



TORAH ACADEMY  
OF JACKSONVILLE

PARENT - STUDENT  
HANDBOOK

2024-2025

5784-5785



## **MISSION STATEMENT**

Torah Academy of Jacksonville is a Torah Umesorah affiliated Jewish day school whose mission is the ongoing commitment to excellence in providing each student with the highest quality Judaic and General Studies education in a respectful, safe and nurturing environment.

## **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.

TA'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.

TA inculcates an appreciation for American heritage, loyalty to the Jewish people, and support for the people of the land 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, Chessed, and community service.

## **CORE VALUES**

- Love of Hashem, people, Torah and Mitzvos
- Academic diligence
- Kindness



## EDUCATIONAL PHILOSOPHY

Torah Academy offers a comprehensive and rigorous education which exceeds Florida State standards. The school complements a complete Jewish education with an uncompromising general education. TA'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. Torah Academy scholars are provided with opportunities to attain the highest levels of proficiency and, accordingly, are prepared for success in any field and profession. Our students develop the skills to foster a healthy self-awareness and understanding of who they are and how they fit in the Jewish and World communities. Our graduates are empowered to find meaningful ways to contribute to the greater Jewish community near and far.

## ADMINISTRATION

Principal  
Rabbi Binyamin Levin

General Studies Principal  
Ms. [Natasha Hawkins](#)

Administrative Director  
Mrs. Tiejia Thomas

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## **ACADEMIC POLICY**

### ***Course Placement:***

A student's skills in reading, writing, solving problems, and producing work are all important criteria in determining class placement. These placements, as well as course selections, are educational decisions. It is appropriate for students and parents to understand the placement decisions and to consult with teachers/administration when a question arises. The final decision as to placement remains with the Administration.

### ***Grading Policy:***

Scholastic grades will reflect a student's performance in class and on tests, quizzes, homework, and other assignments. Absences, tardies, and class participation will be reflected in the academic grade. Please refer to the attendance policy detailed below. The appearance of "Inc" or "I" on a report card means that work/testing are pending and the student has not yet completed necessary work or tests. In such a situation, arrangements need to be made between the student and teacher to have all work completed within 2 weeks to avoid a failing grade in the course.

### ***High School Graduation requirements:***

In order for students to be considered for graduation, they must maintain a minimum cumulative GPA of 2.0 (which translates into grades C or above). Students have the ability to graduate cum laude or magna cum laude with GPAs above 3.0 and 3.4, respectively. Students cannot graduate without completing all community service and prayer requirements. Each year, students must enroll in a full program of Judaic and General studies subjects for the full four years of high school, unless an exemption is granted by the administration. Students may not accelerate his/her program by taking additional courses outside of Torah Academy without the approval of the administration.

### ***Judaic Studies requirements*<sup>1</sup>:**

Students are required to take a total of 15 credits of Judaic classes throughout their four years of high school. This includes courses in Chumash, Navi, Dinim/Halacha, Jewish History, Hashkafa/Jewish Philosophy and Tefilah.

### ***General Studies requirements:***

Students are required to take a total of 16 credits of General studies classes throughout their four years of high school. This includes courses in ELA, Math, Science, History/Social Studies,

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<sup>1</sup> Prior to the 2024/2025 school year, there were greater credit requirements, yet credits were easier to amass. Credits earned prior to 24/25 will be prorated with this understanding



Foreign Language and Electives. All students are required to take and pass the following state exams (unless a special exemption is granted by the administration): Algebra EOC, Geometry EOC, Biology EOC, and the ELA FAST and/or SAT/ACT.

## 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 about it. In general, if homework is not completed, it should be done the following night so as to prevent the student from falling behind. Students who have an ongoing issue with homework completion will work together with faculty and parents to devise a plan to address the problem.

## Missed Assignments

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 during their absence. All make-up assessments will be given during the student's free time. Students will have 2 school days per 1 missed excused absence to make up work. After which a zero will be earned for the missed work.

