so that your account can be properly credited.

## Appendix C Anti-Bullying Policy

### I. Statement Prohibiting Bullying and Harassment:

It is the policy of the Torah Academy of Jacksonville that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Accordingly, Torah Academy will not tolerate bullying or harassment against any student, employee, visitor, volunteer or agent who works on school related activities, subject to the control of school officials. This policy shall be interpreted and applied consistently with all applicable State and federal laws and employee collective bargaining agreements. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

- A. Torah Academy prohibits bullying of any student or school employee, visitor, volunteer, or agent:
1. during any education program or activity conducted by Torah Academy;
  2. during any school-related or school-sponsored program or activity or to or from that activity;
  3. through the use of data or computer software that is accessed through a computer, computer system, or computer network of Torah Academy. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

### II. Definitions:

- A. **Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted, purposeful, and repeated written, verbal, nonverbal, electronic, or physical behavior, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:
1. Unwanted Teasing
  2. Social Exclusion including incitement and/or coercion
  3. Threat or Intimidation
  4. Stalking or cyberstalking
  5. Cyberbullying
  6. Physical violence
  7. Theft or Extortion
  8. Sexual, religious, cultural, or racial harassment
  9. Public humiliation, rumor or spreading of falsehoods
  10. Destruction of property
- B. **Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:
1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
  2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
  3. Has the potential to negatively impact a student's or employee's emotional or mental well-being; and
  4. Has the effect of substantially disrupting the orderly operation of a school.
- C. **Cyberstalking** as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- D. **Cyberbullying**, is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, social websites (e.g., MySpace, Facebook), chat rooms, instant and text messaging, and cell phone technologies.
- E. **Bullying, Harassment, Cyberstalking, and Cyberbullying (herein after referred to as Bullying)** also encompasses:
1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying that is not made in good faith is considered retaliation.
  2. Perpetuation of conduct listed in the definition of bullying by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
    - a. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of Torah Academy;

- b. Incitement or coercion;
- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

**III. Behavior Expectations for Students and Employees of Torah Academy:**

- A. Torah Academy expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Torah Academy employees are responsible for adhering to the Principles of Professional Conduct of the Education Profession in Florida, District policies governing conduct and behavior and the guidelines established by Torah U'Mesorah.
- B. Torah Academy believes that all schools can be safe learning environments where every student and adult is valued and respected and are committed to attaining such an environment for all students and employees. The standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members creating an environment that is safe, civil, and respectful. The development of this environment requires respect of self and others, as well as for district and community property on the part of students, employees, parents/legal guardians, visitors, volunteers, and other agents. School employees, especially administrators, teachers, and counselors, must teach the students the expected standards of behavior and be prepared to re-teach them, as necessary. Since students learn by example, school employees, parents/legal guardians, visitors, volunteers, and other agents will model appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment. Positive reinforcement may be used to recognize good conduct, self-discipline, good citizenship, good character, and academic success.
- C. The roles and responsibilities of students, employees, parents/legal guardians, and schools are described within the of Professional Conduct of the Education Profession in Florida, Torah Academy Student Handbook, and Torah Academy Faculty Handbook.

**IV. Consequences for a Student or Employee of the Torah Academy Who Commits an Act of Bullying:**

- A. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within Torah Academy.
  - 1. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Handbook.
  - 2. Consequences and appropriate interventions for a Torah Academy employee found to have committed an act of bullying shall be instituted in accordance with district policies, procedures, and agreements. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's state issued certificate (See State Board of Education Rule 6B-1.006, FAC., *The Principles of Professional Conduct of the Education Profession in Florida.*)
  - 3. Consequences and appropriate remedial action for a visitor, volunteer, parent, or agent found to have committed an act of bullying shall be determined by the Head of School or Board of Directors after consideration of the nature and circumstances of the act, including reports to Professional Standards and/or appropriate law enforcement officials.

**V. Consequences for a Student or Employee of the Torah Academy Who Is Found to Have Wrongfully and Intentionally Accused Another of an Act of Bullying:**

- A. Consequences and appropriate interventions for a student found to have wrongfully and intentionally accused another as a means of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Handbook.
- B. Consequences and appropriate interventions for a Torah Academy employee found to have wrongfully and intentionally accused another as a means of bullying shall be instituted in accordance with Torah U'Mesorah policies, procedures, and agreements.
- C. Consequences and appropriate remedial action for a visitor or volunteer, parent, or agent found to have wrongfully and intentionally accused another as a means of bullying shall be determined by the Head of School or Board of Directors after consideration of the nature and circumstances of the act, including reports to Professional Standards and/or appropriate law enforcement officials.

