

PHOENIX
HEBREW
ACADEMY

Family Handbook

2019 – 2020

5779-5780

PARENT AND STUDENT
ACKNOWLEDGEMENT PAGE

**Please sign and return this page to
the PHA front office by our Back to
School Parent-Teacher Conferences
on Wednesday, September 4th.**

I have read and I understand the student handbook information including the carpool directions, the discipline plan and the technology policy.

Parent Signature _____

Parent Name _____

Date _____

Student Signature _____

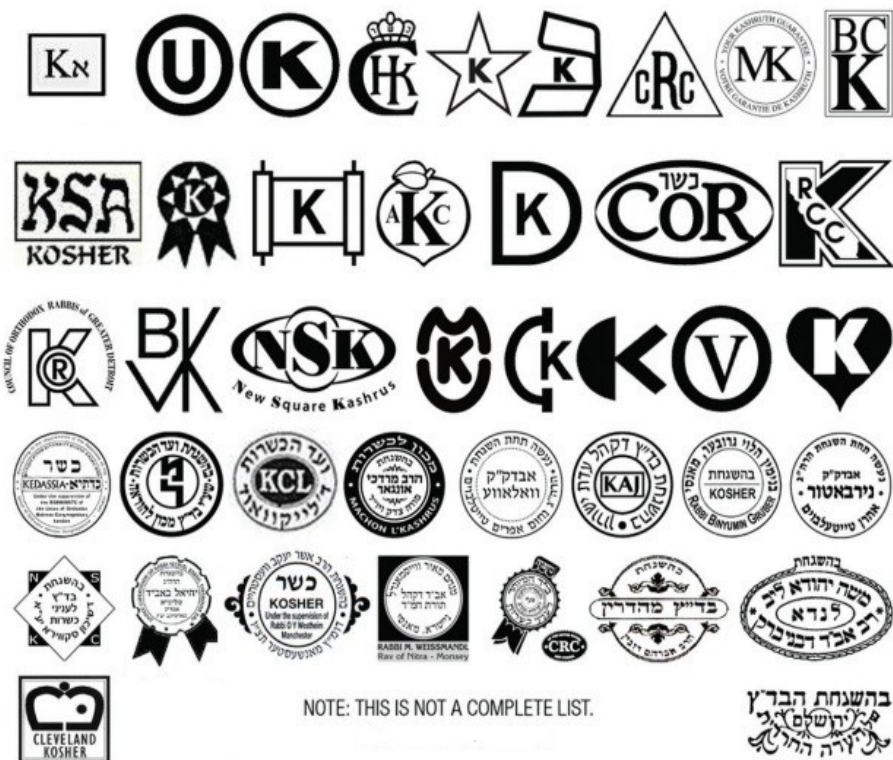
Student Name _____

Date _____

GREATER PHOENIX VAAD HAKASHRUTH

The Central Agency For The Advancement and Compliance of Dietary Laws
ועד הכשרות

A GUIDE TO APPROVED KOSHER CERTIFICATION SYMBOLS



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Info@KosherPhoenix.org

Rabbi Yisroel Isaacs (480)658-3777

Rabbi Sholom Twerski (480)772-8518

Rabbi Yisroel Weiner (401)316-7581

515 E. Bethany Home Road; Phoenix, Arizona; 85012

Introduction

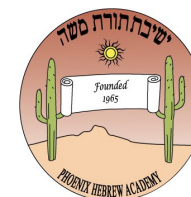
At the Phoenix Hebrew Academy, we strive for excellence in both our Judaic and General Studies programs. In order to achieve this goal, our school emphasizes two major elements: academic excellence and personal concern for each child. It is our goal to help our students develop a strong, positive Jewish identity, a love for Judaism and its Torah, a strong foundation for life-long learning, and a deep sense of commitment to and involvement with Israel, the Phoenix Jewish community and our brethren worldwide. The Phoenix Hebrew Academy, founded in 1965, is a trailblazer in the field of Jewish education in Phoenix.

We are proud of our school's achievements and eagerly anticipate the opportunity to build on our reputation and provide yet another year of quality Torah and general education to our students, our school and the community.

There have been changes made in this year's Family Handbook. Please read the handbook carefully and keep it throughout the year for reference to any questions you may have pertaining to activities, policies and procedures.

No pamphlet however, can take the place of direct and personal contact among parents, faculty and administration. We look forward to working closely with each and every parent and fostering a strong school-home bond.

The Phoenix Hebrew Academy is established for children of the Jewish faith regardless of race, color, nationality or ethnic origin.



