



5770-5771

Parent-Student Handbook
2010-2011

Preschool–8th Grade

1138 North Warson, Olivette, MO 63132

Telephone 314-994-7856 Fax 314-994-9437

www.eha.org

Greeting

Welcome and thank you for being part of the EHA family. Our goal is to create an environment where your child can learn and grow a positive and healthy self-image while promoting good Middot and a love for traditional Torah values, as well as a high quality and challenging education. We have experienced, motivated, and creative faculty who work hard to provide an excellent education. Our faculty and staff continue to be one of the strengths of our school, second only to our tremendous student body. Our entire staff is committed to providing the very best education possible at Epstein Hebrew Academy.

Because you are our partners in education, I encourage you to read this handbook and review it with your children. Parents are encouraged to become involved in our school by volunteering and participating in our supportive FHA and helping with various board projects.

This newly revised handbook has been written to help you familiarize yourself with the Epstein Hebrew Academy, its procedures and guidelines. If at any time you feel you need assistance, please feel free to contact me or any other member of our team. My door is always open.

Rabbi Avi Greene, Ed.D
Head of School

MISSION STATEMENT

The H.F. Epstein Hebrew Academy is an Orthodox Day School, disciplined and inspired by Torah, dedicated to the Jewish people and the State of Israel.

Committed to excellence in religious and general studies, the school seeks to educate Jewish children in a creative, progressive and nurturing environment.

STATEMENT IN SUPPORT OF ISRAEL

The creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

EHA Partnership

The Epstein Hebrew Academy strives to make the school experience a positive one. Beginning in our Preschool and continuing through eighth grade, we establish a loving and caring environment so that each child can grow to his or her potential. We encourage our children to express their own ideas as well as to show respect for the needs of others. We place strong emphasis on providing a learning environment that cultivates individual initiative and responsibility. Our curriculum and classroom management styles are planned to promote positive attitudes about self, school, and learning. We want our students to realize that learning can be fun as well as rewarding.

Our mission statement is carried out as we focus on each child's talents and give them a variety of opportunities to explore their interests, not only through enrichment projects in their regular subject areas but through art, physical education and technology when appropriate. Our strong academic program and the wealth of our support staff contribute to making each student a well-rounded individual helping our students to live out Torah values and instill within them responsibility for themselves, the Jewish people and the work at large. The staff is selected in order to nurture each and every student's mind, soul, and body. Character education, conflict resolution skills and leadership skills all help to create the type of student we can be proud of.

The following is general information that pertains to our school. Please review this material so that you will be familiar with our policies and procedures.

What you can expect from us:

- The fulfillment of our mission to foster excellence in both Judaic and General studies.
- A safe, caring environment for your child
- Regular communication about your child (conferences, report cards, newsletters)
- Timely communication about school events and meetings
- Fair and consistent values, expectations, and discipline
- A respectful "open ear" for parent concerns

What we expect from you:

- To understand our mission and support it
- To provide an organized and quiet home study environment
- To communicate with us about your child
- To actively and constructively participate in school-sponsored events and meetings
- To support our values, expectations, and discipline decisions
- To seek explanations and facts directly from the school

ADMINISTRATIVE ORGANIZATION OF THE SCHOOL

Administration, Support Staff and Lay Leadership

Professional Administration

Head of School	Rabbi Avi Greene, Ed.D.
Assistant Head of School	Mrs. Rhonda Donaldson
Business Manager	Mr. David Friedman

Administrative Support Staff

Administrative Assistant	Mrs. Gayle Chazen
Bookkeeper	Ms. Barbara Kinder
Technology, Facilities and Special Projects Coordinator	Mrs. Debbie Friedman
Student Success Coordinator	Mrs. Heather Douek
Director of Student Activities	Mrs. Bonnie Drazen
Custodian	Mr. Denny Wilkes

Lay Leadership, Executive Board

President, Board of Directors	Mr. Mark Drazen
Senior Vice President	Mr. Michael Shapiro
Education Vice President	Mrs. Suzanne Sundry
Financial Vice President	Mrs. Faye Newman
Secretary	Dr. Stanley Biel
Treasurer	Dr. Andy Koshner

Head of School

Rabbi Avi Greene, Ed.D.

The Head of School has broad responsibility for all aspects of the school including both the Judaic studies and General studies programs as well as the business operations of the school. The Head leads the administrative staff and represents the school to the community at large. The Head is the chief executive office and is responsible to the Board of Trustees.

314-994-7856 – rabbigreene@eha.org

Assistant Head of School

Mrs. Rhonda Donaldson, MAT

The Assistant Head of School is responsible for overseeing the General Studies academic program and for establishing, with the Head of School, overall policy that will enhance students' educational opportunities. Some examples of her responsibilities are monitoring all areas of the General Studies curriculum, faculty, evaluation, school calendar, and providing assistance to students, faculty and parents. The Assistant Head will follow the progress of the student, handle all major disciplinary issues and, when necessary, arrange for parent/teacher conferences.

314-373-7532 – rdonaldson@eha.org

Business Manager

Mr. David Friedman

The Business Manager is responsible for the daily operation of all business matters, financial reporting, budget and planning. He oversees all areas of accounting that include preparing the general ledger, acting as liaison with the auditors and preparing payroll and payroll tax reports. In addition, he is in charge of Human Resources, and also serves on the Scholarship Committee and coordinates scholarship and tuition payment plans for the parent body.

314-373-7533 – dfriedman@eha.org

ADDRESSING CONCERNS

If at any time during the school year, you have any questions regarding your child and his/her status at the school, please feel free to call the school. If you have an educational question, *it is always best to call your child's teacher first*. Your child's teacher can best be reached by email. Their contact information is published in the Family Buzz Book. If you have spoken with your child's teacher and feel the need to talk with the teacher's supervisor, please contact the following personnel. Additional listings can be found in the Family Directory.

For Judaic programs, Halachic concerns, or other matters	Rabbi Avi Greene, Ed.D. 314-994-7856 rabbigreene@eha.org
For General Studies, discipline concerns, or other matters	Mrs. Rhonda Donaldson 314-373-7532 rdonaldson@eha.org
For answers to questions regarding finances (including issues related to payment of your account)	Mr. David Friedman 314-373-7533 dfriedman@eha.org
For matters concerning student activities	Mrs. Bonnie Drazen 314-994-7856 bdrazen@eha.org
For matters concerning technology, facilities, special projects or after school activities	Mrs. Debbie Friedman 314-373-7534 debfriedman@eha.org
To schedule an appointment with Rabbi Greene, Mrs. Donaldson or for other general questions	Mrs. Gayle Chazen 314-373-7544 gchazen@eha.org
To order scrip	Ms. Barbara Kinder 314-373-7536 bkinder@eha.org
To schedule a Care Team Meeting	Mrs. Heather Douek 314-994-7856 hdouek@eha.org

ADMISSIONS GUIDELINES

The Epstein Hebrew Academy accepts students whose mother is Jewish. Conversion by an orthodox Rabbi and/or Va'ad is acceptable with the appropriate documentation. If the mother and/or student is in the process of conversion with an orthodox Rabbi and/or Va'ad, that may be acceptable with the understanding that there is a specific agreeable timeline. For further clarification, please contact Rabbi Greene, Head of School.

While we recognize that each student is an individual who develops at his/her own pace, it is necessary to group students by age. To that end, the deadline for admission is as follows:

Students entering preschool through first grade is August 1st. Tenoki students must have turned two (2) by August 1st, Nursery students must have turned three (3) by August 1st, Pre-Kindergarten students must have turned four (4) by August 1st, Kindergarten students must have turned five (5) by August 1st and first grade students must have turned six(6) by August 1st.

Exception are given only to students whose development would be in serious jeopardy. Our procedure is for a teacher or Administrator to interview the child, review the child's records and speak with the child's teachers. On some occasions, additional testing may be recommended. The additional testing may include: mental ability, gross motor skills, fine motor skills, visual discrimination, auditory discrimination, emotional/social development and language/speech development. The costs of these tests would be the responsibility of the parent.