## Performance/School Projects

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

## Plagiarism

Students who cheat (either on the entire assignment/exam or part of it) or plagiarize (not understanding what constitutes plagiarism is not an excuse) on an exam, assignment or any work that is meant to be theirs, will receive a zero for that product and it will be documented. This includes unauthorized use of Artificial intelligence such as Chat GPT. If it happens a second time, they will get a zero again and it will be noted on all transcripts and reported to any subsequent educational institutions, seminaries or yeshivas that inquire about the student. If it occurs a third time, the student will get another zero and a student-parent-teacher/admin



conference will be held to discuss if the student needs to be removed from the class with a grade of “F” or if the student can be supported to stop this behavior in order to remain in the class.

### **Student 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 academically related assessments and/or plans (i.e. IEP, 504, psychiatric/neuropsych/edu-psych evals, etc.)
- Performance/test scores
- A list of allergies (food, medication, etc...) that your child has.
- A list of any other medical conditions

### **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.

During dismissal, children should only enter cars that are in the first two spots in line (unless escorted by an adult). If you leave your car unattended, you must park it in a parking spot first. Please be considerate of the other families in line and, in the event that your child is delayed or you need to discuss something with someone, move to the side so other cars can pass.

**Please Note:** Advance parental permission is required for students who plan to either walk or bike from school. All safety gear is required (helmet, light, etc.) This method of dismissal is only open to students in middle school and high school.

Students with a valid driver's license may drive to and from school only with written parental consent. A student may only go in a vehicle driven by another student with explicit written parental permission specifying the student driver(s). Parents and students are asked to drive slowly and with care. Any exceptions to the listed drop-off procedure must be approved by a Principal.

### **ATTENDANCE & 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 to begin instruction.

INSTRUCTIONAL TIMES					
Days	Nursery/VPK	Kindergarten	Elementary	Middle	High School
Monday	8:30 am	8:30 am	8:30 am	8:20 am	8:20 am
Tuesday	–	–	–	–	–
Wednesday	2:00 pm	3:00 pm	4:00 pm	4:10 pm	4:10 pm
Thursday					



Friday	8:30 am — 2:00 pm	8:30 am — 2:00 pm	8:30 am — 2:00 pm	8:20 am — 2:00 pm	8:20 am — 2:00 pm
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## Absences

Parents must inform the office of their child's absences either by a signed note, text or email or the absence will be considered unexcused.

Family vacations should only be scheduled during school breaks. If that is not possible, permission must be requested from the Principal.

If a student has a prescheduled, extended absence from school please notify the teachers as soon as possible (at least a week in advance) so they can prepare work for your child. Family vacations should be scheduled during school breaks. Following an unplanned absence, please procure a doctor's note upon returning to school. If a doctor's note is not presented to the front office, the student will be marked as unexcused.

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.

Every school day is important for the continuity of our students' education. In recognition of the fact that there may be valid reasons for an individual student missing school, and to avoid unnecessary tedious processes of providing documentation for each absence, a blanket allowance of 4 non-excused absences is allocated before penalties are imposed for each quarter.

The school will make an effort to notify parents when a student amasses 4 non-excused absences in a quarter. 6 non-excused absences warrants a parent/administrator conference.

## Tardies

Arrival begins promptly at 8:15 am. Arrival after the designated start time will constitute a tardy (in 15 minute increments.) and the hours missed will be counted towards an unexcused absence (unless written justification is provided). Texts and emails are acceptable substitutions for a notes from a medical professional.



Students who are habitually late (6 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 late to school six or more times per quarter may lose a letter grade in the subjects for which they have arrived late.

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

Regular attendance is essential for success in school. Students are required to be IN CLASS and ON TIME throughout the day. If a student misses a class or a day, it is the student's responsibility to make up for the missed classwork and homework and to make arrangements with the teacher for any tests/work missed during the absence.

In the event of sickness, students have one day for every day missed to complete work. If a test or quiz was planned and a student was out, the student is expected to be prepared to take the test or quiz on the day he or she returns to school. In the event that a teacher and student don't work out an alternative time, students are expected to make up tests and quizzes on Fridays, from 2:00-3:00.

### Missing class

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 Administration. (we will work within a framework that 5 absences from any class within a quarter will reduce the report card grade by a third of a letter grade for the class most frequently missed. Three tardies will be treated as one absence). Arriving at a class excessively late or staying out for an excessive time is also considered missing or skipping class.

