



ישיבת תורת משה
**PHOENIX HEBREW
ACADEMY**

Building the Future on the Experience of the Past

PHA Family Handbook

2022 - 2023

5782 - 5783

ADMINISTRATIVE TEAM

Rabbi Baruch Harris – Head of School
(Judaic Studies Principal)

Mr. Fred Graef – Principal of General
Studies

Mrs. Alyssa Zupnick – Early Childhood
Director

Mrs. Malka Harris – Assistant Principal

Morah Lakie Blech – Director of Innovation

OFFICE AND SUPPORT TEAM

Mrs. Vanessa Mcgann – Office Manager

Mrs. Nadine Tuch – Office Staff

Mr. Tom Mcgann – Facilities Manager

Mr. Scott Lacey – Maintenance Staff

Mr. Dean Below – Maintenance Staff

Mrs. Amanda Gondos – Kitchen Manager

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. We are in the process of retooling many of our procedures and we will provide updated handbooks as the school year progresses.

No handbook 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.

Tuition and Fee Schedule Policy:

Education is a relationship and partnership between the parents and the school, in which we each do the very best we can to ensure the religious, academic, social, and emotional growth of our children. One way we partner is through shared values. Another is clear, direct and honest communication. Yet, another manifestation of this partnership is tuition. At Phoenix Hebrew Academy we believe that an authentic Jewish education is both a distinct privilege and an unalienable right. To that end, with great pride, no child is turned away due to lack of funds. We have invested deeply in our faculty, facility and curriculum and we ask you, to the best of your ability, to shoulder your share of the cost of educating your child(ren). Each dollar that you sacrifice towards the Jewish education of your child contains immense value, both in its import and messaging to our children of what our values are, and practically, enabling us to provide stellar education in both Judaics and General Studies. May this partnership bring only blessing into your homes.

The tuition process begins with the actual tuition costs. They are:

Preschool 2s - 6,400

Preschool 3s, 4s - 6,200

Kindergarten - 14,000

Grades 1-8 - 15,000

We offer an automatic \$500 discount for all children beyond the first child. We then deduct any scholarships, the JTO, STO monies from the financial obligation of the parents. Subsequently, we compute what tuition assistance we provide and what the remaining family obligation is.

Historically, we have sent out the tuition agreements that delineate each family's tuition, their JTO scholarship, and their tuition assistance. This year we are moving our tuition management online, utilizing TADS. You are all familiar with TADS from inputting financial data that helps the JTO determine how much money you will receive in scholarships. TADS will use the information inputted for JTO to formulate how much of a financial obligation is placed on the family and how much tuition assistance each family will be awarded. You will receive the tuition agreements directly from TADS as well as options to automate payments. Note that TADS charges a 3% processing fee for ACH and credit cards. We will accept postdated checks in the office that will have no associated fee. This process will look different than most years but hopefully not feel much different. At the heart of our relationship is valuing each member of the PHA family and making each family feel welcome. This is a new process for the school and I hope you will work with us to ensure that each family is treated fairly and justly.

Sometimes money comes in throughout the year from STOs, or this year, perhaps, from ESA legislation. All extra money received on behalf of students, first comes off the tuition assistance and then once the tuition assistance is at zero comes off the family obligation.

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 before the first day of school. Credit card payments are also accepted through TADS online.

Policies of Daily Operation

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 will be at 3:45 PM, and pick-up ends at 4:00 PM, except for Fridays when dismissal is at **2:45 PM**, and pick-up ends at **3:00 PM**. Please see calendar for other special early release dates, e.g. Parent Conferences etc. **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 only be allowed into class after their parent has signed them in.**

Attendance:

Another important role in our partnership is having our students in attendance each day that we have school. Each day, important learning is happening on both sides of the curriculum and it is challenging for the students to catch up when they miss. Our school day runs from 8:00 AM to 3:50 PM. For most that begins with Tefilah and ends with instruction; each of those minutes are valuable. Our teachers approach their planning from the perspective of maximizing their instructional time with their students and we hope that you will partner with us to have your child(ren) present for each of those integral moments. Parents, please help your child get into the habit of coming to school every day and on time.