ADVANCED PLACEMENT POLICY

There are many educational, social and emotional factors to consider when choosing to place a child in a grade not congruent with his/her age. Information from parents, teachers and other sources as needed are gathered to help the administration facilitate such a decision. The completion of the process involves an analysis of the data against a set criteria established by the Administration. The school may require a Care Team Meeting and/or testing.

In the event of a class that has almost exclusively one gender, placement of a child of the opposite gender is at the discretion of the administration.

Purpose of Policy:

These guidelines were written in careful consideration of the impact that age and developmental readiness have on academic, social and emotional success at each grade level

ANTI-BULLYING POLICY

Statement of Intent

Epstein Hebrew Academy is committed to providing a caring, friendly and safe environment for all of our students based on Torah values and principles. As our Rabbis taught “derech erez kadma la Torah” “courteous behavior is a prerequisite to Torah Living.” (Vayikrah Rabah 9:3)

Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotionally being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Verbal name-calling, sarcasm, spreading rumors, teasing
- Cyber All areas of internet, such as e-mail & internet chat room misuse. Mobile threats by text messaging and calls.

BULLYING IS UNFAIR AND ONE-SIDED. IT HAPPENS WHEN SOMEONE KEEPS HURTING, FRIGHTENING, THREATENING, OR LEAVING SOMEONE OUT ON PURPOSE.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. We have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of the Policy

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms of the victim

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- **Changes their usual routine**
- **Is unwilling to go to school (school phobic)**
- **Becomes withdrawn, anxious, or lacking in confidence**
- **Attempts or threatens suicide or runs away**
- **Cries themselves to sleep at night or has nightmares**
- **Feels ill in the morning**
- **Begins to do poorly in school work**
- **Comes home with clothes torn or books damaged**
- **Has possessions which are damaged or “go missing”**
- **Has lunch or other monies continually “lost”**
- **Has unexplained cuts or bruises**
- **Becomes aggressive, disruptive or unreasonable**
- **Is bullying other children or siblings**
- **Stops eating**
- **Is frightened to say what’s wrong**
- **Gives improbable excuses for any of the above**
- **Is afraid to use the internet or cell phone**
- **Is nervous and jumpy when a cyber message is received**

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

- 1. Report bullying incidents to staff**
- 2. In cases of serious bullying, the incidents will be recorded by staff**
- 3. In serious cases, parents should be informed and will be asked to come in to meet to discuss the problem**
- 4. If necessary and appropriate, police will be consulted in extreme cases**
- 5. The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly**
- 6. An attempt will be made to help the bully (bullies) change their behavior**

Outcomes (with reconciliation of pupils being the goal)

- 1. Call parents**
- 2. The bully (bullies) may be asked to genuinely apologize**
- 3. Repeated offenders may have consequences such as meeting with the Head or Assistant Head of School, participating in peer mediation or participating in small group or individual counseling.**
- 4. In serious cases, DFS (Department of Family Services) will be considered.**

5. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

We will use various methods for helping children to prevent bullying. As and when appropriate, these may include:

- Writing a set of school rules
- Signing a behavior contract
- Writing stories or poems or drawing pictures about bullying
- Reading stories about bullying or having them read to a class or assembly
- Making up and participating in role-plays
- Having discussions (class meetings) about bullying and why it matters
- School/Community training

Teachers and staff at Epstein Hebrew Academy will do the following things to prevent bullying and help children feel safe at school.

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports using the Four-A-Response process. (Affirm Feelings, Ask Questions, Assess Safety, Act by coaching child on what to do in the future)
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Provide protection for retaliation against students who report bullying

ARRIVAL

Parents are responsible for getting their child to school on time.

Students in Tenoki through grades 5 are expected to arrive at school in time for morning assembly in the gym which begins at 8:30 a.m..

Boys in Grades 6,7, & 8 are expected to arrive at school in time for davening which begins at 7:45 A.M.

Girls in Grades 6,7 & 8 are expected to arrive at school in time to begin davening at 8:30 A.M.

Students in Kindergarten through 8th grade who arrive after these stated times will be considered tardy and must report to the office where a tardy slip will be issued. Beyond five (5) tardies per trimester will be considered excessive. The administration will schedule a meeting with parents to problem solve when the fifth tardy occurs.

Early morning care is available for students between 7:30 and 8:20 a.m. and is held in the gym. Unless a student is going to early Minyan, any student who arrives before 8:20 a.m. must go to Early Care and will be

billed for that day. Students arriving early are not allowed to be unsupervised in the hallways. Students are to remain in the gym under the supervision of the teacher until dismissal at 8:20 a.m.

ATTENDANCE AND TARDINESS POLICY

Regular, punctual attendance relates in a positive way toward school achievement and the child's self-worth. Absence requires a period of readjustment that may slow down learning. Children should be strongly encouraged to attend school on a consistent basis.

1. Parents are asked to call the school and advise us of the absence of their child.
2. If for any reason, your child cannot take part in Physical Education classes or some parts of the class for a given length of time, please indicate this in writing to the school.
3. Parents may request assignments for children who are ill. **Please contact the school office by 10:00 a.m. on the day of the absence. Homework will be brought to the school office for pick up by the parent or sibling.** All work must be made up within a time frame determined by the teacher. Work not made up will have a negative impact on the student's grade.
4. Because our dual curriculum presents time constraints, our school strongly discourages students being absent from school for family vacations. **If you are going on vacation, parents should contact teachers directly through e-mail or a written note. Teachers are not required to provide a packet of work for children whose family chooses to leave for vacation during regular school days.** However, teachers may provide chapter numbers, books to read and other general guidelines for families in this circumstance. Work will be made up at the discretion of the teacher. Students should be prepared to take tests that were missed during absence on the first day they return to school unless other arrangements have been made. All work must be made up within a time frame determined by the teacher. Work not made up will have negative impact on the student's grade.

BEHAVIOR AND RESPONSIBILITIES OF STUDENTS

In order to provide a strong learning environment and to assist our students in developing responsibility, the following Rules and Procedures have been written. Parents are asked to review these with their children. Teachers will review the policy with their class. As our children grow, we seek to develop the values that build in each child a responsibility for their actions, self-discipline and respect toward others.

Rules and Procedures

Rules and procedures provide for more efficient and effective use of time in the classroom that will lead to more time to learn.

The following motto has been established:

- **Be respectful**
- **Be responsible**
- **Be safe**
- **Be cooperative**
- **Use your Middot Tovot in everything you do**

It goes without saying that Epstein never condones profanity, possession of weapons, written threats, verbal threats, physical threats, harassment, fighting, obscene gestures, obscene materials, blatant dress

code violations, bullying or destruction of property. The rules listed above should not be considered an exhaustive list but should be considered a guide for what is tolerated and not tolerated at Epstein.

Decisions about disciplining students will be made by teachers and/or administrators. Discipline strategies could range from a verbal warning to expulsion. It is, however, EHA's philosophy that disciplining of students should be done in the least disruptive manner for all students. For the safety of everyone, the parents of a student who is behaving in a physically dangerous manner will be called to ensure that everyone is safe at EHA. In a serious emergency, the police will be called.

To help students follow our school-wide rules, we have a chant that the children have learned:

We're respectful
We responsible
That's the way we are.
We're safe
We're cooperative
We're the Epstein stars.
We use our Middot Tovot in everything we do.
That's why I'm proud to be a Torah-true Jew.

Epstein has also established procedures in order to provide a strong learning environment and to assist our students in developing responsibility. They include:

School-Wide

- Students should be respectful to all adults
- Students should always follow the dress code.
- Electronic devices such as I-Pods, phones, cameras, etc. cannot be used during the school day.

Classroom

- Classroom procedures will vary by teacher.