The Phoenix Hebrew Academy is a constituent agency of the Jewish Federation of Greater Phoenix.

Policies of Daily Operation



Tuition and Fee Schedule Policy:

All enrollment fees in addition to any other applicable fees are due at the time of enrollment for both new and re-enrolling students. All fees are **non-refundable**.

Tuition is for the full academic year regardless of absence, withdrawal or dismissal, and is **not refundable** once school begins. Payments of 10 post dated checks are due two weeks before the first day of school. Credit card payments are also accepted.

School Hours:

Drop-off begins at 7:50 AM, and the school day begins at 8:00 AM for all grades. Dismissal for all students at 3:45 PM, and pick-up ends at 4:00 PM, except for Friday when dismissal is at **2:45 PM**, and pick-up ends at **3:00 PM**, or on any special early dismissal day that is noted on the school calendar. **Any students arriving to school after the carpool gate closes should proceed directly to the office with their parent, who must sign them in. Students will not be allowed into class with out being signed in by their parent. The student may then proceed to class.**

Repeated tardiness will result in the following:

- 1) Any student who is late more than 3 times per trimester may receive a letter home.
- 2) Any student who is late more than 5 times per trimester may be required to have a meeting with the principal with his/her parents, and risks jeopardizing their academic grade(s) and not being allowed to attend school on the day of any further tardy arrival.
- 3) Any student who is late more than 9 times per trimester will be at risk for permanent removal from the school.

Attendance:

Punctual attendance in school is essential for learning. Children who arrive late disrupt learning that is already in progress and miss key information. However, we do encourage you to keep your child at home if he/she is sick. Our office should be advised if your child will be absent for an extended period due to illness so that teachers and classmates can call and also forward missed assignments.

NOTE: Students who miss more than 10% of school days may not be promoted, pursuant to Arizona State law, and, in the case of unexcused absences, are at risk for permanent removal from the school.

Leaving Early:

When your child needs to leave school early, he or she must come to school with a parental note detailing the time of pick-up. The note must be given to both the teacher with whom he or she will be at the designated dismissal time and the office. To minimize lost academic time, the student will be sent by the teacher to the office at the designated dismissal time. No verbal messages will be accepted unless it is an emergency as deemed by the principal only. Please wait for your child in the main office.

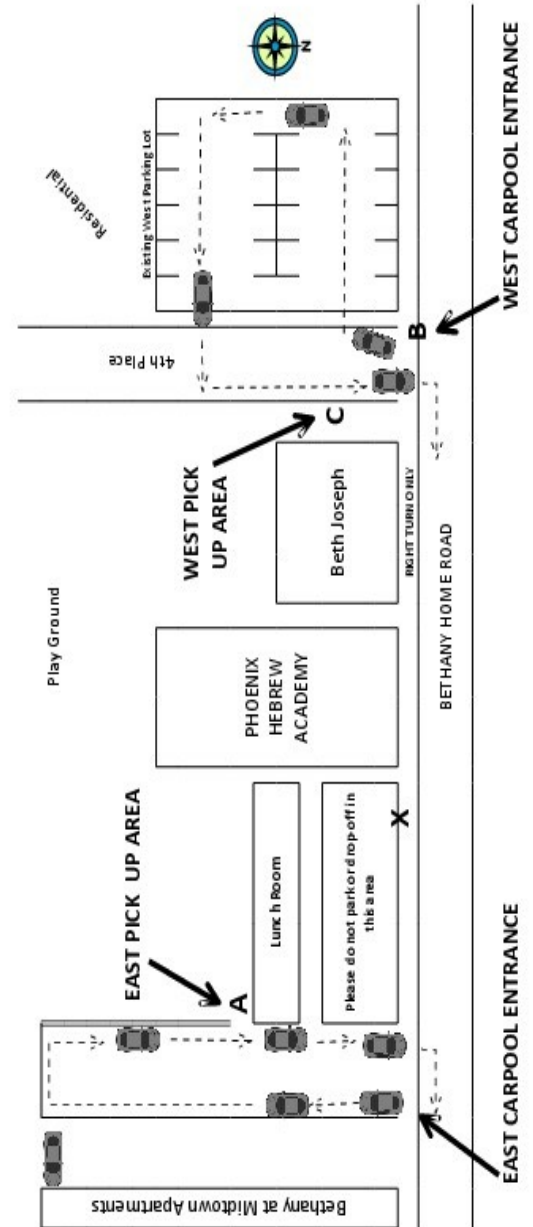
Please refer to the map below for arrival and departure instructions. All preschool students and their siblings will be dismissed on the West Side. A full list of dismissal assignments for each family will be sent home prior to the first day of school.