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.

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.

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.

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.

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.

Carpool Procedures

The procedures below are from last year. We do plan on adjusting these slightly and will be communicated in our email on Monday, August 22. We will update the handbook accordingly.

Safety Notes for Transportation: All drivers will be given a name card to display in their windshield which will help our staff verify that you have a legitimate reason to be present and in the afternoon will also help us in knowing which students need to be called for pickup. As always, please go slow and ask children to enter and exit all cars through the passenger side doors. Drivers, please please please - refrain from using your cell phone while driving.

Morning Arrival: Cars will enter the West Parking Lot and immediately turn right into the first lane, proceed to the west end of the lot, and then will slowly turn back to the east in the next lane over so that the line of cars follows a U-Shape through both lanes of the parking lot (Please see attached map.).

All cars will then follow the line and turn left from the U shape to exit the parking lot. Beginning at 7:50 all students will be dropped off by the gate near the West Parking Lot while the car is facing North. If possible, all children should be encouraged to exit their car on the passenger side for safety reasons. They will proceed to the playground upon arrival at school and 1st-8th graders will line up on the basketball court when the whistle blows at 7:58.

Drivers, when exiting onto Bethany Home Road please make sure that your vehicle is completely in the right lane since other cars will be entering the parking lot in the right lane.

Parents, please note that if you arrive after 8:05 when the gates have been locked, you will need to park and sign in your children in the front office.

Afternoon Dismissal: Students will be picked up from 3:45-4:00 PM on Monday–Thursday and 2:45-3:00 PM on Fridays (Please see the calendar for early release days). Students will be picked up as follows:

All students who are in preschool and/or who have a preschool sibling will be picked up in the West Parking Lot with cars lining up in a U shape (same as in morning).

All K-8 students who do not have a preschool sibling will be picked up by the East Gate near the basketball court. Cars will enter the lane just to the east of our East parking lot, pick up students while the car is facing South by the East Gate, and will then turn around to exit.

Please be on time to pick up your children. All children not picked up by 4:00 (3:00 on Fridays) will need to wait in the office. **A map of the routes is attached at the end of this handbook.**

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.

Dress Code

Each of us is created in the Divine image of G-d. We reflect this stature with how we act and how we dress. When we dress in a respectable manner, we radiate our inner holiness. The Phoenix Hebrew Academy's dress code exists to foster a positive, non-competitive, distraction-free learning environment. 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.

Currently our logo is not required on uniform shirts. We will become logo-mandatory in the school year of 2024-2025. Consider getting the logo now to add to school spirit and to be able to use your purchases even when we become logo-mandatory.

K-8 Dress Code

<u>BOYS</u>	<u>GIRLS</u>
<ul style="list-style-type: none">● Solid colored light blue or maroon polo shirt.● Solid colored navy blue or black uniform pants● K-5 can also wear solid navy blue or black uniform shorts● <i>Tzitzit</i> and <i>Kippah</i> are to be worn at all times● Closed shoes w/ socks (no crocs)● Sweatshirts are solid colored (with no pictures or words). PHA branded merchandise is always welcome.	<ul style="list-style-type: none">● Solid colored light blue or maroon polo shirt.● Solid colored navy blue or black uniform style skirt*, either pleated or A-line. No pencil skirts.● K-5 can also wear a polo dress* in light blue and navy available on Lands End● Leggings may be worn under skirts.● Natural face; no makeup.● Closed shoes w/ socks (no crocs)● Sweatshirts are solid colored (with no pictures or words). PHA branded merchandise is always welcome. <p>*Attention should be paid to the length, as it must cover the knees even while sitting.</p>

Dress Code Infractions:

Students who do not meet the dress code standards will be dealt with respectfully. We will offer them an alternate option from our own supply and invite the parents to bring them clothing that fits within our dress code.