Lunchroom – See more detailed procedures under Lunches/Lunchroom

- Sit quietly at assigned tables
- Use quiet voices
- Practice good manners
- Clean up after yourself
- Recite the Birkat Hamazon
- Stay in your seat until you are dismissed

Bathroom

- Always ask you teacher's permission before leaving the classroom to use the bathroom
- Use the bathroom appropriately and clean up after yourself

Hallway

- Walk, don't run
- Talk softly in the halls

- **Keep the hallway environment clean**
- **Keep lockers and locker areas clean**
- **Be on time to class**

Off-Campus Outings

- **Stay with the group at all times**
- **Respect the property of the facility**
- **Speak respectfully to facility staff**

BIRTHDAY PARTIES

EHA welcomes the opportunity to celebrate a student's birthday in the Kindergarten through 3rd grade with a simple kosher treat (no homemade treats). Please make arrangements with the teacher as to the best time of day. The party should be kept to no more than 10 minutes.

Invitations to parties may not be given out at school. Please be sensitive to the importance of Kashrut and Shabbat in our school community. For help in planning, please feel free to call your child's Judaic studies teacher. We strongly encourage parents to include everyone when sending out birthday invitations. Parents should also be sensitive to other issues such as children who eat only Cholov Yisroel and who have food allergies

EHA would be honored to receive donations in honor of a birthday. Suggested donations could include items such as books for the School Library or playground equipment. Please contact the Development Office regarding any donation you would like to make. Your donations are tax deductible to the extent that the law allows.

BOARD OF DIRECTORS

The Board of Directors of the H.F. Epstein Hebrew Academy represents a broad cross section of the Jewish community, including Epstein parents. It consists of individuals who commit their time, effort and resources toward assuring the continued standard of excellence that Epstein represents. Through its committees, the Board sets general policy guidelines and insures the school's fiscal viability. Parents are encouraged to become involved in serving on the committee of their choice. Please contact a board member for further information.

CHANGE OF ADDRESS

It is imperative that any change of address or phone number of the parent/guardian be reported to the school office immediately. This is vital in case of an emergency as well as for our records.

CLASSROOM SUPPLIES

School supplies lists are sent to parents during the summer. The list can also be found on the school website at www.eha.org

CLASS INTERRUPTIONS

Quality education demands that as much time as possible be devoted to student learning time on task. **Parents may not interrupt a class during school hours for any reason such as delivering forgotten lunches, homework, book bags, etc.** If a parent/guardian wishes to speak with a teacher or their child, she/he should call the school office and leave a message. They will return the call as soon as possible. **If a student needs to leave the school premises at any time before dismissal, parents should come to the office to have their child(ren) paged and they will be dismissed from the front office. Teachers have been instructed not to dismiss any child that is not called from the office.**

Students will not be called out of class for phone calls. In the case of an emergency, we will, of course, provide every assistance to our families.

If a parent wishes to clean out his/her child's locker, it must be done after 4:40 p.m.

COMMUNICATION

Communication is an important part of any successful school. If you have a question or concern regarding your child, you should always feel free to contact the school. The first contact should always be the child's classroom teacher **through e-mail, a phone call to school or a written note.** She/He will have firsthand information that an administrator might not have. If, after speaking with the teacher, you still have questions, please contact an administrator. Both the Head of School and the Assistant Head of School are available to meet with parents and discuss concerns. It is always advisable to make an appointment first **through the school office** so that the administration is able to devote time to you without interruptions.

The Academy views education as a shared responsibility between home and school. In order to foster this relationship, the school provides a number of publications that are distributed frequently. **The Preschool Pulse is sent home on Fridays with students in Tenoki through Kindergarten.** A weekly newsletter, Daf Keshet, is e-mailed and sent home with all students each Friday and contains important information regarding school activities, important dates, and special events. The school lunch menu is sent home usually on the third Friday of the month and is due back in the office on the following Tuesday. A quarterly newsletter, Epstein Excitement, is published to highlight our students, staff and the school. The Academy publishes an annual "Buzz Book" which contains a listing of all Epstein families. **A Parent Handbook is also distributed to all families and contains information about the school and the school policies. Parents should read it carefully. The school may also e-mail parents throughout the year with important updates and information as needed.** Please advise the office of any change in your e-mail.

Report Cards: In grades 1-8, the school year is divided into three trimesters, each twelve weeks in length. At the end of each marking period, report cards for each student will be mailed home. In Kindergarten, two progress reports are prepared and are distributed at the middle and end of the school year. Preschool teachers will meet and conference with parents during the course of the year. Progress Reports will be issued between designated marking periods as needed, to convey commendation or deficiency in classroom performance.

EHA's **website** is an easy way to check the School Calendar, to see candid photos of your children, or to download many school documents including lunch order forms. Our web address is www.eha.org.

The **Daf Keshet** is the Academy's weekly newsletter and will be sent by e-mail to each student's family. It will also be accessible on the EHA website at www.eha.org. The **Daf Keshet** is the primary method used to deliver messages from the Administration to the parents and to inform parents as to what is in store for the upcoming month.

Parent/Teacher Conferences: During parent conferences your child's teachers will update parents on their child's progress, indicating areas of excellence as well as any areas that may need extra work. These conferences are also a good time for parents to ask any questions or bring up any concerns that they might have. Please make every effort to attend the conferences. Parents can always make an appointment with a teacher to discuss any issue.

CONTACTING CLASSROOM TEACHERS OR SUPPORT STAFF

E-Mail/Telephone Conferences: Parents can anticipate that teachers will contact the home as necessary concerning an individual child. Parents may call the school office requesting that the teacher return their call. The teacher will return the call as soon as possible generally within one business day. You may also send a note to the teacher via the student or the school office. Some teachers may use e-mail to keep in touch with parents.

COUNSELING SERVICES

A school counselor from Jewish Family and Children's Service (JF&CS) is available on a part-time basis to help students with various issues and problems. Counseling services at EHA will assist the individual student to grow and develop in self-understanding, self-responsibility, planning and decision-making skills. The counselor works closely with the instructional staff and parents. Our guidance and counseling staff recognize the importance of maintaining confidentiality, and will use the utmost discretion before sharing information with other support professionals. The counselors also provide school-wide programming for students and parents.

DISMISSAL

All parents must comply with the following carpool dismissal procedures to assure the safety of our students and provide for efficient dismissals. Teachers are not permitted to dismiss students directly from the classroom at dismissal or during the school day. Parents are requested to come to the school office to arrange for dismissal.

NOON DISMISSAL

Tenoki, Nursery, and Pre-kindergarten dismissal are at 12:00 p.m. Students are dismissed through the **Early Childhood** entrance. Parents who pick up their child fifteen minutes after dismissal will be charged for Enrichment. Please pull up to the front of the line and stop at the curb. Remain in your car. The teachers will escort your child/children to the car.

3:40 DISMISSAL

1. Dismissal begins promptly at 3:40 p.m. and ends at approximately 3:55 p.m. Carpool drivers should make every effort to arrive during this time period. Students who are not picked up by 3:55 p.m. will be supervised

in aftercare program and charged for aftercare.

2. Carpools should form two lines along the driveway curbs. The center lane **MUST** be kept clear for moving traffic. Parents should stay in their **OWN** cars and pull up to the front of the line as cars pull out. Cars should not block the crosswalk. All students must only cross at the crosswalk.
3. Children entering carpools on the east curb must enter the cars on the passenger side. Students entering carpools on the west curb must cross in the crosswalk and enter the car on the driver's side. Parents who wish to enter the building must park their cars in the parking lot in front of the building. Under no circumstances should cars be left unattended in the carpool line.
4. During Friday dismissal or on days when the entire school is dismissed, we ask parents to approach the school from the south. This will allow exiting cars to make a left.