### Truancy

At Torah Academy, we are proud of the service we provide and believe that students gain from regular attendance in our classes. Accruing a high number (3 or more) of unexcused absences subjects a student to the very real possibility of falling behind and missing out on vital academic material. To support our students, Torah Academy reserves the right to require a parental meeting with administrators in the event that there are 3+ unexcused absences. Continued attendance to our school may be subject to that parent meeting. Additionally, amassing unexcused absences may result in the lowering of a report card grade.

Florida considers a "habitual truant" to be any student of elementary school age through age 16 who has accumulated fifteen (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 five (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. It is possible that state vouchers can be affected by attendance.

### 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.

**Please Note:** When students absolutely must leave early on a specified day, please request permission from the Principal and each instance will be judged on a case-by-case basis. If a student leaves early, they will be missing classes. Unless excused, they will be subject to the attendance policy above.

### Leaving the Premises

High School students are permitted to leave school during lunch break, only if their parent has signed and returned a consent form. Parents who do so take responsibility for their child from the time they sign out to the time they sign back in. Parents release Torah Academy from all liability that stems from this privilege. The student must sign out in the office and sign back in 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.

### 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, any permission forms, and any costs. Students in Kindergarten through 8<sup>th</sup> grade must wear the school's logoed shirts on such days.



## CHILD ABUSE REPORTING

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care. Torah Academy requires that all faculty take an appropriate training class to help them identify and properly report suspected child abuse.

## COMMUNICATION

Torah Academy believes in nurturing academic excellence and that there should be healthy communication between the school and the parents concerning the progress of each child. We employ various methods of communication to inform parents about the happenings with each student 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:

- FACTS Info
- Emails/letters to parents
- Phone calls
- Quarterly report cards/Semi-quarterly progress reports
- 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.



## **EMERGENCY SCHOOL CLOSING**

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 the event school closes for weather, we instilled 2 weather makeup days into our calendar.

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**

### **Tuition Obligations**

Parent understands that Student is being enrolled for the entire School Year or period covered by this Contract. Parent further understands that the overhead expenses of the School do not diminish with the departure of some students during the course of the school year and agrees that it is impossible for the School to determine at the time of Parent's execution of their Enrollment Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. Therefore, once this Contract has been submitted to the School with the Tuition Deposit, Parent becomes liable for the entire year's tuition and fees as liquidated damages (and not a penalty).

It is the responsibility of each family to keep current with the financial obligation agreed upon with the school (Tuition and Fees). All applicable scholarships will be applied to the tuition balance, any outstanding amount will be the responsibility of the family. Payments can be made online through the **FACTS** tuition management portal. Tuition is **NON-REFUNDABLE**.

Admission to school at the beginning of the 2024-2025 school year is contingent upon finalizing FACTS tuition agreement(s), and a full registration fee payment of registration fee(s). Families with an outstanding tuition balance from the previous school year will not start school until a payment has been made.

Families with outstanding financial obligations 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.



### StepUp for Student/AAA Scholarships

If a family eligible for School Choice funding does not make every effort to apply for a state scholarship, that family will not be eligible for Torah Academy school scholarship. It is the responsibility of the parent to apply for StepUp for Students, AAA and/or FACTS grant and aid scholarship prior to the deadline. Failure to apply will result in a full tuition payment being applied to the student's account.

### VPK

In the event a child is not eligible for VPK state funding, the tuition and registration fees will be equal to that of nursery. One factor for VPK state funding eligibility is attendance. If a student misses 20 percent of the 2024-2025 school year, the state will not pay the full tuition obligation. The outstanding balance must be paid by the parents.

### Aftercare

After care is available for preschool and kindergarten students, Mon-Thurs until 4:00 pm, and Friday until 3:00 pm. The cost is \$7 per hour for the first child and \$5 per child for each sibling.. 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.

### Withdrawal

If a student withdraws from the school after the enrollment or re-enrollment deposit has been made and before the school year has begun, the school retains the full enrollment or re-enrollment deposit. No refunds shall be made.

Students are enrolled for the entire School Year or period covered by their contracts. The overhead expenses of Torah Academy does not diminish with the departure of some students during the course of the school year and it is impossible for Torah Academy to determine at the time of the execution of the Enrollment Contract the damage and loss to Torah Academy that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. Therefore, once a contract has been submitted to Torah Academy with the Tuition Deposit, parents become liable for the entire year's tuition and fees as liquidated damages (and not a penalty).