Dress 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.

Communication

A student's chances of success in school are maximized when parents and teachers work together consistently as a team. This sort of teamwork requires ongoing two-way communication between parents and teachers.

Please make sure you are communicating with your child's teachers on a regular basis not only about how he or she is doing in school but also about what you could be focusing on at home to help and support your child (e.g. reviewing math facts, reading non-fiction texts, prioritizing time for homework etc.).

If you have any questions or specific concerns, please make sure you contact your child's teacher first via email, Sycamore or phone, and then, if the concern still persists, you may also call Mr. Graef, Rabbi Harris, Mrs. Harris or Mrs. Zupnick at the school.

The official school newsletter will be distributed weekly via email and one hard copy will be given to each 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 school's website and Social Media pages (Facebook, Instagram, Twitter, LinkedIn) carry the newsletter and other important information. Please follow and visit them regularly!

Please also note that our front 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. Also our voice mail system is always available to take your message.

If you would like to email us in the front office, our email address is Office@Phoenixhebrewacademy.com or you may email any teacher at teacher's first initial and last name @phoenixhebrewacademy.com

Building a Jewish Life

Tefillah:

All students at PHA are involved daily with Tefillah (prayer). We are committed to developing our students' Tefillah skills both in terms of their Kriyah, ability to follow along in a siddur and as well to stimulate a deep and personal connection to HaShem through prayer. This is reflected in our Judaic Studies curriculum as well as during Tefillah time. We are planning a Minyan for the boys of Bar Mitzvah age so they can daven with a minyan and have the opportunity to lead parts of the minyan which supports their involvement as a member of the adult community.

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.

Judaic Programming:

At PHA we believe that our responsibility to educate the next generation of Jewish leaders is not isolated to the curriculum of knowledge and skills of Judaism. We also try to instill Jewish pride, a love of HaShem, Am Yisroel, and the holidays. To that end we have programming such as Rosh Chodesh Programming, Chanukah and Purim Spirit Week, Yom Haatzmaut Program, as well as other programs designed to touch the neshamas of our students.

Academic Policies

Back to School Night

Back to School Night has been scheduled for August 30, 2022 from 6:30-9:00. An exact schedule of the evening will be forthcoming. Please plan on joining us to meet your child's teachers and to learn more about their curricula and expectations.

Progress Reports:

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

Parent/Teacher Conferences:

Parent/Teacher Conferences are scheduled for November 2, 2022 and February 6, 2022. Reminder notices will be sent home for you to schedule your appointments. We need to start these on time and end on time so that families do not have to wait.. Should you desire a longer conference, one will be arranged at a time that is mutually convenient for you and your teacher.

Standardized Testing:

Measure of Academic Progress or MAP Testing for K-8

The MAP Growth benchmark tests are nationally normed assessments that will be administered three times a year. The Madison District has used these assessments for several years because of their reliability and accuracy. The MAP assessments are the highly regarded products of the non-profit Northwest Evaluation Association (NWEA). They are designed so that "teachers can confidently tailor instruction to challenge every student, whether they are below, at, or above grade level. MAP Growth student reports also present realistic learning goals by subject areas so that, through a teacher's guidance, students can individually see their progress and be inspired to take charge of their own learning." All of our general studies teachers who teach

math and/or reading will be receiving three professional development sessions provided by the NWEA beginning during the teacher in-service training week in August. Following each of the three MAP Growth benchmarks, our plan is to share individual reports with the best and most powerful educational partners anywhere in the United States - **our students' parents!**

Judaic Studies Achievement Test or JSAT Testing - 5th Grade and 8th Grade

The Consortium of Jewish Day Schools administers the JSAT to provide educators and school administrators with comprehensive and objective data that can help guide classroom instruction. We offer both interactive and PDF's reporting on the 32 standards covered by the exam at both a grade, class, and individual student level. We will be administering the JSAT 5 to the sixth grade at the beginning of the year as well as the fifth grade at the end of the year. That will allow us to use the data to inform our areas of success and areas that need more focus. We will also administer the JSAT 8 to the 8th grade so we can continue to monitor our data and backwards plan.