4:40 Dismissal

1. Dismissal begins promptly at 4:40 p.m. and ends at approximately 5:00 p.m. Carpool drivers should make every effort to arrive during this time period.
2. Carpools should form two lines along the driveway curbs. The center lane **MUST** be kept clear for moving traffic. Parents should stay in their **OWN** cars and pull up to the front of the line as cars pull out. Cars should not block the crosswalk. All students must only cross at the crosswalk.
3. Children entering carpools on the east curb must enter the cars on the passenger side. Students entering carpools on the west curb must cross in the crosswalk and enter the car on the driver's side. Parents who wish to enter the building must park their cars in the parking lot in front of the building. Under no circumstances should cars be left unattended in the carpool line.
4. During Friday dismissal or on days when the entire school is dismissed, we ask parents to approach the school from the south. This will allow exiting cars to make a left.

Late Pick-up

Parents should be punctual in picking up children after school in order to ensure their safety. Unless a student is participating in a scheduled after school activity, parents unable to pick their children up by 3:45 p.m. will be charged for after school care.

Important Reminders

When dropping off or picking up your carpool, please remember the following:

- When there is a change in carpool routines, it is necessary for parents to contact the school office
- Do not have your child meet you at alternate building entrances or exits.
- Do not hold up traffic by using this time to confer with a teacher or fellow parent.
- Parents who wish to have their children walk to an “off campus” pick-up point, or who prefer to have their children walk home, must provide a signed permission letter to the school office.

DRESS CODE

The H.F. Epstein Hebrew Academy expects students to dress in a manner which demonstrates a pride in being well-groomed, as well as maintaining respect for Jewish values of modesty and cleanliness. Proper dress plays a very important role in the dignity and atmosphere of the school. As Torah students, young men and women should reflect Torah standards in their dress and appearance.

Preschool and Kindergarten Dress Code: Dress should be comfortable and easily managed by the child to

promote independence and self-help. The learning activities will often be messy. Parents should send children to school in functional work clothes. Children may wear shorts during hot weather.

We recommend that you send an extra set of clothing with your pre-school child to be kept at school in case of an accident. Please mark each individual piece (including socks & underwear) with your child's name.

Boy's Dress and Grooming (Grades 1-8): Boys must wear pants or jeans (no shorts) that are neat. Tee shirts, jerseys, torn or untidy pants, sweat-pants, and earrings are inappropriate for school. Beginning in fifth grade, collared shirts must be worn. Socks must be worn at all times. Naturally, boys will wear kippot and tzitzit. Baseball caps or hats are not permitted in the building at any time. Boys' hairstyles must reflect Torah standards and are subject to administrative review. Hair should not cover the ear on the sides and be no longer than the top of their shirt collar in the back. Hair may not cover the eyes at any time. In general, a boy's appearance should reflect the dignity of a Ben Torah in a Torah institution. Tattoos are never permitted.

Girl's Dress and Grooming (Grades 1-8): Girls must wear skirts and blouses or dresses. Halachic (Orthodox Jewish law) modesty standards require appropriate necklines which cover the collar bone, skirt length to reach below the knee including the slit in skirts when standing or sitting, and sleeves must reach half way to the elbow. Tight or form fitting skirts are not permitted at any time. Blouses or tops must be of an appropriate length so that when students raise their hands, the midriff is completely covered. Girls are not permitted to wear tops that are tight fitting such as spandex, leotards or similar attire, low-cut necklines below the collarbone, v-neck shirts, sleeveless, or cap sleeves. Socks, tights or stockings should be worn at all times as well. In general, a girl's appearance should reflect the dignity of a Bat Torah in a Torah institution. Pants may not be worn under skirts inside the building during the school day. However, leggings are permitted under skirts. For recess and/or gym, pants are permitted under a skirt. No make-up, torn clothing or tattoos are permitted.

A small supply of clothing will be kept in the office for those students who do not adhere to the dress code. Parents of students who consistently dress inappropriately will be contacted by the school.

Parents are asked to set a proper example by following the school dress code when visiting classrooms and volunteering in the building.

In compliance with our policies of tzniut (modesty), our girls' basketball team spectators will consist only of women.

Physical Education Dress Code: All children should have proper gym shoes for gym class. Girls may bring sweat-pants or culottes to wear for their gym period only. Biking shorts or short shorts are not permitted at any grade level. Physical education instructors reserve the right to vary the dress code, depending on the activity.

EMERGENCY SCHOOL CLOSURES

Due to inclement weather (ice/snow) the school must sometimes be closed. If the forecast is threatening, please keep your television tuned to one of the following stations: NBC, ABC, CBS. Our school will be announced as:

H.F. Epstein Hebrew Academy *or*

Epstein Hebrew Academy

If weather conditions become dangerous during the day after the children are in class, **parents should feel free to come and pick up their child(ren).**

FACULTY MEETINGS

Professional growth plays a large part in the education of the students at EHA. Academic planning is also essential to our school. For these reasons, faculty meetings will be held regularly throughout the school year. All dates and times of faculty meetings are clearly marked on our school calendar. The Daf Kasher will provide additional notice. On some faculty meetings days, classes will not be held, on others, school will be dismissed early.

FEES AND PROGRAMS

Tuition

Tuition is for the full academic year and is not refundable due to absence, but is pro-rated for withdrawal or dismissal. Parents may elect any of three methods of payment: 1) In full 2) By the half year in two payments 3) monthly, using SMART. Tuition assistance may be requested for students in all classes. Forms are available at registration time and are processed by a committee of the Board of Directors.

Books

Students are responsible for the care of all textbooks. Parents will be billed for the replacement cost of materials that are lost or damaged.

Graduation Fee

This fee is for eighth grade students and covers the costs involved in the graduation exercises, including invitations, cap and gowns, class picture, etc. This fee is not subject to tuition assistance.

Milk Fee

This fee provides milk at a price subsidized by the government. Forms for this program are available in the office. This service is optional.

Scrip Deposit

The school scrip program requires each family to purchase or sell enough capital scrip to generate \$350 of revenue. Each family is required to deposit \$350 by the first day of school. The deposit is returned at the end of the school year when the scrip obligation is met.

Early Care

This service is provided for working parents who have to bring their children to school early in order to get to work on time. There is a fee for this program that is not subject to tuition assistance.

Minyan

Minyan (prayer service) is for boys in grades 6,7 and 8. Breakfast follows minyan. The school provides milk,

bowls, and spoons. Students are to bring their own cereal. There is a fee for the breakfast supplies.

Enrichment Day

This program extends the school day from 12:00 p.m. until 3:40 p.m. for students in Preschool. The afternoon program includes a daily activity, snack, and a short nap time. There is a fee for this program.

Late Care

This supervisory day care service is provided from 3:40-4:30 p.m. This program is available for nursery through fourth grade. Parents must register for this service at the beginning of the school year. There is a fee for this program. On Fridays, shortened school days, and Jewish holiday eves there is no late care available.

FIELD TRIPS

Teachers are encouraged to use the many resources in the St. Louis area to meet specific educational goals. Field trips are a special opportunity they can use to enrich their curriculum. Your signature on the Parental Consent Form, submitted at the beginning of the school year, gives parental permission to participate in all school-sponsored trips away from the campus unless the school receives written notice otherwise. However, before any specific field trip, the teacher will send a special form home with your child for your signature. Students must have that signed per-trip form on file before they will be allowed to go on a field trip.

Some field trips may have a small cost per student. To help keep the costs down, field trip transportation is requested from parent volunteers. Student passengers are required to wear a seat belt, and those students under 80 lbs. or not yet 8 years old must use a car seat. Under normal circumstances, parent drivers are asked not to bring extra siblings on field trips since this could detract from the driver's ability to properly supervise their passengers.

Field trips are considered an extension of the classroom and students are expected to conduct themselves according to the school's behavioral expectations at all times. On the day of a field trip, students should be dressed according to the EHA dress code.

