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TORAH ACADEMY

OF JACKSONVILLE

Academics • Passion • Values

An affiliate of Torah U'Mesorah/The National Society for Hebrew Day Schools

MISSION STATEMENT

To provide a strong educational community by using Torah values to educate our children and prepare them for a successful future.

VISION STATEMENT

Torah Academy's vision is to instill within our students a lifelong love of learning and living. We educate children to become knowledgeable in academic areas and sensitive to moral and ethical concerns.

Torah Academy's faculty is passionate in its commitment to motivate and inspire children to achieve their personal best, to enhance their self-esteem, and to involve parents as partners in the growth process. Our Judaic Studies teachers are living role models of Torah values and Mitzvah observance.

Torah Academy inculcates a love for our American heritage, loyalty to the Jewish people, and support for the State of Israel. Students are taught to understand the importance of good manners and Derech Eretz at all times and exhibit sensitivity for teachers, parents and each other. The school instills a sense of responsibility, Chesed, and community service.

CORE VALUES

- Value Torah & Jewish Heritage - Torah U'mesorah affiliated day school
- Community Responsibility – chesed and community service
- Leadership & Kiddush Hashem – lead by positive example and be role models
- Love of Country – pride in American heritage and passionate support of Israel
- Unconditional Honor - respect towards Torah and each other

EDUCATIONAL PHILOSOPHY

Torah Academy offers a well-rounded education which exceeds Florida State standards. The school complements a complete Jewish education with an uncompromising general education. Torah Academy's intimate classroom setting supports a unique teacher and student relationship where each child is encouraged to strive for and achieve his or her maximum potential. The combination of a genuine Torah education and an excellent General Studies education prepares our students for academic, personal and professional success.

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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.

Arrival/Dismissal PLEASE NOTE: These policies need to be strictly adhered to and are in place for the protection and safety of all Torah Academy students.

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 8:15 am 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 and sign them in/out.** Aftercare charges may apply in these cases. If there is no staff member outside when your child arrives, please park your car and escort your child(ren) into the office to sign them in. Failure to do so may result in your child being marked absent.

Students picked up more than fifteen minutes after the final dismissal will be charged Aftercare fees of \$6 per student, each in 15- minute segment. Ex: Student picked up at 4:20 will accrue a charge of \$6; student picked up at 4:35 will accrue a charge of \$12, etc.

Any exceptions to the listed drop-off procedure must be approved by the Head of School.

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.) A student may only go in a vehicle driven by another student with explicit written parental permission specifying the student driver(s). High school students are allowed to drive to school

only with written parental consent. Parents and students are asked to drive slowly and with care.

School Times

| Days of the Week | Nursery/VPK | Kindergarten | Elementary & Middle School | High School |
|------------------|-------------------|-------------------|----------------------------|--------------------------|
| Monday | 8:30 am – 2:00 pm | 8:30 am – 3:00 pm | 8:30 am – 4:00 pm | 8:30 am – 4:00 pm |
| Tuesday | 8:30 am – 2:00 pm | 8:30 am – 3:00 pm | 8:30 am – 4:00 pm | 8:30 am – 4:45 pm |
| Wednesday | 8:30 am – 2:00 pm | 8:30 am – 3:00 pm | 8:30 am – 4:00 pm | 8:30 am – 4:00 pm |
| Thursday | 8:30 am – 2:00 pm | 8:30 am – 3:00 pm | 8:30 am – 4:00 pm | 8:30 am – 4:45 pm |
| Friday | 8:30 am – 2:00 pm | 8:30 am – 3:00 pm | 8:30 am – 3:00 pm | 8:30 am – 3:00 pm |

Early Dismissal

Whenever possible, please arrange medical, dental, and other appointments after school hours. Should a student need to leave early, parents must call the office to sign the student out. A staff member will get the student from class and meet the parent in the office. **To minimize disruptions and all interruptions, students will not be released 30 minutes prior to dismissal.**

After-school Care

After school care is available for those who are interested, Mon-Thurs until 6:00 pm, Friday until 3:00 pm.