## **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](http://kosherquest.org).

\*At the time of the publishing of this handbook, Torah Academy only serves food from sealed packages to students. We are looking into the viability of getting health department certification to serve food from the various kosher establishments that Jacksonville has to offer.

For students with a documented lactose intolerance, there is special dispensation that allows them to bring in meat. They will be seated at a separate table, so families will have to weigh the nutritional value vs. the social consequences of their meal choices.

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.

Scientific research has revealed strong relationships between food intake and behavior. **NO chewing gum or candy is allowed at school.** 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. Please be sensitive to the various diets of our students. Children may feel left out if everyone else is getting ice cream while they are getting a juice popsicle. Certainly, children who are left empty handed, while their peers are enjoying treats, feel dejected.

Students are expected to keep their learning spaces neat and clean, and to fully clean up after themselves.

## **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 within 24 hours unless 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 afterschool 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.

## Medications

Medication may be given to a child at school **ONLY** if the school has medical authorization on file with FACTS. Medical Authorizations are in your FACTS enrollment packets. 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.



## Immunizations

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.

### Immunizations (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.

## 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. In order to return to school, students are required to bring a certificate/note from a reputable lice checking agency indicating that they are nit and lice free after recheck. Parents should check their children for the subsequent 5 days to ensure that they are lice free.



## LOCKERS AND DESKS

Students are expected to keep their lockers and desks clean and neat. Torah Academy reserves the right to inspect student lockers (and inside desks) at any time.

High school students will be provided with a school locker. Students are expected to bring a combination lock to school in order to protect their personal items and school books in the locker.

## 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 dietary restrictions, kosher preferences and allergies.
- We encourage inclusiveness. Therefore, invitations may only be distributed at school if all students in the class are invited.

## PERSONAL ITEMS

Students are not allowed to 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.**

## Lost and Found

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 lost and found bin for any items you may be missing. Items in the lost and found will be considered ownerless after 30 days.

## SERVICES FOR STUDENTS WITH DISABILITIES

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. It is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not



result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

## **STUDENT EXPECTATIONS AND BEHAVIOR SUPPORT**

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 educational 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.

Respectful student behavior includes following all directions from Torah Academy faculty, adding to a calm and positive classroom culture, and completing assigned classwork and homework. Children should do their utmost to maintain calm and positive interactions with their peers and teachers. For proper classroom decorum, child safety and as a protection from liability, students must gain permission before leaving their classrooms and return promptly.

The goal of our behavior support program is to educate children in making healthy choices concerning their behavior. We will compliment students frequently when we observe positive behaviors. If the need arises, we will inform parents of their child's struggles in maintaining proper choices. We request parental support, through reinforcement and practice of proper conduct and offering ideas to help support their child. Repeated negative choices would require more time with a qualified professional at the parent's expense. The school has the right to request assessments, evaluations, and/or regular therapeutic sessions with a qualified mental/behavioral health professional. The school maintains the option, at its discretion, to offer consequences in response to negative behaviors. Torah Academy can implement a tiered system, which will result in specified consequences based on the behavior. Such consequences can include out of school suspension, and/or expulsion. A parent may be contacted to immediately pick up their child. It is extremely vital to the education of all children that parents partner with us in enforcing supportive measures and trust the school's process.



## Discipline Guidelines

The principals at Torah Academy will provide fair discipline that aligns with our school's core values.

We follow a Zero Tolerance Policy regarding physical aggression, fighting, and significant damage to property. Offenses that fall within those areas will be subject to immediate suspension and Parent-Administrator conferences. While the student is away from school, we will use the time to create a plan, should it be deemed appropriate that the child should return to school.

**Physical and verbal abuse, as well as threats, will not be tolerated at 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 to sign that you have read our policy.

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

## Behavior Violations

The following examples are illustrative only. Torah Academy reserves the right to treat comparable breaches of conduct in a similar manner to those listed below.

### ***Minor Behavior Struggles:***

Minor struggles are actions that cause a disruption to the school community or demonstrate a lack of knowledge or concern for the expectations of the community without the intent to be disrespectful or dishonest.