Kriyah Assessment 1-8

We plan on assessing each student for both fluency and accuracy and monitor their progress to ensure that they are at grade level. We will tailor deliberate practice for any student that is not at grade level. We are looking for volunteers who can read (already prepared packets) with our students - please reach out to Rabbi Harris for more information. An ability to read Hebrew is a prerequisite along with an excitement to be involved in raising the level of Kriyah fluency in PHA and helping build the foundation for our future leaders. Training will be provided.

Homework:

Daily reading opportunities for all grades should be encouraged at home whenever possible.

Teachers are expected to assign differentiated homework that students have mastered in class and which they can complete independently at home. In this way homework will help solidify learning through review and distributed practice over time while at the same time teaching students to be responsible for their own work and learning. 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.

Kindergarten and 1st Grade should have a maximum of 10- 20 total minutes of homework.

2nd and 3rd Grade should have a maximum of 20-30 minutes total.

4th and 5th should have a maximum of 30-40 total minutes of homework

6th -8th Grade should have a maximum of 45-60 total minutes of homework, with 20 minutes per subject area.

It is our belief at Phoenix Hebrew Academy that appropriately challenging homework is the responsibility of the child. When your child is absent, please encourage your child to call a classmate for follow-up on class and homework assignments. Sufficient time will be given to make up work.. 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 or sent home with a specific sibling , friend, or phone-buddy.

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

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.

Learning Resources:

Gesher, Catapult Learning, and Madison Schools

Wonders Online for K-6 (Online Library of primary texts, leveled readers, De-codables)

Newsela.com for 2nd-8th Current Events, Social Studies and ELA)

Discoveryeducation.com (5th-8th Science articles, videos and information)

Saxon Math

Grades

Kindergarten receives an itemized written evaluation for each student.

The grading system for grades 1 through 4 consists of:

A (Excellent progress)

B (Good Progress)

C (Satisfactory Progress)

D(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-		

It should be noted that all teachers in all grades are expected to differentiate instruction so that all children who are making an effort can be successful, demonstrate growth and earn a grade of at least a “B-” or better if they are diligently working, applying themselves and doing their very best.

Health and Well-Being

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.

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.

Pertussis (whooping cough) is a highly contagious bacterial infection of the upper respiratory system that is making a big comeback especially among teens and pre-teens.

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 VOMITTED 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

School Lunch:

PHA is so excited to let you know that we have a new lunch menu catered by Manhattan Pizza. We have been working this summer with Manhattan Pizza to bring your child nutritious and delicious lunches. This year the lunch program will alternate the menu on a weekly basis to provide you with a variety of food.

Please note: Phoenix Hebrew Academy offers healthy meals every school day. This year we offer reduced or free breakfast and lunches if you qualify.

Full pricing is as follows:

- \$1.00 for breakfast
- \$3.50 lunch

Reduced pricing is as follows:

- \$.50 cents for breakfast
- \$1.00 for lunch

Please see our lunch email or the office for the 2022/2023 application for free and reduced prices for school meals with instructions on how to complete. Please return forms by Monday, August 22 to the front office.

Please note that breakfast and lunch will begin on the first day of school, August 23.

During the first week of school (August 23-26) your child will receive free lunch if requested. Please email me the day and specific choice of meal for your child or children.

During the week of August 29 reduced or free lunches will begin. Please complete all the paperwork enclosed and return by Monday, August 22nd. If you need any assistance with completing the forms, please contact Nadine Tuch at 602-277-7479 or email her at ntuch@phoenixhebrewacademy.com.