FRIENDS OF THE HEBREW ACADEMY (F.H.A.)

The Academy's parent organization, the F.H.A., fosters close cooperation between parents and teachers for the benefit of the entire Epstein community. The association provides a rich program of activities and handles many of the major fund raising events. Parents are urged to become actively involved in the programs and committees.

GRADING SCALE

The following grading scale for grades 4-8 is used:

A+ 97-100
A 94-96
A- 90-93

<i>B+</i>	<i>87-89</i>
<i>B</i>	<i>84-86</i>
<i>B-</i>	<i>80-83</i>
<i>C+</i>	<i>77-79</i>
<i>C</i>	<i>74-76</i>
<i>C-</i>	<i>70-73</i>
<i>N</i>	<i>0-69</i>

The grade of “N” means that the student is not meeting grade level standards. Any student who receives a grade of “N” will automatically receive a narrative report with the report card that fully describes the grade and what needs to be done for improvement.

Students who have an IEP/ISP may also receive an “m” for modified upon recommendation by a certified tester, their teacher and the administration.

Students who receive an “N” average in a subject (or subjects) for the year will be required to attend summer school or be tutored by a qualified teacher as our school policy states.

GENERAL STUDIES STANDARDIZED TESTING

Standardized tests are used by schools to assess, revise and update their educational program. These scores are not used to compare schools or teachers. Testing will be conducted in the fall and results will be used by teachers to revise curriculum/instruction as necessary. Parents will receive a copy of their child's test report and may contact the teacher to discuss any concerns.

GUM

Gum is not allowed in the school building or on the playground at any time. We appreciate your cooperation.

HEALTH ISSUES

Our goal is to maintain a healthy and vigorous educational environment. Students with easily transmitted illnesses should not attend school. If a child becomes ill or develops a fever greater than 100° F or 37.8° C during school hours, their parents will be contacted and asked to pick up their child as soon as possible. For the safety of your child, make sure that the School Office has your current emergency contact numbers.

Emergency Cards

We require updated information on each child every year. Emergency cards are kept in the School Office and will be taken on field trips and used in an emergency or evacuation situation.

Immunizations

All students are required by Missouri state law to supply the school with health records of immunization upon entering school. All health information forms and immunization records should be up to date and sent directly

to the attention of the School Office. The Health Department requires parents to ensure that their child(ren) is properly immunized. Recently the Health Department required additional shots for students in Kindergarten. Please make sure that the office has current immunization records for your child(ren). Failure to comply with this request will result in your child being asked not to return to school until all health records are in order. Students will not be readmitted without proper immunizations.

Injuries and Minor Complaints

It is EHA's policy to provide basic first aid for minor injuries. More serious injuries will be referred to 911 following a phone call to the parents. In the event of any head injury parents will be contacted by phone, regardless of the severity, so that they may monitor their child for 24 hours. In the case of a life threatening injury emergency medical attention will be sought prior to contacting the parents. It is imperative that parents notify the school of any change in their home and/or work phone numbers, or the contact information for family physicians.

Medications

Please request that your doctor prescribe medication that can be taken before and after the school day. EHA encourages parents to give all medications at home to the extent possible. If a student needs to take medication during the school day, the medicine must be given to the School Office. All medicine must be labeled clearly with the student's name and directions for administering by the School Secretary. If a student takes medication on a short-term basis, a note or letter must be on file in the office. Students are not to have any medication (even over the counter medications such as Tylenol) in their possession at school. Parents are requested to keep all medical information in the School Office updated.

Allergies

Please inform the school office and your child's teachers if your child has any food or other types of allergies.

Sickness

Children who are well enough to come to school are generally well enough to participate in gym and recess periods. Parents are asked to send a note if they do not want their child to have recess. If children should not engage in strenuous activity, parents are asked to send a note to school explaining the reason and length of exclusion.

Please keep your child at home if signs of a coming cold or other illness are evident. In the case of strep throat, students must be on an antibiotic for 24 hours before returning to school. In the case of pink eye (conjunctivitis) students must stay home until their eyes are not red, watering or oozing. Children must also be fever-free for 24 hours before returning to school.

Please inform the office if your child comes down with a communicable disease so that we may inform the rest of the class.

When you are notified that your child is ill and resting in the school office, prompt arrangements should be made to transport the child home. When picking up your child at school, please report to the school office and sign out.

HOMEWORK GUIDELINES

Schools with high standards and strong education programs include homework as an integral part of academics. Homework is relevant to class lessons and designed to foster a habit of independent study. It is expected that homework be completed in a timely manner as assigned by the teacher. Incomplete assignments or assignments that are not submitted will seriously affect grades. In addition, it has a deleterious effect on the learning environment and study habits of the student.

Students who consistently disregard homework will be referred to the Assistant Head of School. Parents will be contacted and a conference will be held. Reading and review of math facts should be done on a nightly basis, even when no formal homework has been assigned.

Parents who feel that their child spends an inordinate amount of time on homework should contact the teacher and discuss the issue.

Parents are requested to provide an atmosphere conducive to studying and assist in time management. Children should not need parental assistance to do homework. The Academy prefers that parents not assist their children with assignments. If a child seems continuously perplexed by the assignments, the teacher should be informed.

A student who misses a homework assignment or is ill should make arrangements with the classroom teacher to complete the assignment. Students who are absent may obtain the homework assignments from classmates or have parents call the school office before 10:00 a.m. for pick up in the office by a parent. The school cannot guarantee homework assignments if the school is called after 10:00 a.m.

Homework is designed to be done independently by the student and not require parental involvement. Teachers may assign homework that utilizes parental involvement but this will be communicated to students and parents prior to giving the assignment.

Homework may be assigned on a regular basis for grades 1-8. The times listed below are the average daily recommended average times for homework. For example, a first grader can have 10-15 minutes homework for Judaic Studies and 10-15 minutes homework for General studies. Homework for a first grader should not exceed 30 minutes.

<u>Grade</u>	<u>Homework Time</u>
1st	10 - 15 minutes
2nd	15 - 20 minutes
3rd	25 - 30 minutes
4th	30 - 35 minutes
5th	35 - 40 minutes
6, 7, 8	2-3 hours total for both departments

Please note: Studying for tests, reading and long-term assignments are not part of this time frame.

Teachers will tell students the approximate times the assignment should take. Long-term assignments will be monitored by teachers to make sure students don't compress work into one short period.

Teachers will mark the homework for accuracy, quality and neatness and return it promptly to the pupils.

Homework will not be given over the following holidays: Rosh Hashana, Yom Kippur, Chanukah, Succot, Purim, and Passover. Homework can be given over weekends, but teachers are cognizant that homework cannot be done on Shabbat. Teachers will also be sensitive to the needs of students in the event that a special school program is scheduled in the evening. Judaic studies teachers may assign tefillah (prayer) or the review of Torah during Jewish holidays.

Homework Guidelines for Parents

The following are some suggestions that might make homework time a more positive experience for you and your child.

1. Spend some time at the beginning of the year developing a schedule that includes time for play or relaxation, time for eating, time for homework and time for socializing. It is very important that you keep to the schedule as much as possible. You may wish to limit phone calls during homework time to only a minute or two. It is a good idea to post this schedule in the kitchen or in your child's room.
2. Children need to know that they have their own place in the house where they can work. In busy homes where there are several school age children and limited space, you may wish to place a blanket on the floor to designate a specific area on which to work.
3. Help your child with homework only when asked. If your child is overly dependent on your help, remind your child that you are there to help but not to do the work. When your child is having difficulty understanding the work, please write a note in the homework book so that the teacher can go over the work the next day.
4. Make certain that there are enough pens, pencils and erasers for your child to use. You can use empty baby-wipe containers or tissue boxes to keep these items. When you see that the supply of these items is getting low, you can encourage your child to go on a "scavenger hunt" around the house to find all the misplaced school supplies.
5. Help your child to organize books and knapsacks at least once a week.
6. Provide your child with a box or a shelf on a bookcase for library books, important papers, projects in the works, etc. This place should be beyond the reach of younger siblings. Encourage your child to use this shelf to store his schoolwork in order to avoid "lost" homework.