**VI. Procedures for Reporting an Act of Bullying:**

- A. The principal or the principal's designee is responsible for receiving oral or written complaints alleging violations of this policy and will determine the appropriate action.
- B. All Torah Academy employees are required to report alleged violations of this policy to the Head of School. If the complaint is about the Head of School, then the chairman of the board shall be asked to address the complaint.
- C. Members of the school community, including students, parents, legal guardians, volunteers, visitors, and other agents who have credible information that an act of bullying has taken place are encouraged to report any act that may be a violation of this policy anonymously or in person to the appropriate administrator.

- D. Any Torah Academy student (and/or his/her parent(s)/ legal guardian(s) on their child's behalf) who believes he is the victim of bullying is strongly encouraged to report.
- E. The Head of School shall establish, and prominently publicize to students, staff, parents/legal guardians, volunteers, visitors, and other agents, how a report of bullying may be filed and how this report will be acted upon.
- F. A school employee, volunteer, student, parent/legal guardian, visitor, agent, or other person who promptly reports in good faith an act of bullying to the appropriate school official, and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within Torah Academy.
- G. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place, may file a report of bullying. Any written or oral reporting of an act of bullying shall be considered an official means of reporting such act(s).
- H. While Torah Academy does not assume any liability for incidences that occur en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate.
- I. A person may report an act of bullying anonymously. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The Head of School or his designee shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner.
- J. Individuals, described in this policy, responsible for investigating complaints shall document *in writing* each report of bullying, regardless of whether the complaint was made orally or in writing.

**VII. Procedures for Promptly Investigating Reported Acts of Bullying and the Persons Responsible for the Investigation:**

- A. The procedures for investigating bullying include:
  - 1. The investigation of a reported act of bullying is deemed to be a school-related activity and begins with a report of such an act.
  - 2. The principal/designee will initiate the investigation.
  - 3. The investigator may not be the accused perpetrator or alleged victim.
  - 4. Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (alleged victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
  - 5. The investigator shall collect and evaluate the facts including, but not limited to:
    - a. Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
    - b. How often the conduct occurred;
    - c. Whether there were past incidents or past continuing patterns of behavior;
    - d. The relationship between the parties involved;
    - e. The characteristics of parties involved (i.e., grade, age, etc.);
    - f. The identity and number of individuals who participated in bullying behavior;
    - g. Where the alleged incident(s) occurred;
    - h. Whether the conduct adversely affected the student's education or educational environment or the employee's work or workplace environment;
    - i. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident;
    - j. The date, time, and method in which the parents/legal guardians of all parties involved, in the case of students, were contacted; and
    - k. The date, time, and method in which all parties involved, in the case of employees, were contacted.
  - 6. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes, but is not limited to:
    - a. A written final report to the principal; and
    - b. Any recommended remedial steps necessary to stop the bullying behavior.
  - 7. The initial filing of incidents and completion of the investigative procedural steps must be done in a timely manner. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying, and the investigative procedures that follow.

## Appendix D Health Issues

The following health issues are listed to help you decide whether or not to send your child to school. Please do NOT send your child to school if he/she exhibits any of these.

**Fever** – What is a fever? Oral temperature at or above 100.0°F. A child must be free of fever for 24 hours before returning to school.

**Behavior** - If a child looks or acts differently: awake all night and crying, unusually tired, pale, lack of appetite, irritable or restless.

**Respiratory** - Difficult or rapid breathing and/or wheezing.

**Vomiting** - More than usual infant "spitting up". A child must be free of all symptoms for 24 hours before returning to school.

**Diarrhea** - More than one abnormally loose stool within a 24-hour period that is not related to medication or food reactions. A child may return to school 24 hours after a normal bowel movement.

**Rash** - Undiagnosed rash other than "mild" diaper or heat rash.

**Sore Throat** – A sore throat that needs culturing because other signs are present.

**Colored Nasal Discharge**

**Coughing** - Severe coughing, causing the child to become red or blue in the face or make a whooping sound.

**Skin Lesions** - Exposed, open skin lesions.

**Any other unusual sign or symptom of illness**

### **Communicable Diseases Re-admittance Policy**

It is imperative that all communicable diseases be reported to the school office immediately upon diagnosis. Any child and/or childcare personnel suspected of having a communicable disease shall be removed from the facility. Such person may not return without medical authorization, or until the signs and symptoms of the disease are no longer present.

**Chickenpox** - All lesions are dry and crusted.

**Impetigo** (Blisters that are covered with honey-colored crusts) - Child will be readmitted at least 24 hours after the start of medication. If there is no improvement after 48 hours, the child should be reassessed by the physician.

**Conjunctivitis** (Commonly known as "Pink-eye". Defined as a redness of they eye with burning and thick purulent discharge) - Child will be readmitted at least 24 hours after the start of medication and/or drainage present.

**Lice and scabies** - Following medical treatment.

**Pin Worms** - No restrictions following the start of treatment.

**Hepatitis** - Physician's statement required for re-admittance.

**Strep Throat** - No sooner than 24 hours after the start of oral medication.

**Giardia** - Following medical treatment.

*Source: Department of Health and Rehabilitative Services Regulations.*