PHOENIX HEBREW ACADEMY ARRIVAL AND DEPARTURE INSTRUCTIONS

ARRIVAL: All cars should go to the WEST PICK UP AREA to deliver children to school. Please drop off your children and then park in the West parking lot if you have school business to attend to.

EAST DISMISSAL: Cars should go to the EAST PICK UP AREA. Enter along Bethany at Midtown Apartments and follow the flow of traffic as shown below. Pick up children at point "A". Please do not park in the parking lot or use the exit marked with the "X".

WEST DISMISSAL: Cars should go to the WEST PICK UP AREA. Please enter at point "B" and follow the flow of traffic as shown below. Children can be picked up at point "C" only. Please note that a right turn is required when you exit to Bethany Home Road.



Email is not guaranteed to be private. System administrators reserve the right to access email to investigate complaints. Under these circumstances, messages which are found to be in violation of acceptable use will be reported to appropriate supervisory staff.

No one is permitted to obtain, download, view, or otherwise gain access to “inappropriate materials” which include materials that may be inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current PHA policy or legal definition.

The PHA administration reserves the right to remove files, limit or deny access, and refer staff violating this policy to appropriate authorities or for other disciplinary action.

Supervision and Monitoring

It is the responsibility of all staff members of PHA to supervise and monitor usage of the online computer network and access to the internet in accordance with this policy and The Children’s Internet Protection Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the administration of PHA or its designees.

All after school arrangements need to be made before your child leaves for school. A note will be required in order to make any changes to the standard after school arrangement. In the event of an unusual pickup arrangement, ID will be required. **Students will not be permitted to use the phone to make after school arrangements.**

PLEASE NOTE: No child will be dismissed from class within 30 minutes prior to the end of the school day.

Family Vacations:

Please coordinate family trips, etc. so as not to conflict with school attendance. Students who leave for extended trips risk falling behind and not passing their courses. If we receive sufficient prior notice, we will try our best to prepare makeup work for students who are away, although we ask that you please not rely upon that.

Messages for Students:

Please refrain from calling the school to leave messages for individual students, except in the case of an emergency. Delivering messages is disruptive to the classroom.

Transportation: Carpools and Traffic Patterns



All carpool drop-offs and pickups will be conducted according to the attached plan. Please remain mindful of your speed in the school parking lot, **AND PLEASE REFRAIN FROM USING CELLULAR PHONES DURING DROP-OFF AND PICKUP, AS ANY DISTRACTION COMPROMISES THE SAFETY OF OUR CHILDREN.**

A map of the carpool routes is attached at the end of this handbook.

Delays in picking up students directly impact our office facilities. Please be advised that students who are habitually not picked up by 4:00 (3:00 on Fridays) will be sent to the office.

Carpool Assistance:

Arranging transportation is ultimately the parents’ responsibility, but any families who would like assistance in arranging a carpool to or from school are welcome to call the school office. We will gladly assist you in trying to find a carpool.

Arrivals & Dismissal:

All students should proceed to the playground upon arrival in school. There will be a teacher present to supervise from 7:50 until students are escorted to their classes at 8:00. **Dismissal Procedures:** Students are dismissed at 3:45 PM Monday–Thursday and 2:45 PM on Fridays. See the calendar for early release days.

Dress Code

The Phoenix Hebrew Academy's dress code exists to foster a positive, distraction-free learning environment. In keeping with this, all students are expected to dress in a manner appropriate to the spirit of a Jewish day school. Students should adhere to the following guidelines during school hours, school events, field trips and any after school activities, unless otherwise instructed by a teacher or the Principal.

PLEASE NOTE THAT THE PHA EMBLEM/PATCH WILL NOT BE REQUIRED ON UNIFORM SHIRTS.

Uniforms are available for purchase at the Educational Outfitters, 480-429-5136. You may also order on line at www.educationaloutfitters.com

Dress code for Kindergarten- Grade 5

BOYS

- Solid colored light blue or maroon polo shirt.
- Solid colored navy blue or black pants or shorts
- *Tzitzit* and *Kippah* are to be worn at all times
- No open footwear or "cros" are allowed, as they present a safety hazard

GIRLS

- Solid colored light blue or maroon polo shirt.
- Solid colored navy blue or black skirt or jumper. Attention should be paid to the length, as it must cover the knees. Leggings may be worn under skirts.
- No makeup. Open footwear or "cros" are not allowed as they present a safety hazard.