You will be informed on Tuesday, August 23rd what you will be eligible for so please keep an eye out in your inbox. **Orders should be turned in to Ms. Nadine in our front office.**

Home 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. PHA is committed to upholding Kashrus 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 do not send glass bottles for lunch or snack. Lunch boxes should be well marked with the student's name.

We have a 'no sharing policy' to respect our diverse student body.

We have included a list of recommended kosher certifications in the back of the handbook. (Plain "K" is not an acceptable kosher symbol unless on Kellogs.)

Nutrition & Snacks:

Due to kashrus 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.

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 Shabbos 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:

PHA believes that every student is entitled to a stellar Jewish Education even if one child's attendance can inconvenience others. When there are students with allergies we will be respectful of that student's needs and maintain a school environment that is welcoming to that, and every, child. If your child has an allergy that requires a nut free policy, please email Vanessa so we can communicate that to the rest of our PHA family.

PTO:

The **P**arent **T**eacher **O**rganization 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 new sports equipment for the school, teacher gifts throughout the year, as well as funding outside of school programming. We encourage all parents to join our PTO and become involved.

Field Trips:

A field trip can complement the academic program and provide an exciting and engaging experience for the student. When approved, we will send a permission letter informing you of each field trip's details well in advance of each trip.

Students with prior written authorization will be allowed on field trips.

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 Bas 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 Shabbos or Yom Tov and to ensure that Kashrus is observed so that all students can attend.

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

Non-School Items

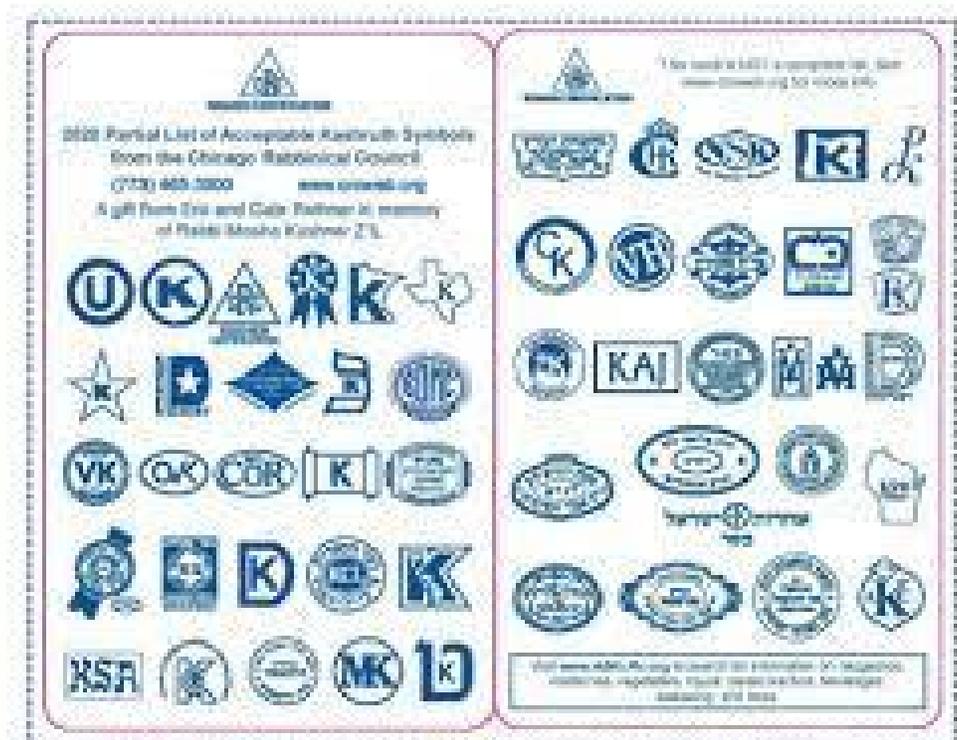
We strive to create a distraction free environment in our school. Below is a partial list of some items that contravene our efforts to create a safe, religious, learning environment. **Students are not permitted to bring the following items to school and may not have them on campus at any time, either before or after school:**

Cell phones, Smart Watches, Electronic Games, Inappropriate books or magazines, toy weapons, dangerous objects of any kind, Wheelies/heelies.