There will be space available for all students that require after-school care on a 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 that particular day.

The cost is \$7 per hour for the first child. The cost for each sibling is \$5 per hour per child. The FACTS management system will send frequent reminders to families using

aftercare services. Families who are not up to date with payments will not be able to use aftercare services.

Attendance and Punctuality

Regular attendance in school is a prerequisite for scholastic achievement-especially in the dual-curriculum program offered at Torah Academy of Jacksonville. Please remember that punctuality is important. We are building the foundation of your child's future and need you to partner with us to be successful.

Regular attendance is essential for success in school. Students are required to be **IN SCHOOL and ON TIME by 8:25 am to begin instruction by 8:30 am**. If a student misses a class or a day and it is considered an unexcused absence, it is the student's responsibility to make up any missed classwork, homework, and any tests/work missed during the absence. All make-up assessments will be given during the student's free time.

Missing or skipping any class without prior authorization may result in the student a reduction of their grade on their report card or other disciplinary action at the discretion of the Head of School. Arriving to class excessively late or staying out for an excessive time will also be considered as missing or skipping class.

Students will be required to attend school daily. Virtual learning will only be allowed if approved by the Head of School.

Leaving the Premises (High School only)

High School students are permitted to leave the school premises during their lunch break **ONLY** if both the student and parent has signed consent form on file. The student must sign out in the office and sign in again upon their return. Students who leave school during lunch are expected to return on time for the next class. Failure to do so may result in losing the privilege of leaving during lunch. A student may not leave

school at any other point during the school day unless there is a note from a parent or a parent personally comes to sign the student out of school (with the exception of the last 30 minutes prior to dismissal).

Absences

Family vacations should be scheduled during school breaks. Following an unplanned absence, a doctor's note will be required before returning to school. If a doctor's note is not presented to the homeroom teacher or to the front office, the student will be marked as unexcused.

Truancy Charges in Florida

Florida considers a "habitual truant" to be any student of elementary school age through age 16 who has accumulated 15 **unexcused** absences within a 90 calendar day period with or without the knowledge of their parent or guardian, and who is subject to compulsory school attendance. This offense is treated with great seriousness by the courts and the school is required to report it.

Accordingly, a student with 5 unexcused absences within a calendar month or 10 unexcused absences within a 90 day calendar period shall be referred to the Attendance Intervention Team and a letter will be sent to the child(ren)'s home. 12 unexcused absences will be referred to the Truancy Officer and the parent(s) and/or guardian will be notified by telephone. Notification will automatically be provided to the Department of Highway Safety and Motor Vehicles once a student has 15 unexcused absences within a 90 day calendar period.

Should a student or parent contest one or more unexcused absences, the student and/or parent will be required to justify each absence to the Board of Directors. However, justification to the Board of Directors will not derail the above timeline.

Tardies

School begins promptly at **8:25 am**. Arrival after the designated start time will constitute a tardy and the hours missed will be counted towards an unexcused absence (unless written justification is provided) in 15 minute increments. **Texts and emails are not acceptable substitutions for a written and signed note from a medical professional.**

Students who are habitually late (5 times or more per quarter) may be subject to disciplinary action and may not be allowed to join class without a parent meeting. In addition, students who arrive at school five or more times per quarter after 9:00 a.m., may lose a letter grade in the subjects for which they have arrived late. Students who are unable to consistently arrive to school on-time will be removed from the school roster.

Torah Academy requires that upon returning to school, a letter from the child's doctor must be presented to justify the absence or tardy.

Cellphones, Tablets and Electronic Devices

Students are not permitted to bring cell phones, tablets, laptops or any electronic devices to school **without the consent of the Head of School and a signed contract by the parent**. All such devices, when brought to school, must be turned into the office at the beginning of the day and can be picked up when the student departs the premises.

The usage of technology to harass others or break the law is strictly prohibited by the school. The school will enforce this policy, even when it occurs outside of school hours and off school grounds. Abuse of this sort may result in suspension or even expulsion. Please see Appendix C for further details on bullying and its definitions.