Dress code for Grades 6–8

BOYS

- Solid colored light blue or maroon polo shirt.
- Solid colored navy blue or black uniform pants
- *Tzitzit* and *Kippah* are to be worn at all times
- No open footwear or "cros" are allowed, as they present a safety hazard

GIRLS

- Solid colored light blue or maroon polo shirt.
- Solid colored navy blue or black uniform style skirt, pleated or A-line. No pencil skirts. Attention should be paid to the length, as it must cover the knees. Leggings may be worn under skirts.
- No makeup. Open footwear or "cros" are not allowed as they present a safety hazard

Wearing Inappropriate Clothing:

Student will not be admitted to class until appropriate clothing is brought to school.

Dress Code for Parents:

Our Rabbis teach us that the sanctity of a place of Torah study is even greater than that of a synagogue. Parents who visit Phoenix Hebrew Academy should be dressed in accordance with the expectations associated with a Jewish day school. All Jewish males should wear a *Kippah* when on PHA grounds.

Access to Inappropriate Material:

Protective measures have been taken to block and filter the use of the internet and/or all other forms of electronic communication to access inappropriate information. As such, we have taken measures to comply with all elements of the Children's Internet Protection Act by blocking access to visual depictions of material deemed obscene or child pornography, or to any material harmful to minors. Our policy permits under Strict Staff Supervision that the technology protection measures instituted may be temporarily disabled or minimized only for bonafide research or other lawful purposes.

Computer Internet Policy For Students:

Students will adhere to the guidelines listed below.

In School:

- a) Students may use computers in designated areas only with a designated staff member in attendance who is supervising usage.
- b) Students are forbidden from bringing personal computers, laptops, tablets, or PDA devices to school under any circumstances without prior authorization from the school administration.

Out of School:

The use of computers, tablets, and PDA devices with unsupervised/unfiltered internet access by students is strongly discouraged.

Inappropriate Network Usage:

Measures have been taken to promote the safety and security of users of the PHA online computer network system when using electronic mail or any form of direct electronic communication. In compliance with the elements of the Children's Internet Protection Act prevention of inappropriate network usage shall include:

- a) Unauthorized access including so called "hacking" and other such unlawful activities, and
- b) Unauthorized disclosure, use and dissemination of personal identification information regarding minors.

If an incident of serious behavior requiring office intervention occurs, the parent will be notified that same day. If a pattern of behavior emerges in a particular child, the teacher, in consultation with the school administration, will schedule a conference with the parents to discuss how the school and home can best guide the child to make better choices during difficult times.

If the behavior persists, or creates an unsafe environment, the school and parents will work with outside professionals to develop a plan that will best help the child. If all options have been exhausted, the school and parent team will decide if the school is able to continue to provide care for the child or if he/she will have to find care elsewhere.

When hitting occurs in school, the parents of the child who hits as well as the parents of the child who is hurt, are notified privately that day. To maintain privacy, for confidentiality reasons, the names of children involved will not be given out. The school administrator and the teacher will handle each situation as needed.

Technology Policy -

Introduction:

The Internet Safety Policy of PHA Early Childhood Center is in strict compliance with all elements of the Children's Internet Protection Act (CIPA). Additionally our policy has protection measures beyond the demands of CIPA. Our policy forbids the use of the internet by children unless they are closely supervised. Internet use is filtered, and access is limited to approved sites for research and education related subjects. Children are not permitted in any office area where computers are present unless there is direct supervision by a staff member. All office computers are protected via passwords.

It is PHA's policy to:

- a) Prevent user access over our computer network for transmission of inappropriate material via internet, electronic mail or other forms of direct electronic communications.
- b) Prevent unauthorized access and other unlawful online activity
- c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors and
- d) Comply with the Children's Internet Protection Act.



Communication

An effective system of communication is the sign of a healthy school system. An effective process allows for questions and concerns to be addressed in the quickest and most efficient manner.

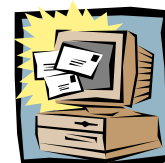
When a concern arises:

1. Please contact your child's teacher first via email, Sycamore or by calling the school. All teachers will do their utmost to return your call promptly.
2. If, after talking to the teacher, a concern still exists please call Rabbi Weiner, Mrs. Shaffer or Mrs. Zupnick.