KASHRUTH

To accommodate the different levels of observance of Kashrut of our students it is required that all food be kosher dairy or parve and that snacks and lunches not be shared. Parties held at restaurants outside of school must be held at kosher establishments. For a complete listing of kosher products and restaurants, contact the Va'ad Hoer 569-2770.

No meat products of any kind are to be sent to school. All packaged foods brought into the school for lunch, snack, or cooking projects must be clearly marked with an acceptable kosher symbol (**see list at the end of the**

book). Periodically, during the school year, the school may provide a treat to students during celebrations at the school. If you do not want your child(ren) to have certain foods please contact the School Office.

Non-Discrimination Policy

Epstein Hebrew Academy does not discriminate on the basis of race, color, ethnic, or national origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school administered programs.

POLICY FOR LEAVING SCHOOL

Parents are asked to schedule appointments for students outside of school hours. When this cannot be accomplished, please follow the procedure below.

1. Notify the school office in the event that a child must be dismissed from class during the school day.
2. Notify the office if someone other than the parent or regular carpool driver will be picking up a child during or after school.
3. Notify the office concerning a child's going home with a classmate or friend after school.
4. **Students will not be dismissed to anyone other than a parent unless the office has prior notification. If a student needs to leave the school premises at any time before dismissal, parents should come to the office to have their child(ren) paged and they will be dismissed from the front office. Teachers have been instructed not to dismiss any child that is not called from the office.**

LOST AND FOUND

It is suggested that you mark your child's clothing (especially coats, jackets, sweaters, mittens and hats) with your child's name to prevent needless loss of articles that are often in excellent condition. Lost items will be kept in a receptacle in a storage area. Jewelry, wallets, purses and expensive small items will be kept in the office. At the end of the school year all unclaimed clothing and articles will be given to charity. **If parents would like to look for lost items, please contact the school office.**

LUNCHESES/LUNCH ROOM

Lunches and snacks eaten at the school must conform to the rules of Kashruth. Only DAIRY and PAREVE foods are permitted. Pre-packaged foods should bear a reliable Kashruth symbol. Please do not hesitate to enlist our assistance in ascertaining whether the foods you wish to give your child are kosher.

Prepared lunches, both dairy and meat, may be purchased each day. Lunch menus will distributed each month with the Daf Keshet for the following month. Parents are asked to fill out the menu by the required date and return it to the school office with a check. Refunds for bought lunches will be given if students are absent for three days or more. Parents are asked to request a refund from the office. No refunds will be given without a request.

The school encourages parents to make sure that their children are given nutritious foods that they will enjoy

and discourages sweets, as children tend to eat the sweets and discard their sandwiches. **Soda should not be included in lunches brought from home.** Please discourage your child from trading lunch items as this is prohibited due to food allergies, parental concerns, etc. Children should bring healthy snacks to school. Children are permitted to eat snacks during recess under the supervision of their teachers.

We trust that parents realize that our school promotes the observance of Kashruth and that this precludes the distribution of any homemade foods in the school. Please consult with the school administration to verify the Kashruth of bakery goods or packaged foods before sending them for distribution, to avoid embarrassment. Several establishments are supervised by the St. Louis Vaad Hoer. Information is available on specific products by calling 314-569-2770.

Lunch is part of our school day and as such, all policies regarding dismissal and behavior are applicable in the lunchroom.

Procedures and Rules in the Cafeteria

Lower School

- Students will be escorted by their a.m. teachers to the cafeteria.
- Students will put their lunches on their designated tables and line up to wash at the washing station.
- Students will sit down at their table and will recite *al netilat yadayim* and *hamotze*. There is Matza for any child who doesn't have bread. Parents who are serving lunch are welcome to join their child at their assigned tables.
- Teachers will pass out milk to students who have purchased milk.
- Students are to remain in their seats using quiet voices at all times. Students will raise their finger(s) and wait for permission from the supervising teacher before leaving their seats to get a drink from the drinking fountain, or to use the restroom.
- At the signal, all conversations in the cafeteria will immediately end. It will be time to clean up and get ready for benching.
- One student from each table will help pass out benchers.
- Two leaders will be chosen to lead benching using the microphone.
- All students bench. All students will follow along in their benchers.
- After benching students will remain in their seats until they are dismissed by grade levels to the playground.

Middle School

- All students will get their lunches and go to the cafeteria.
- If the door to the lunchroom is closed students should remain quietly in line at the top of the steps.
- Students will enter the cafeteria quietly and sit down at their designated tables.
- Students will bench with a *mezuman* after they finished eating.
- Students who need more time will sit quietly without talking.
- After fifteen minutes, students who have cleaned up their spot at the lunch table will be dismissed to the playground. All students will remain in their seats until they are dismissed.
- All students must leave the lunchroom at the end of the lunch period.

Dismissal From Lunch Room

Parents who wish to take their child(ren) out of school for an appointment during the child(ren)'s lunch hour must go to the office and then the child will be paged to come to the office to be picked up and signed out.

Middle School students who wish to celebrate a birthday during their lunch hour need to inform the lunchroom supervisor in advance.

MIDDLE SCHOOL TESTS AND PROJECTS CALENDAR

A calendar with the schedule of upcoming Middle School tests and major assignment due dates will be posted on a bulletin board in the teacher's lounge. No more than two tests and the completion of one major project will be assigned to any particular day.

NEWSLETTER

The school newsletter, the Daf Keshet, will be e-mailed on Friday of each week. The newsletter contains informational articles and **very important and pertinent information**. **The Preschool also publishes a weekly Preschool Pulse with information about activities in the Preschool. Please make reading the Daf Keshet and the Preschool Pulse part of your regular routine.**

PARENT CONFERENCE DAYS

We have planned formal conference days in the fall and spring. Conferences are an important opportunity for parents to meet with teachers to discuss their student's academic and social progress. School will be out on conference days to allow teachers time to meet with all parents in a convenient day/evening schedule. Conference sessions are tightly scheduled every 10 – 15 minutes so please be prompt. Additional conferences can be scheduled throughout the year as the need arises by request of either the parents or the teacher. **If a teacher is unable to confer with parents at the scheduled conference times, that teacher will contact each parent and set up a time for conferencing.**

The following guidelines will help ensure a successful parent-teacher conference:

- Be on time for conferences and respect time limits.
- Be honest with teachers and make your concerns known so we can help solve them.
- Reflect on your child's progress, strengths and weaknesses before the conference and try to prepare specific questions in advance.
- Don't bring your child or other siblings to the conference or leave them unattended.
- Try to remember that your information probably came through a child's perspective.
- Try to be open-minded. Listen first, reflect, and then act.
- Try not to put a teacher, or a child, in the middle of a family conflict.
- Ask for specific suggestions and take notes. Request a follow-up conference if needed.

- Don't compare your child with others in the grade or with siblings. Each child is unique and has different talents and challenges.
- Remember that we are all on the same side. Working together, we will be an unbeatable team.

PROGRESS REPORTS

In the middle of each trimester, progress reports may be used by teachers at all grade levels as a formal method of informing parents of students' progress in school. Parents are encouraged to discuss the progress report with their child and should feel free to contact the teacher with any questions.

TRIMESTER REPORT CARDS

Written reports of each student's performance are prepared for each trimester. Report cards are composed of a combination of a checklist of specific skills that have been evaluated as to degree and mastery, with accompanying narratives providing recommendations. At the end of the third trimester, if a student receives a grade of "N" (not meeting grade level standards) in the core academic areas, he or she may not be promoted to the next grade level. If grades are sufficiently low enough, a student may be required to be involved in summer school or tutoring as a requirement for promotion to the next grade level. Summer tutoring or summer review may be suggested by the teacher if a child has had difficulty throughout the year and needs reinforcement in the summer to retain skills mastered. The teachers can provide a guideline of skills and materials for summer reinforcement.