Classroom management software will be installed on each student computer to filter content and monitor use both in and out of school. This will help students to stay on task and create accountability for students' computer use in school.

Class Trips

Occasional trips to enrich our program are taken during the school year. Before a trip, a note describing the outing will be sent home to inform you of the program, a permission form, and any costs. Students in Kindergarten through 8th grade must wear the school's logoed shirts on such days.

Communication Plan

Torah Academy believes it is essential for there to be healthy communication between the school and the 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
- Quarterly report cards
- Conferences
- Weekly newsletters
- Communication folder/planners
- Social media

All Torah Academy staff members can be reached via Torah Academy's professional email addresses. Email addresses are the first initial followed by the last name @Torah-Academy.com (Ex: JDoe@Torah-Academy.com to reach Mr. John Doe). If a parent needs to speak with a teacher, it would be best 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 or the teacher to arrange an appointment.

Discipline

We believe that all students and teachers have the right to learn and teach in a safe, friendly, non-disruptive environment. We further believe that students need to learn the behaviors 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.

The goal of our discipline program is to educate children in making healthy choices concerning their behavior. We will compliment students frequently when we observe positive behaviors, but at times the school will offer consequences as a result of negative behaviors. Torah Academy will implement a tiered system, which will result in specified consequences based on the behavior. Such consequence will include in school suspension, afterschool detention, out of school suspension, and/or expulsion.

It is extremely vital to the education of all children that parents partner with us in enforcing disciplinary measures and trust the school's process.

Physical and verbal abuse, as well as 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. Please see Appendix C for further details on bullying and its definitions.

Parents will not receive a refund nor will they receive tuition discounts based on days missed due to disciplinary measures taken by the school.

Dress Code

Children who are properly dressed help promote a positive school atmosphere. TA logoed tops are required to be worn every Friday, on every field trip, and picture days.

Please Note: Online stores have been set up at FrenchToast.com and LandsEnd.com from which parents can make purchases or view acceptable dress code options. So as not incur a financial loss, we encourage parents to browse the online store before making purchases elsewhere to ensure all clothing adheres to the dress code.

Cleanliness/Maintenance

All uniform pieces must be kept clean. Visible stains and rips in clothes are considered out of code. Students who arrive at school with stains or tears in their outfits will be given loaner clothing in the office to wear for the day. Repeated instances of this behavior may result in a student being sent home to change. If a child tends to stain clothing, please lean towards dressing him/her in the darker colors.

Girls Grades K-7 Uniform Shirts: Gray, gold, light blue or navy blue, collared shirts with a minimum of $\frac{3}{4}$ length sleeves (past the elbow) and at least two buttons. Shirts must be solid, with no patterns, prints, emblems, insignia or ornamentation (e.g. special stitching or beading).

Girls Grades K-7 Uniform Skirts/Dresses: Navy blue or khaki skirts, navy or khaki jumpers, and polo dresses. Skirts, jumpers and dresses must extend below the knee while seated and cannot extend below the ankle when standing. Skirts, jumpers and dresses must be either dress style or uniform style (i.e. no cargo skirts, denim, stretchy, casual, baggy, etc.).

Girls Grades 8-12 Uniform Shirts: Pink or wine Oxford collared button down shirts with a minimum of $\frac{3}{4}$ length sleeves (past the elbow) and at least two buttons. Shirts must

be solid, with no patterns, prints, emblems, insignia or ornamentation (e.g. special stitching or beading). If a collared shirt is see-through, the student must wear a camisole or layering t-shirt underneath.

Girls Grades 8-12 Uniform Skirts/Dresses: Navy blue or black skirts, and polo dresses. Skirts, jumpers and dresses must extend below the knee while seated and cannot extend below the ankle when standing. Skirts, jumpers and dresses must be either dress style or uniform style (i.e. no cargo skirts, denim, stretchy, casual, baggy, etc.). **Leggings** must either be black or blue solid colors. Patterns, designs, prints, logos, and sweatpants are **NOT** allowed.