The official school newsletter will be distributed weekly via email and one hard copy per family. Hard copies will also be available in the front office. In the newsletter you will find school and community news and up-to-date information on all school happenings. Our new Sycamore phone app will also be available for you to access a host of updates regarding your children's progress at your convenience.

Of course, we want to hear from you as well. The office is open from 8:00 AM. to 4:30 PM, Monday through Thursday and from 8:00 AM to 3:30 PM on Friday. Keep in mind the voice mail system is always available to take your message.

Our school website and Facebook page will carry the newsletter and other important information. Please make sure to visit them regularly!



Feel free to e-mail us at Office@Phoenixhebrewacademy.org or you may email any teacher at teacher's last name@phoenixhebrewacademy.org

Building a Jewish Life

Tefillah:

All students at PHA are involved daily with Tefillah (prayer). We are committed to developing our students' Tefillah skills along with a deep and personal connection to the art and acts of Jewish prayer, and this is reflected in our Judaic Studies curriculum as well as during Tefillah time.

Students are expected to participate fully in school Tefillah, unless they attended a Minyan that day outside of school. In that case they will be assigned to a class by Rabbi Weiner starting at 8:00am. **Grades 6-8 Boys are strongly encouraged to attend and participate in a Minyan of their choice prior to the start of the school day.**

Midot Tovot- Character Development:

Our goal is to create a caring, respectful learning community in cooperation with parents, students and teachers. Our curriculum is infused with the values of character development and *Derech Eretz*—proper conduct and acquiring *midot tovot*. These values are emphasized in both the Judaic and General Studies academic programs.

Academic Policies

Progress Reports:

Report Cards are distributed three times a year, in December, March and June. Interim reports are sent home via email in October, January and April.

Parent/Teacher Conferences:

Parent/Teacher Conferences are scheduled for September 4, 2019, November 6, 2019 and February 10, 2020. Reminder notices will be sent home for you to schedule your appointments. Please make sure to be timely, as other parents holding later appointments will be kept waiting by any one person's tardiness. Should you desire a longer conference, one will be scheduled at a time of mutual convenience.



Please Note:
Our annual Ice Cream Social
Event is scheduled for
Sunday August 18th from
4:45-6:00 PM

At PHA, we believe that each student is a precious soul to be nurtured and developed. We therefore strive to provide students with clear, unambiguous statements and actions which consistently show them that we care and are there for them. However, in the event that it becomes necessary, the following lists behavior infractions and their possible consequences.

School Behavior Infractions

Teacher Managed	Office Managed
Chewing gum	Fighting
Eating/Drinking anything other than water	Major vandalism
Missing homework	Verbal or physical intimidation
Unprepared for class	Making threats
Name calling	Cutting class/Repeatedly tardy
Passing notes	Theft
Backtalk to adults	Profanity
Cheating/Plagiarism	Harassment
Sleeping	Passing lewd notes
Shutting Down	Dress code violation
Non-compliance	
Disobedience	
Disruptive behavior	
Minor vandalism	
Electronic device	

Consequences for Office Managed Behavior Infractions May Include:

-A warning.

-A full 30-minute Quiet Lunch.

-A full day in-house suspension. The student will be provided with a supervised area and work to complete, as provided by their teachers.

-A one day at-home suspension. The student will be responsible to make up all missed work.

-A three day at-home suspension. The student will be responsible for all missed work.

-A full week at home suspension. The student will be responsible for all missed work.

In the event that all other options have been exhausted for a student within a single trimester, consideration will be given to whether or not they should continue at our school.

revised 1/22/19

2019-2020

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

18 Ice Cream Social

20 First Day of School

September

2 Labor Day - No School

4 Back to School Conf. 4PM-6PM

30 Rosh Hashana - No School

October

1 Rosh Hashana - No School

8 Erev Yom Kippur - 11:00 dismissal

9 Yom Kippur - No School

14-22 Succot/Shemini Atzeret/Simchat Torah
No School

November

6 Parent/Teacher Conf. - 11:00 dismissal

11 Teacher In-service - No School

28-29 Thanksgiving - No School

December

23-31 Winter Break - No School

January

1 Winter Break - No School

February

10 Parent/Teacher Conf. - 4PM-6PM

17 Presidents Day - No School

March

10 Purim - No School

11 Shushan Purim - 9:00 AM start

April

6-17 Pesach - No School

May

25 Memorial Day - No School

28 Erev Shavout - 11:00 dismissal

29-30 Shavuot - No School

June

2 K Graduation

3 8th Grade Graduation

5 Last day of school - 11:00 dismissal

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
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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		

November 2019						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
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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				

- First day of School
- No School
- ⌂ 11:00 dismissal
- ☀ Last Day of School

Mid-term for 1st Trimester 10-2

1st Trimester ends 11-25

Mid-term for 2nd Trimester 1-17

2nd Trimester ends 2-27

Mid-term for 3rd Trimester 4-23

3rd Trimester ends 6-5

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Grades

Kindergarten receives a itemized written evaluation for each student.