Behavior	Supports by Occurrence
Excessive Talking in Class	<ol style="list-style-type: none"><li>1. Verbal Reminder</li><li>2. Student-Teacher Conference to create a plan for the future</li><li>3. Seat Change (if possible)</li><li>4. Parent Phone Call Home to create a plan for the future</li></ol>
Unexcused Tardy (to a class as opposed to school)	
Failure to maintain school property (Cleanliness)	
Leaving Class without Permission	



Class Disruption	5. Referral to Principal of General Studies/Principal
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***Moderate Behavior Struggles:***

Students receive more significant support when they behave in a manner that violates the values of our community. This behavior demonstrates a significant lack of judgment, is dishonest or disrespectful and/or disrupts the academic environment of the school day in a significant manner.

Behavior	Support by Occurrence
Academic Dishonesty	1. Phone Call to Parent by Teacher if classroom related. The phone call will be made by a designated school staff member if campus related (Principal or Designee) 2. School Success Plan  3. Parent - Administrator / Teacher Conference  4 Placement Re-Evaluation
Skipping, missing or being removed from: class, assembly, school function.	
Insubordination, lying, or disrespect towards faculty, staff, fellow students or visitors.	
Irresponsible acts that result in damage to school property or irresponsible actions towards school property	
Leaving Campus without Permission	
Leaving Class without Permission (Excessively)	
Disruption that extends to the campus and not only the classroom.	
Intentional Harm of Another Student that causes injury*	

***Serious Behavior Violations:***

\*Some actions place the well-being of the student or others in jeopardy either physically or emotionally and may result in a recommendation of Suspension, or Dismissal. The Principals will convene and make a determination based on severity of the act. *Such violations that may lead to a recommendation of Suspension or Dismissal include but are not limited to:*



- Possession of weapons of any kind and the destruction of school property
- Threats or serious physical or psychological harm directed at the life or well-being of students, faculty, staff, guests, or visitors
- A violation of the Bullying/Harassment Policy
- Contract or any legal or moral violation which reflects negatively on the reputation of Torah Academy.

Accumulated minor infractions may be treated as a major infraction. If, in the Principal's determination, a student has demonstrated behavior of such an egregious nature that it supplants the aforementioned system of infractions and resultant consequences, the student may face immediate suspension or expulsion. Parents will not receive a refund nor will they receive tuition discounts based on days missed due to disciplinary measures taken by the school.

### Cellphones, Tablets and Electronic Devices

Students are not permitted to bring cell phones, tablets, laptops, smart watches or any electronic devices to school without the consent of a Principal 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. Any such devices that are brought into school premises without the proper procedures will be returned after a scheduled in-person parent/administrator meeting. With repeated instances, further penalties may be imposed, including the loss of privileges for the remainder of the school year.

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 in school. This will help students to stay on task and create accountability for students' computer use in school.

### Contact with Law Enforcement Agencies

Where misconduct by a student constitutes a criminal offense, and (1) occurs on or near campus; or (2) at or near any off campus function, contest, event or activity in which Torah participates or sanctions; or (3) involves the use of the schools equipment or facilities, including its computer network, Torah Academy has the right to contact the appropriate law enforcement agency. Torah Academy, of course, will cooperate in any investigation by a law enforcement agency



## **UNIFORM**

### **Dress Code**

Children who are properly dressed help promote a positive and productive school atmosphere. \*TA logoed tops are required to be worn on every field trip and picture day

**Please Note:** As not to incur a financial loss, we encourage parents to browse online stores before making purchases elsewhere to ensure all clothing adheres to the dress code.

### **GIRLS Grades K-8**

**Uniform Shirts:** 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). The TA logoed uniform shirt is the one exception.

**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.).

**Leggings** must either be black or blue solid colors. Patterns, designs, prints, logos, and sweatpants are **NOT** allowed.

### **BOYS Grades K-8**

**Uniform Shirts:** 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). The TA logoed uniform shirt is the one exception.

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

### **ALL STUDENTS Grades K-8**

**Embroidered Uniform Shirt** Each student in grades K-8 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.





***Rosh Chodesh:*** On Rosh Chodesh, white shirts (following the style of the regular blue shirts above), together with navy blue bottoms are encouraged to be worn, but not required.