Our main goal is to ensure that the child has necessary skills and confidence to be successful on the next grade level. The school reserves the right to withhold a contract if in the opinion of the faculty and administration it is not in the best interest of the child to continue in our program. Report cards are turned in to the School Office approximately two days after each trimester ends. Reading, editing, collating and mailing usually take about two weeks to complete. Reports are mailed out shortly thereafter.

PARKING

Parents visiting campus may park in available spaces in front of the school which is also our staff's parking area or in the visitors parking area on the south side of the building..

SCHOOL HOURS

Tenoki	8:30-12:00 (Monday - Friday) 2, 3, 4, or 5 days Enrichment: 1-4, days until 3:40 Friday until 2:15
Nursery & PreKindergarten	8:30-12:00 (Monday - Friday) Enrichment: 1-4 days until 3:40 Friday until 2:15
Kindergarten—5th Grade	8:30-3:40 (Monday - Thursday)
Grades 6—8	8:30-4:40 (Monday - Thursday)

**Friday Dismissal, K-8 &
Enrichment**

2:15 p.m.

**Middle School Boys Minyan
(Grades 6, 7 & 8)**

7:45 (Monday - Friday)

STUDENT SUCCESS INITIATIVE

Epstein employs a part-time Student Success Coordinator whose job it is to meet regularly with the administration and staff to review the progress of students. Student referrals to the coordinator come from teachers, staff, or parents. A Care Team Meeting is then called and the team evaluates the issue or issues and makes recommendations for action to be taken. The team is made up of teachers, child support personnel and an administrator. The Coordinator also coaches teachers on differentiated learning.

TECHNOLOGY/INTERNET USE POLICY

In-School Use

Epstein Hebrew Academy has the ability to enhance your child's education by providing access to current technologies including the internet. The rich sources of information available on the internet enhance the quality of education available to all students by enhancing their ability to do research, communicate and collaborate with others, and their ability to access content appropriate for their own instructional program. It is our intention to provide an internet environment that is safe and appropriate for all of our students. The school currently uses a commercial internet screening company which reviews and filters internet content, and does not allow access to pages and/or sites with objectionable material. In addition, school personnel monitor internet use to ensure that students are using these resources appropriately and will design use according to their grade level. In general you will find the following:

- Grades Preschool-4 Limited use for specific projects. Use is teacher-directed and only sites selected by the teacher are accessible.
- Grades 5-8 Use is adult directed and monitored.

Your child's teacher will discuss the appropriate use of technology including the use of the internet. Students will be expected to follow the rules established in the guidelines. Epstein Hebrew Academy will determine specific internet and computer use procedures to assure that the experience is safe and engaging for students.

Epstein Hebrew Academy is using all of the strategies described above to ensure the safety of students and restrict access to inappropriate material. However, access to the internet brings with it the availability of material that is of no educational value, abusive, racially biased, or is otherwise offensive. While school personnel are putting great effort into ensuring appropriate access, we cannot guarantee that students will not locate material that may be objectionable. Staff will make every effort to help students follow the guidelines. **Students are never permitted to use instant messaging, social networking or e-mail at school with the exception of e-mailing work to them self under direct supervision. A student who is found violating internet/technology guidelines will lose internet/computer privileges at EHA for a period of time as determined by the Head of School**

At-Home Use

Epstein Hebrew Academy appreciates the benefits of the internet and encourages our children to be proficient in accessing and researching data relevant to their educational experience. We realize that there are tremendous risks while surfing the internet and therefore highly recommend that children are only allowed to use the internet with parental guidance.

If any family does not allow their children to access the internet from home, we ask that you contact their teacher(s) and let them know. If assignments require the use of the internet, alternatives will be provided.

TELEPHONE

The school office will fully cooperate with you in transmitting urgent messages to and from your child. The phone in the outer office waiting area is primarily for the use of parents and visitors. Students will not be permitted to use the phone **without permission**. In the case of an emergency, the school secretary will contact the parents immediately. No phone calls will be permitted for forgotten homework assignments. Additionally, student use of cell phones is not permitted during the school day. Cell phones must be kept in lockers during the day. **Cell phones will be confiscated if a student uses it during school hours. Parents may be required to pick up their child's phone in the office.**

TUITION ASSISTANCE (SCHOLARSHIPS)

Financial help with tuition help is available through our "Tuition Assistance" process and application forms can be requested from the Business Office. Most Jewish day schools follow the same confidential procedure to assess what a family's affordable fair share of tuition will be for the next year. These financial aid monies are available on a first-come, first-served basis. Please watch for notices from the Business Office in the spring when re-enrollment for the following year begins.

TZEDEKAH

All Judaic classes collect tzedakah as a means of inculcating the Jewish values of giving and sharing with others. Your child's teacher will let you know the pattern of tzedakah collection in your child's class. In addition, children will participate in various forms of community service throughout the year.

VIDEO MOVIE POLICY

Only "G-rated" movies will be used for educational purposes in the classroom. Infrequently, a teacher may elect to use a pre-approved short excerpt from a non-G-rated movie for educational purposes. In some cases, written prior parental approval may be requested.

VIOLENCE

All written, verbal or physical threats of violence, **at all grade levels**, are taken very seriously for everyone's protection. All faculty/staff members are directed to report any such threat. The teacher will bring the student to the office immediately and the administration will determine the course of action to be followed **up to and including suspension or expulsion**.

VISITORS

Visitors are welcome at EHA. **All visitors must use the main lobby doors to enter the building and sign in with office personnel. All visitors will be asked to wear a visitor's tag and sign out upon leaving. Parents/others may not to interrupt classes during the school day. Arrangements for observations of classes may be made with the administration. These visits are scheduled with at least a day's notice.**

VOLUNTEER PROGRAM

We are so grateful to all who volunteer at our school. You are an essential part of the Epstein "family."

Examples of ways that you can volunteer:




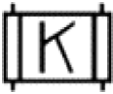


- **Working in the library**
- **Chauffeuring on field trips**
- **Running errands for the school**
- **Working on school maintenance projects**
- **Writing and producing public relations materials and newsletters for the school**
- **Coordinating, planning and running fundraising events**


As volunteers, we ask the following:










- **Please sign in and out with the front office**
- **Please wear your visitors tag at all times**
- **Please comply with our school dress code**
- **When in a classroom or working with students, please remember that you may hear or see things at school that are of a confidential matter. With respect to our students and faculty, we ask that you please refrain from discussing this information.**




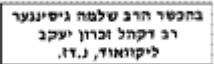


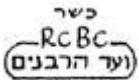


If you have any concerns, please feel free to discuss them with the administration.