The grading system for grades 1 through 4 consists of:

E (Excellent progress)

G (Good Progress)

S (Satisfactory Progress)

N (Needs Improvement)

The grading system for grades 5 through 8 is as follows:

97 – 100	A+	77 – 79	C+
93 – 96	A	73 – 76	C
90 – 92	A-	70 – 72	C-
87 – 89	B+	65 – 69	D
83 – 86	B	64 or below	F
80 – 82	B-		

Standardized Testing:

All students in Grades 1-8 take the Iowa Test of Basic Skills (ITBS) as well as reading and math benchmark inventories, and all students in grade 5 take the Judaic Studies Achievement Test (JSAT) each year to identify areas for individual student improvement and to assess the strength of the PHA academic program.

Homework:

Research has shown that homework is a multi-purpose task. It teaches responsibility while reinforcing what is taught during the school day. The amount of homework assigned increases gradually as students progress from grade to grade.

Each grade-level team of Judaic Studies and General Studies teachers will maintain the time standard set for the grade total, ensuring that nightly homework is both meaningful and appropriate.

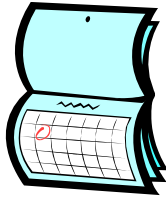
It is our belief at Phoenix Hebrew Academy that homework is the responsibility of the child. If your child is out of class for any reason please encourage your child to call a classmate for follow-up on class and homework assignments. Of course, sufficient time will be given to make up work when appropriate. If your child will be out more than one day, please call the school office or e-mail before 9:00 AM and request the homework assignments. Please specify whether the work should be left at the front desk for pick-up home with a specific sibling, friend, or phone-buddy.



No written assignments will be given over a weekend or holiday.

Honors Brunch:

As in years past, we will again be hosting a brunch to honor all students in grades K-8 who achieve Academic Excellence (All "A's"/"E's" & "B's"/"G's"), Excellence in Personal Growth (All "E's" & "G's"), or Excellence in Attendance (Zero absences and less than four tardies) in a trimester following each of the first two trimesters of the school year. Parents of students being honored are invited, and encouraged, to attend. Exact dates will be forthcoming.



Classroom Visitation:

Parents are welcome to visit classrooms by making prior arrangements with the classroom teacher. **Please do not bring young children with you as they may disrupt the classroom.**



Resource is tutorial programming in Reading, Social Studies, Math, Hebrew Language, or Judaic Studies that takes place outside of the classroom during school hours. If you feel that

your child is in need of such assistance, please contact your child's teacher or the principal.

This year, PHA will continue its learning resource center. Admission into this program is based on careful selection by the classroom teachers, resource teacher and administration, and may require additional educational testing.

Non-School Items

We strive to create a distraction free environment in our school.



Students must not bring:

1. **Cell phones, smart watches, Fitbits, or any other such device.** This includes times before and after school hours.
2. Dangerous objects of any kind, including toy weapons.
3. Inappropriate books or magazines.
4. Cards or electronic games of any kind.
5. Wheelies / heelies are not permitted.

If any of these items are brought to school, the items will be held and returned only to the students' parents, who may pick them up after school.

Health and Well-Being

Suspicion of Child Neglect or Abuse:

PHA faculty and staff are mandated by the State of Arizona to report any suspicion of child abuse or neglect, as are physicians, health workers, and school teachers. This is for the protection of all children.

Parent Involvement Policy:

All parents are encouraged to get involved in school events and activities throughout the year. Parent-teacher conferences are held three times a year. Informal conferences with teachers are encouraged throughout the year. We encourage your comments and suggestions throughout the year.

Opportunities to get involved:

- ☐ Provide help in the classroom by assisting with learning groups, projects, etc.
- ☐ Become a part of the school's PTO
- ☐ Help organize and volunteer for school fundraising events
- ☐ Be a room parent
- ☐ Share your career or hobby. Be a guest speaker, we will show you how!

If you are interested in any of the above, please contact the principal for information on how to sign up.