Boys Grades K-8 Uniform Shirts: Gray, gold, light blue, or navy blue, collared shirt with a minimum of two buttons. Shirts must be solid, with no patterns, prints, emblems, insignia or ornamentation (e.g. special stitching or beading).

Boys Grades K-8 Uniform Pants: Navy blue or khaki pants. Pants must be either dress style or uniform style pants (i.e. no cargo pants, denim, baggie pants, casual, etc.).

Boys Grades 9-12 Uniform Shirts: white, dark blue, or light blue, button down shirts with a collar. Shirts must be solid, with no patterns, prints, emblems, insignia or ornamentation (e.g. special stitching or beading).

Boys Grades 9-12 Uniform Pants: Navy blue or khaki pants. Pants must be either dress style or uniform style pants (i.e. no cargo pants, denim, baggie pants, casual, etc.).

Tzitzis and kipa are mandatory. **NOTE:** *Tzitzis* and *kipas* are available for online purchase at Judaica stores.

Embroidered Uniform Shirt Each student in grades K-12 is required to own one **navy blue** polo shirt with the school logo. This shirt will be worn on field trips, for special events, school portraits, etc. This shirt will be available for purchase from FrenchToast.com or LandsEnd.com.

Rosh Chodesh/Chol Hamoed On Rosh Chodesh, white, collared shirts with a minimum of two buttons, together with navy blue bottoms are encouraged to be worn, but not required.

Outerwear Sweaters: Navy blue, gold or gray sweaters can be worn. Sweaters must be solid, with no patterns, prints, emblems, insignia or ornamentation (e.g. special stitching or beading).

Sweatshirts: Logoed, navy blue sweatshirt jackets are available for purchase from FrenchToast.com, or LandsEnd.com and are the **only sweatshirts** permitted to be worn in school during school hours.

Coats and Jackets: Weather-appropriate outerwear may only be worn to and from school and for outside play, but cannot be worn in school during school hours.

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. All students must wear shirts with sleeves.

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 ensure your child comes to school with appropriate sports footwear, such as running shoes or sneakers.

Failure to comply with the dress code with result in a warning and then parents will be contacted.

Emergency Closing of the School In addition to the 2 built-in weather days, we've included 5 additional days above regulatory requirements. This ensures that our students receive the best education possible without adversely affecting the school calendar as a result of emergency closures. 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 office before proceeding to the school. We will inform you of any unusual situations in a timely manner.

In cases of severe weather or other emergency closures, the school will closely monitor the Duval County Public School (DCPS) system when making its decision. However, Torah Academy may not close when DCPS is closed.

Financial Responsibility It is the responsibility of each family to keep current with the financial obligation agreed upon with the school. **Payments can be made online through the FACTS tuition management portal.**

Admission to class at the beginning of the school year is contingent upon finalizing tuition arrangements and timely payment of fees and tuition. Families with an outstanding tuition balance from the previous school year, will be unable to start school in August until payment has been made.

In the event a child is not eligible for VPK state funding, the tuition and registration fees will be equal to that of nursery. If a family which is eligible for School Choice funding does not make every effort to apply for and obtain the scholarship, that family will not be eligible for school scholarship dollars.

Families with outstanding financial obligations during, or at the end of, the school year (including, but not limited to tuition, fees, and lost book fees), will not receive report cards, final assessment scores, or other school records until such financial obligation is satisfied. This may result in transfer requests being 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 that contain symbols from the list of acceptable kosher symbols. See the list of acceptable kosher symbols on kosherquest.org.

Please do not send your child with any foods that need to be warmed or cooked (i.e. oatmeal, instant soups, etc.). Students do not have access to hot water or microwaves. 8-9 Girls **will be** allowed to use the classroom refrigerator and microwave.

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 (e.g. jellybeans, lollipops, tangy taffy, 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.

Hair and Grooming

All students are to be well-groomed, except for the observance of certain Jewish holidays when shaving and haircutting are prohibited. All students' hair must be neatly trimmed and should not hang below the eyebrows. Unnatural hair color and unconventional hairstyles (including but not limited to shaved heads & wide widths) will be treated as a Dress Code violation and will be subject to disciplinary action. Boys' hair should not extend below the collar.