***Outerwear Sweaters and Cardigans:*** Navy blue, logoed and black, logoed sweaters can be worn in school and class during school hours. Aside from the school logo, sweaters must be solid, with no patterns, prints, emblems, insignia or ornamentation (e.g. special stitching or beading).

***Coats, Jackets, Sweatshirts and ‘Hoodies’:*** Weather-appropriate outerwear may only be worn to and from school and for outside play, but cannot be worn in school during school hours. The only exception to this policy is embroidered ‘TA sweatshirts’ purchased prior to June of 2024 that are still in decent condition.

**NURSERY/VPK:** Students in preschool do not have to wear the uniform and may wear clothes of any color. Boys must wear Kippahs and Tzitzis. Girls must wear skirts. All students must wear shirts with sleeves.

## **GIRLS Grades 9-12**

**Uniform Shirts:** Pink, or light blue; Oxford style, button down shirts with a minimum of  $\frac{3}{4}$  length sleeves (past the elbow) and an additional “modesty button” located at the top of the shirt. 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. Regardless of whether the student is wearing a layering t-shirt underneath, the second “modesty” button of any shirt should be fastened.

### **Pink Shirt AND Light Blue Shirt**

**Uniform Skirts:** Black skirts. The skirts must extend below the knee while seated and cannot extend below the ankle when standing. Skirts must be either dress style or uniform style (i.e. no cargo skirts, denim, stretchy, casual, baggy, etc.). Leggings that are solid-colored black, navy blue or gray may be worn under skirts.

***Potential options depending on sizing:***

**Pleated: Fraylichs pleated skirt option 1**

**Pleated: Fraylichs pleated skirt option 2**



### *A-line-Skirt*

***Rosh Chodesh/Chol Hamoed:*** On Rosh Chodesh, white, Oxford style, button down shirts, together with navy blue bottoms (see above to follow the guidelines for black skirts) are encouraged to be worn, but not required.

***Outerwear Sweaters:*** Black, navy blue or wine-colored sweaters can be worn. Sweaters must be solid, with no patterns, prints, emblems, insignia or ornamentation (e.g. special stitching or beading). A Torah Academy logo is allowed.

***Sweatshirts:*** Class sweatshirts, purchased with administration approval, may also be worn. All other sweatshirts/hoodies may not be worn in school during school hours. The only exception to this policy is black, embroidered 'TA sweatshirts' purchased prior to June of 2024 that are still in decent condition.

Weather-appropriate outerwear may be worn to and from school and for outside play.

***ALL STUDENT 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 will result in a warning and then parents will be contacted. Children may be requested to wait in the office until clothing that adheres to our dress code arrives.**

### Cleanliness/Maintenance

All uniform pieces must be kept clean. Visible stains and rips in clothes are considered out of code. Parents of students who arrive at school with stains or tears in their outfits will be contacted. 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 a darker color.

### 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 may 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.

*(For High School students only):* Makeup must be skin colored and neutral, so as to blend in with the skin. Lipstick is prohibited.

Torn, tattered, or frayed clothing is prohibited. Sunglasses and headwear, other than kippahs, 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.

### **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 (including comments based on gender, race, religion, family unit, financial standing, body image, body type etc.)
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, body image, 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 UMesorah.
- 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 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 Principal 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 Principal 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 Principal. If the complaint is about the Principal, 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 Principal 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 incidents 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 Principal 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 a 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. The procedure for lice is delineated above in the health section.

**Pinworms** - 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.*



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TORAH ACADEMY  
OF JACKSONVILLE

## Torah Academy of Jacksonville 2024-2025 Calendar

AUGUST							
S	M	TU	W	TH	F	S	
				1	2	3	5 Rosh Chodesh Av
4	5	6	7	8	9	10	5-12 Staff Pre Planning Tisha B'Av
11	12	13	14	15	16	17	14 Supply Drop Off/H.S Orientation/2-3:30 PM
18	19	20	21	22	23	24	15 First Day of School (Full Day)
25	26	27	28	29	30	31	28 Back to School Night

SEPTEMBER							
S	M	TU	W	TH	F	S	
1	2	3	4	5	6	7	2 Labor Day
8	9	10	11	12	13	14	3-4 Rosh Chodesh Elul
15	16	17	18	19	20	21	11 PD/ Early Dismissal
22	23	24	25	26	27	28	4-20 NWEA Testing
29	30						20 Progress reports