Health Services:

No medicines are administered to children at school, with the exceptions of prescribed inhalers, epi-pens, and allergy medications related to asthma or reactions to food. The medication must be checked in at the office so the correct forms are filled out and procedures can be followed by staff. Parents may also come on campus to administer medication if necessary.

State law mandates that no student may be given any medication without written consent and authorization. Verbal instructions are not sufficient.

Immunizations:

All students must have current health examination and immunization forms on file in the school office. **Religious waivers will not be accepted.** No student can be admitted to school without these forms, which are enclosed with this handbook.



New state standards have been put into effect for the upcoming school year that may affect incoming students. Please check with your physician or local health department to see if this may apply to you.

Meningococcal & Pertussis Vaccines

Arizona children 11 years and older entering 6th grade will be required to be vaccinated against meningococcal disease and Pertussis (whooping cough) prior to school entry.

The recommendation is for all persons aged 11-18 years to receive one dose of meningococcal vaccine at the earliest opportunity, and children 11-12 years to be vaccinated with the Pertussis vaccine providing it has been at least five years since their last tetanus/diphtheria vaccine dose.

The meningococcal vaccine protects against infections caused by meningococcal bacteria. It is a leading cause of bacterial meningitis in children two to eighteen years of age, and it can cause serious blood infections. The disease is most common in infants less than one year old and people with certain medical conditions. College freshman are also at increased risk.

Illness:

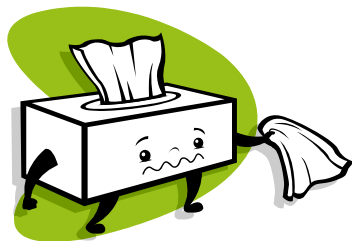
Precautions are in place at PHA to protect your child, other children, and our staff. It is the responsibility of the parent to know that the child is well before being brought to school. Staff will be doing daily health checks as children arrive.

A child who becomes ill during the day will be referred to our office. Parents will be telephoned and asked to pick up the child as soon as possible. ***Please arrange pickup in a timely manner. Sick children who stay in school communicate illness to others and require individual supervision from our office staff.***

PLEASE KEEP YOUR CHILD HOME IF YOUR CHILD:

- HAS HAD A FEVER OR VOMITED WITHIN THE LAST 24 HOURS
- HAS A GREEN OR HEAVY NASAL DISCHARGE OR A PERSISTENT COUGH
- HAS SYMPTOMS OF POSSIBLE COMMUNICABLE DISEASE (these are usually rashes, vomiting, diarrhea, reddened eyes, sore throat, headache, abdominal pain, plus a fever).
- HAS HEAD LICE OR NITS

If your child has a communicable disease, please notify the school at once.



YOUR CHILD MAY COME TO SCHOOL IF YOUR CHILD:

- Has a cold that is mostly over.
- Symptoms of diarrhea/vomiting have ceased for 24 hours and your child can tolerate a normal diet.
- Has symptoms that are chronic and the illness is not communicable (such as allergies, asthmatic).
- The day after treatment for head lice/nits.
- Is deemed no longer contagious by a health care professional, usually 24 hours after initial treatment.
- Has been fever-free for 24 hours without the use of fever-reducing medication

PTO:

The Parent Teacher Organization fosters close cooperation between parents and teachers for the benefit of the entire Hebrew Academy community. The PTO sponsors a wide variety of programs and activities for students and their families throughout the year. The proceeds from PTO fund-raising projects are used to purchase curriculum enrichment materials, sports equipment, and special Yom Tov related entertainment projects. All parents are invited and encouraged to join and become actively involved in the PTO. For more information about our PTO please contact Ms. Molly Reuben at 602-717-7177 or mollyreuben@yahoo.com.

Field Trips:

A field trip permission letter informing you of each field trip's details will be sent home well in advance of each trip.

No student will be allowed on a field trip without prior written authorization.

Birthday Celebrations:

Birthday parties are welcome through Grade 3.

Please arrange the party in advance with the teacher, who will then schedule it for Friday, during Shabbat Party time.

Your child's teacher will also help you select any treats that you may bring so that they fit within the school's kashrut and health guidelines.

Birthday parties are not held in school for grades 4-8.

Bar and Bat Mitzvah as well as Birthday party invitations, etc. may be distributed during school only if the entire class (boys/girls) will receive an invitation. Please remain mindful not to schedule parties on Shabbat or Yom Tov and to ensure that Kashrut is observed so that all students can attend.

We urge you to remain conscious of other children's feelings when making party arrangements.