Makeup and lipstick are prohibited. Lip balm may be used to treat dry or chapped lips. Nail polish and jewelry must be conservative. The administration reserves the right to restrict the wearing of jewelry. Visible body piercing, other than ears for girls only, will be subject to disciplinary action, including removal of the jewelry.

Torn, tattered, or frayed clothing is prohibited. Sunglasses and headwear, other than kipas, are prohibited in school. Perfume and cologne are not to be worn in school.

Students may be sent home from school and will be unable to return until any of the aforementioned Dress Code violations are remedied.

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, the regular usage of hand sanitizer, 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.

PLEASE NOTE: Students whose temperature is 100.4 degrees or more (as tested by the school's thermometer) may not return to school until they have been cleared by a physician.

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 conditions or allergies that the child may have along with specific instructions for treating the child.

In case 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 his/her child is ill and resting in the office, arrangements must be made to transport the child home. Parents will not be refunded nor will they receive tuition discounts based on days missed due to illness.

Head Lice 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 help prevent the spreading of lice.

If lice or nits are found on a student, he/she will be sent home. Parents may either treat the child at home or take the child to get treated at HeadsUpLice (around the corner on Crown Point Rd) or Fresh Heads at a discounted rate for Torah Academy students of \$10 per head (normally \$25 - a 30 day guarantee). Regardless treatment choice, in order to return to school, students will be home for 5 days and will be required to bring a certificate/note from HeadsUpLice or FreshHeads indicating that they are nit and lice free.

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 students 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 is 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.

Immunization (Effective January 1, 2019)

All children attending Torah Academy of Jacksonville must be vaccinated and may not claim a religious exemption in being unvaccinated. However, the school will continue to accept religious exemptions each year for families of such students who had submitted the required documentation for a religious exemption prior to January 1, 2019.

Effective January 1, 2019, students may only be exempted from such required immunizations if they provide, on the Florida Department of Health Form DH 680, evidence of the student's inability to be vaccinated for medical reasons, or that they qualify for a temporary exemption from immunization as specifically set forth in Form DH 680. Form DH 680 must be completed by a physician currently licensed in Florida

and board certified in pediatrics. Additional state licensures may be accepted after review.

In the event of an outbreak of a vaccine-preventable disease, as declared by the County Health Director, **all unvaccinated children** will be excluded from school until 21 days after the County Health Director declares the outbreak over. Parents will not be refunded nor will they receive tuition discounts based on days missed due to the enforcement of this policy.

Homework

Homework is an extension and reinforcement of what is being taught in the classroom. 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 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! If you feel your child has too much work, please speak to the teacher or principal about it.

Lost and Found

There will be a box in the office for lost and found articles. Several times a year, we will donate any unclaimed items to charity. A note may be sent home prior to donation, asking you to come and 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 must have the following items on file:

- Completed immunization form
- Completed health examination form
- Birth certificate
- Up-to-date lists of parents' home, business, cellular, emergency numbers & email address
- Emergency phone numbers of relatives, friends, and physicians
- A list of health problems that your child may encounter during school (ex. Strong reaction to bee stings, fatigue...)
- Any learning issues (i.e. IEP, 504, psychiatric evaluation)
- Performance/test scores
- A list of allergies (food, medication, etc...) that your child has.
- A list of any other medical conditions
- Test scores

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 birthdays and other various events.

- If a parent would like to bring in a treat to class in honor of the child's special day, please email the child's teacher at least 24 hours prior to the event (failure to do so will postpone the event).
- Check for kosher preferences and or allergies.
- We encourage inclusiveness. Therefore, 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 by attending the event itself.

Personal Items

Students **should not** bring 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. Any item brought into school will be held in the office until picked up by parents.

***No hard bats or hard balls are permitted on the premises. Wiffle bats and balls can be used as substitutes.**

Visiting and Parking

All visitors, including parents, must report their presence and sign in at the office. Please do not park in the handicapped parking spaces. We appreciate your cooperation in this matter.