OCTOBER							
S	M	TU	W	TH	F	S	
		1	2	3	4	5	2-4 Erev Rosh Hashana-Rosh Hashana
6	7	8	9	10	11	12	11 Erev Yom Kippur
13	14	15	16	17	18	19	3-4 Rosh Chodesh Elul
20	21	22	23	24	25	26	16-25 Sukkot break
27	28	29	30	31			30 Early Dismissal Parent/Teacher Conferences
							31 End of Q1

NOVEMBER							
S	M	TU	W	TH	F	S	
					1	2	1-2 Rosh Chodesh Cheshvan
3	4	5	6	7	8	9	27-29 Thanksgiving Break
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

DECEMBER							
S	M	TU	W	TH	F	S	
1	2	3	4	5	6	7	1-2 Rosh Chodesh Kislev
8	9	10	11	12	13	14	6 Progress reports
15	16	17	18	19	20	21	2-23 NWEA testing
22	23	24	25	26	27	28	9 PD/ Early Dismissal
29	30	31					16-23 HIS Math/emo
							24-2 Winter Break
							25-1 Chanuka
							31 Rosh Chodesh Tevet

JANUARY							
S	M	TU	W	TH	F	S	
			1	2	3	4	1-2 Winter Break
5	6	7	8	9	10	11	3 Weather make-up day
12	13	14	15	16	17	18	1 Rosh Chodesh Teves
19	20	21	22	23	24	25	10 Asara b'Teves ( Early Dismissal 7th - 8th Girls & 8th Boys & H.S-12:00 PM)
26	27	28	29	29	30		17 End of Q2
							20 MLK Day
							30 Rosh Chodesh Shevat

FEBRUARY							
S	M	TU	W	TH	F	S	
							13 Tu B'Shvat
2	3	4	5	6	7	8	14 Professional Development/Early Dismissal
9	10	11	12	13	14	15	17 President's Day/weather makeup day
16	17	18	19	20	21	22	27 Rosh Chodesh Adar
23	24	25	26	27			27 Progress reports

MARCH							
S	M	TU	W	TH	F	S	
						1	1 Rosh Chodesh Adar
2	3	4	5	6	7	8	13 Tanis Esther/Erev Purim Early Dismissal-12:00 PM
9	10	11	12	13	14	15	14 Purim
16	17	18	19	20	21	22	17 PD/ Early Dismissal
23	24	25	26	27	28	29	21 End of Q3
30							26 Parent/Teacher Conferences
							30 Rosh Chodesh Nissan

APRIL							
S	M	TU	W	TH	F	S	
		1	2	3	4	5	10-21 Pesach Break
6	7	8	9	10	11	12	28-29 Rosh Chodesh Iyar
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

MAY							
S	M	TU	W	TH	F	S	
				1	2	3	9 Progress reports
4	5	6	7	8	9	10	12 Pesach Shenit
11	12	13	14	15	16	17	16 Lag B'Omer
18	19	20	21	22	23	24	19-30 NWEA testing
25	26	27	28	29	30	31	26 Memorial Day
							28 Rosh Chodesh Sivan

JUNE							
S	M	TU	W	TH	F	S	
1	2	3	4	5	6	7	2-3 Shavuot
8	9	10	11	12	13	14	4-10 HS Finals
15	16	17	18	19	20	21	5 8th Grade Graduation/Middle & H.S. Ceremony 6pm
22	23	24	25	26	27	28	6 Preschool Graduation & Lower school ceremony /10 AM
29	30						6 Last Day of School /12 PM dismissal
							6 End of Q4
							9-13 Staff post planning

Regular School Hours	
Preschool	M-F 8:30am-2:00pm
Kindergarten	M-F 8:30am-3:00pm
Lower School	M-Th 8:30am-4:00pm F 8:30am-2:00pm
Middle School	M-Th 8:20 am-4:10pm F 8:30am-2:00pm
High School	M-Th 8:20am-4:10pm F 8:15am-2:00pm
Staff Meetings	Fridays 2:15pm-3:15pm

Key	
First and Last Day of School	
Back to School Night	
No School	
Half-Day Dismissal (12 PM)	
Staff Pre/Post planning	