Closed Campus:

PHA is a closed campus school. Students are not allowed to leave the grounds during the school day unless signed out by a parent.

Recess:

Recess is a vital part of a child's social and emotional development, as well as a welcome break from long stretches of class study. Students in all grades will have appropriate break times during the day.

All recess times are monitored by multiple teachers and supervisors.

Miscellaneous Policies and Issues

Proper Behavior:

PHA strives to create a warm and inviting Jewish environment in which the child is guided:

- To self-reflect on their behavior and choices
- To feel the joy of discovery and become a life-long learner
- To become an individual with strong moral and ethical character
- To make Judaism a valuable and relevant aspect of their life
- To gain meaning and enjoyment in life through relationships with persons from all backgrounds
- To be kind and empathetic to others; to be a good friend
- To feel a part of a larger community and a citizen of the world

As such, fighting is never tolerated and may result in suspension or expulsion.

Swearing is not accepted in PHA. Students who swear are immediately sent home for the remainder of the day. Discretion will obviously be used.

A complete listing of infractions and consequences are listed at the end of this handbook.

Lost and Found:

The school cannot be responsible for items brought from home, and therefore we are asking that all toys be left at home. PHA is not responsible for lost or damaged items that are brought to school. **Items brought from home should be marked with your child's first and last name.**

Student possessions found on the premises are generally turned into the front office where they are placed in a box labeled "Lost and Found". Please check with the front office regularly for missing items.

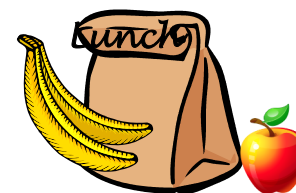
Lunch:

Children who eat a healthy lunch tend to perform better in school. Please send a nutritious, kosher dairy or pareve lunch and drink with your child daily. This year we will again be offering hot lunch. Order forms with menus and prices including free and reduced costs will be sent home monthly.

Orders should be turned in to Ms. Vanessa.

PHA is committed to upholding Kashrut dietary laws. In this context, please make sure all food items which your child brings to school, i.e. cheese, yogurt, crackers etc., are kosher pareve or dairy. Absolutely no chicken or meat products may be brought to school at any time. **If you have any questions concerning acceptable kosher food products, please contact our office.**

PLEASE STRESS TO
YOUR CHILD THAT THERE IS TO BE NO SHARING OF FOOD
BROUGHT FOR LUNCH OR SNACKS.



These are the most common kosher symbols. If you have any questions about a symbol please call the PHA office.



Plain "K" is not an acceptable kosher symbol.

Please do not send glass bottles for lunch or snack.

Lunch boxes should be well marked with the student's name.

We have included a list of recommended kosher certifications in the back of the handbook.

Nutrition & Snacks:

Due to kashrut concerns, no food that is prepared at home may be shared with or distributed to other students at PHA.

PHA strives to educate our students about healthy eating habits at every grade level. Please make sure to send healthy snacks that do not contain excessive sugar or caffeine. Sugar filled sweet foods hamper classroom performance. Please choose a variety of fruits, vegetables or other healthy snacks and drinks.

Please do NOT send children to school with soda, either with or without caffeine. Students will not be allowed to drink any form of soda, coffee, or tea at school.



Our school believes in eating in moderation for all types of foods. We are also very conscious of the effects that poor eating habits have on our students.

Therefore, we have developed the following nutrition guidelines for our school:

- Candy and the like will not be given out in school on a regular basis
- Special treats are for special occasions. A Siyum, Erev Shabbat or Yom Tov and the like are appropriate times for such snacks, in moderation.
- Teachers will monitor snacks and lunches and advise parents if they see a student consistently eating foods that are overly sugared or provide insufficient nutrition for a child's busy day.
- We will strive to create a school culture where healthy foods are recognized and valued, and where all students realize that healthy choices are the right choices.

NUT FREE POLICY:

This year, we again have both students and staff members with potentially life-threatening allergies to nuts and nut products. These allergies can be triggered by mere contact with nuts and nut-containing foods.



As such, we have a moral and ethical responsibility to provide a **nut free zone** throughout our school. This means that no nuts (Including peanuts, tree nuts, etc.), or products which may contain nuts **or traces of nuts** may be brought to school for any reason, be they in a student's personal lunch or snack, or be they for full-class consumption (e.g. birthday, siyum, etc.). We ask you to carefully examine the labels of products you send to school in order to avoid sending products which may not be fully nut free. **Please be aware that all types of foods may contain nuts or their derivatives.**