Appendix A 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., Facebook, Instagram, snap-chat), chat rooms, instant and text messaging, and cell phone technologies.
- E. **Bullying, Harassment, Cyberstalking, and Cyberbullying (hereinafter 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 B 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 100.4°F. A child must be cleared by a physician 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 and must be cleared by a physician 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 and must be cleared by a physician before returning to school.

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.

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 the 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.





TORAH ACADEMY OF JACKSONVILLE 2021 - 2022 School Calendar

| AUGUST '21 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 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 | 31 | | | | |

- 9 Rosh Chodesh Elul
- 10-16 Professional Development/Planning
- 16 Student Supply Droff Off(10am-2pm)
- 17 First Day of School (Full Day)

| FEBRUARY '22 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | 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 | | | | | |

- 1-2 Rosh Chodesh Adar I
- 21 Presidents Day - No School
- 23 Early Dismissal (2pm)/PD

| SEPTEMBER '21 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | 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 | | |

- 1 Early Dismissal (2pm)/PD
- 6 Labor Day - No School
- 7-8 Rosh Hashana
- 9 Tzom Gedaliah(3pm Dismissal)
- 15 Erev Yom Kippur (12pm Dismissal)
- 16 Yom Kippur
- 20-29 Sukkos Break
- 30 Late Arrival (school begins at 9am)

| MARCH '22 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | 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 | 31 | | |

- 3-4 Rosh Chodesh Adar II
- 11 End of Q3
- 16 + Ta' anis Esther (3pm Dismissal)
- 17 Purim
- 18 Professional Development - No School
- 30 Early Dismissal (12pm)/PTC

| OCTOBER '21 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 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 |
| 31 | | | | | | |

- 6 Rosh Chodesh Cheshvan
- 27 Early Dismissal (2pm)/PD
- 29 End of Q1

| APRIL '22 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 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 |

- 2 Rosh Chodesh Nisan
- 14-22 Pesach Break
- 27 Early Dismissal (2pm)/PD
- 28 Yom HaShoah

| NOVEMBER '21 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | 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 | | | | |

- 5 Rosh Chodesh Kislev
- 17 Early Dismissal (12pm)/PTC
- 24 **Weather Make-Up
- 25-26 Thanksgiving Break
- 29-30 Chanukah

| MAY '22 | | | | | | |
|---------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 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 | 31 | | | | |

- 1-2 Rosh Chodesh Iyyar
- 4 Yom HaZikaron
- 5 Yom Ha' Atzmaut
- 18 Early Dismissal (2pm)/PD
- 19 Lag B'Omer
- 29 Yom Yerushalayim
- 30 Memorial Day - No School
- 31 End of Q4

| DECEMBER '21 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 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 | 31 |

- 1-6 Chanukah
- 4-5 Rosh Chodesh Tevet
- 8 Early Dismissal (2pm)/PD
- 14 Asara B' Tevet (3pm Dismissal)
- 22 Early Dismissal (12pm)
- 23-31 Winter Break

| JUNE '22 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 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 | |

- 2 Last Day of School (12pm Dismissal)
- 3 **Weather Make-Up
- 4-6 Shavu'ot
- 7-8 Staff Planning

| JANUARY '22 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | | 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 | 31 | | | | | |

- 3 Rosh Chodesh Sh'vat
- 3 **Weather Make-Up -Winter Break
- 4 School Resumes
- 14 End of Q2
- 16-17 Tu B' Shevat
- 17 MLK Day - No School
- 26 Early Dismissal (2pm)/PD

School Begins: 8:30 am for all grades

Regular Dismissal:

Preschool - 2:00 pm (M-F)

Kindergarten - 3:00 pm (M-F)

1st - 8th Grades - 4:00 pm (M-Th)

Early Dismissal (times are indicated above)

** Weather days are only used once the extra five built-in school days have been exhausted.

| KEY | |
|-----|------------------------------|
| | First Day/Last Day of School |
| | No School |
| | Early Dismissal |
| | Early Dismissal - PD/PTC |
| | Late Arrival |
| | Staff Planning |