If any of these items are brought to school, they will be held by staff and returned only to the parents after school.

Kosher Symbols

Below are the most common kosher symbols. If you have any questions about a symbol please call the PHA office. Here is a [link](#) for a comprehensive list.



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. We utilize Love and Logic to guide our approach to student discipline with a goal of building the child up and setting him up for future success.

Most behaviors are teacher managed in the classroom. If a serious behavior or infraction 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 a physical altercation occurs in school, the parents of the children involved (whether victim, aggressor, or both) will be notified. To maintain privacy and confidentiality, school staff will only share with parents the names of their own children. The school administrator and the teacher will handle each situation as needed and appropriate.

Other serious infractions may include but are not limited to: vandalism, repeated defiance/disrespect, fighting, profanity directed at an individual, racial slurs, ditching class, sexual harassment, bullying, and possession of a weapon, tobacco, controlled substance. Consequences for these infractions and others will be assigned by the Principal or the Head of the School and may include loss of privileges, detention during recess or recesses, and suspension from school. The severity of each offense, a student's history of infractions, and the age of the student will all be considered when determining consequences.

Technology Policy -

Introduction:

The Internet Safety Policy of PHA 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.

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 will follow the guidelines of the computer agreement.
- 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.

Student Computer Agreement

1. I understand that PHA technology is to be used for educational purposes only.

2. I will treat all technology (computers, iPods, Chromebooks, etc.) with care and ensure they do not become damaged.
3. I understand that if it does become damaged due to gross negligence ie; left in the water or stomped on I will have to replace and pay for my device
4. I will keep my device in its case while not being used to ensure its longevity.
5. I will return all technology to the district as I understand that the technology, equipment, and systems belong to PHA.
6. I will not change or tamper with any of the school equipment or systems. This can include settings, software, downloads, hardware, etc.
7. I will only represent myself in the digital world, and I will only use my account.
8. I will only work on the programs and websites that are appropriate and beneficial for the school setting.
9. I will keep passwords private only to myself, my parents, and my teachers.
10. I will use my online accounts (i.e., Google, Newsela, etc.) and all other PHA equipment for schoolwork only. PHA can and may review any material developed, viewed, or shared.
11. I will be respectful to my teacher(s) and peers by making eye contact and putting the device down/away when being requested.
12. I will regularly use the digital communication tools that my teacher(s) specify.
13. I will use respectful language in my communications in all areas: verbal, blogs, online documents, websites, videos, emails, etc.
14. I will keep myself and my family and friends safe by only publishing non-identifiable information about myself or others and not posting items such as full names, phone numbers, pictures, addresses, itineraries, events, etc., unless applicable for post-secondary admissions.
15. I will only send, store, or access appropriate and legal materials.
16. I will write essays, reports, etc. with my original thoughts and I will properly cite any information I receive from other sources including images, videos, and other multimedia as per Fair Use and Copyright laws.
17. I will report any misuse of technology to an adult.
18. I will treat all others with respect in the online and digital environment.
19. I will ask for help immediately when needed or if something goes wrong with technology.
20. I will follow my classroom's technology procedures.

Consequences: If any of these agreements are violated, consequences will occur and will be appropriate for the violation. Consequences may include loss of technology use, written apologies, and other typical consequences used in PHA.

Out of School:

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

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.

Work is not guaranteed to be private. System administrators and teachers can access all information procured on PHA given computers, networks and Domains. Under these circumstances, objects 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 our policies to appropriate authorities or for other disciplinary action.

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.

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.

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 as well.

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 us for information on how to get involved.

We thank you very much for your partnership in adhering to these guidelines.