Some School Recognized Kashrut Symbols

UNITED STATES and CANADA			
California			
	Igud Hakashrus of Los Angeles (Kehillah Kosher)	Rabbi Avraham Teichman 323-935-8383	186 North Citrus Ave., Los Angeles, CA 90036
	Vaad Hakashrus of Northern California	Rabbi Levy Zirkind 510-843-8223	2520 Warring St. Berkeley, CA 94704
	Rabbinical Council of California (RCC)	Rabbi Nissim Davidi 213-389-3382	3870 Wilshire Blvd. #420 Los Angeles, CA 90010
Colorado			
	Scroll K Vaad Hakashrus of Denver	Rabbi Moshe Heisler 303-595-9349	1350 Vrain St. Denver, CO 80204
District of Columbia			
	Vaad HaRabanim of Greater Washington	Rabbi Kalman Winter 301-593-0336	11161 New Hampshire Ave. Suite #402 Silver Spring, MD 20904
Florida			
	Kosher Miami Vaad HaKashrus of Miami-Dade	Rabbi Mordechai Fried Rabbi Manish Spitz 786-390-6620	PO Box 403225 Miami, FL 33140

	Florida K and Florida Kashrus Services	Rabbi Sholom B. Dubov 407-644-2500	708 Lake Howell Rd Maitland, FL 32751
	Orthodox Rabbinical Board of Broward and Palm Beach Counties (ORB)	Rabbi Pesach Weitz 305-206-1524	PO Box 640326 Miami, FL 33164
Georgia			
	Atlanta Kashrus Commission	Rabbi Reuven Stein 404-634-4063	1855 La Vista Rd. N.E. Atlanta, GA 30329
Illinois			
	Chicago Rabbinical Council (cRc)	Rabbi Sholem Fishbane www.crcweb.org 773-465-3900	2701 W. Howard Chicago, IL 60645
	Midwest Kosher	Rabbi Yehoshua H. Eichenstein Rabbi Chaim Tzvi Goldzweig 773-761-4878	2857 W. Pratt Chicago, IL 60645
Indiana			
	Indianapolis Orthodox Board of Kashrus	Rabbi Yisrael Gettinger 317-253-5253	6510 Hoover Rd Indianapolis, IN 46260
	Indianapolis Beth Din	Rabbi Abraham Grossbaum 317-251-5573	1037 Golf Lane Indianapolis, IN 46260
Iowa			
	Iowa "Chai-K" Kosher Supervision	Rabbi Yossi Jacobson 515-277-1718	943 Cummins Pkwy Des Moines, IA 50312
Kansas			











	Vaad Hakashruth of Kansas City	Rabbi Daniel Rockoff 913-649-4300	P.O. Box 12542 Overland Park, KS 66282
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Kentucky			
	Louisville Vaad Hakashrut	Rabbi Avrohom Litvin 502-459-1770	PO Box 5362 Louisville, KY 40205
Louisiana			
	Louisiana Kashrut Committee	Rabbi Yossie Nemes 504-957-4986	4141 W Esplanade Ave Metairie, LA 70002
Maryland			
	Star-K Kosher Certification (chalav Yisrael)	Dr. Avram Pollack 410-484-4110	122 Slade Ave. #300 Baltimore, MD 21208
	Star-D Certification (non-chalav Yisrael)	Dr. Avram Pollack 410-484-4110	122 Slade Ave. #300 Baltimore, MD 21208
Massachusetts			
	Diamond -K	Rabbi Rachmiel Liberman 617-469-5000	100 Woodcliff Road Chestnut Hill, MA, USA 02467
	New England Kashrus LeMehadrin	Rabbi Aaron Hamaoui 617-789-4343	75 Wallingford Brighton, MA 02135
	Vaad Hakashrus of Worcester	Rabbi Hershel Fogelman 508-799-2659	120 Main St Worcester, MA 01608
Michigan			
	Council of Orthodox Rabbis of Greater Detroit	Rabbi Yosef Dov Krupnik 248-559-5005	16947 West 10 Mile Road Southfield, MI 48075

Minnesota			
	United Mehadrin Kosher (UMK) Note: unless the meat states that it is glatt, it is certified not-glatt by the UMK. The cRc only accepts Glatt Kosher meats.	Rabbi Asher Zeilingold 651-690-2137	1001 Prior Ave. South St. Paul, MN 55116
Missouri			
	Vaad Hoeir of Saint Louis	Rabbi Zvi Zuravin 314-569-2770	4 Millstone Campus St. Louis, MO 63146
New Jersey			
	Badatz Mehadrin -USA	732-363-7979	1140 Forest Ave. Lakewood, NJ 08701
	Rabbi Shlomo Gissinger "CHES K"	732-364-8723	170 Sunset Rd. Lakewood, NJ 08701
	Kashrus Council of Lakewood N.J.	Rabbi Avrohom Weisner 732- 901-1888	750 Forest Ave. Suite #66 Lakewood, NJ 08701
	Kof-K Kosher Supervision	Rabbi Zecharia Senter 201-837-0500	201 The Plaza Teaneck, NJ 07666
	Rabbinical Council of Bergen County	Rabbi Binyomin Taub 201-287-9292	PO Box 1233 Teaneck, NJ 07666
New York-Bronx			
	Rabbi Zevulun Charlop	718-365-6810	100 E. Mosholu Parkway South Bronx, NY 10458
New York - Brooklyn			
	Rabbi Yechiel Babad (Tartikover Rav)	718-951-0952/3	5207 19th Ave. Brooklyn, NY 11204
	Central Rabbinical Congress (Hisachdus HaRabanim)	Rabbi Yitzchak Glick 718-384-6765	85 Division Ave. Brooklyn, NY 11211

	Rabbi Yisroel Gornish	718-376-3755	1421 Avenue O Brooklyn, NY 11230
	Rabbi Nussen Naftoli Horowitz	718-234-9514	1712 57th St. Brooklyn, NY 11204
	Kehilah Kashrus (Flatbush Community Kashrus Organization)	Rabbi Zechariah Adler 718-951-0481	1294 E. 8th St. Brooklyn, NY 11230
	The Organized Kashrus Laboratories (OK)	Rabbi Don Yoel Levy 718-756-7500	391 Troy Ave. Brooklyn, NY 11213
	Rabbi Avraham Kleinman (Margaretten Rav)	718-851-0848	1324 54th St. Brooklyn, NY 11219
	Rabbi Shlomo Stern (Debraciner Rav)	718-853-9623	1641 56th St. Brooklyn, NY 11204
	Rabbi Aaron Teitelbaum (Nirbater Rav)	718-851-1221	1617 46th St., Brooklyn, NY 11204
	Rabbi Nuchem Efraim Teitelbaum (Volver Rav)	718-436-4685	5808 11th Ave. Brooklyn, NY 11225
	Bais Din of Crown Heights Vaad HaKashrus	Rabbi Yossi Brook 718-604-2500	388 Kingston Ave Brooklyn, NY 11225
	Vaad Hakashrus Mishmeres L'Mishmeres	Rabbi Yitzchok Zeide 718-680-0642	1157 42nd. St. Brooklyn, NY 11219
	Kehal Machzikei Hadas of Belz	718-854-3711	1435 51st St Brooklyn, NY 11219
	Vaad Harabanim of Flatbush	Rabbi Meir Goldberg 718-951-8585	1575 Coney Island Ave. Brooklyn, NY 11230

New York - Manhattan

	K'hal Adas Jeshurun (Breuer's)	Rabbi Moshe Zvi Edelstein 212-923-3582	85-93 Bennett Ave New York, NY 10033
	Orthodox Jewish Congregations (OU)	Rabbi Menachem Genack 212-563-4000	11 Broadway New York, NY 10004
New York-Queens			
	Vaad HaRabonim of Queens	Rabbi Chaim Schwartz 718-520-9060	141-49 73rd Ave Flushing, NY 11367
New York-Long Island			
	Vaad Harabanim of the Five Towns and Far Rockaway	Rabbi Yosef Eisen 516-569-4536	597A Willow Ave. Cedarhurst, NY 11516
New York-Upstate			
	Vaad HaKashrus of Buffalo	Rabbi Moshe Taub 716-634-3990	3940 Harlem Rd. Amherst, NY 14226
	The Association for Reliable Kashrus	Rabbi Shlomo Ullman 516-239-5306	137 Lord Ave Lawrence, NY 11559
	Rabbi Mordechai Ungar	845-354-6632	18 N. Roosevelt Ave. New Square, NY 10977
	Vaad Hakashrus of Mechon L'Hoyroa	Rabbi Y. Tauber 845-425-9565 ext. 101	168 Maple Ave. Monsey, NY 10952
	Rabbi Avraham Zvi Glick	845-425-3178	34 Brewer Road Monsey, NY 10952
	Rabbi Yitzchok Lebovitz	845-434-3060	P.O. Box 939 Woodridge, NY 12789
	New Square Kashrus Council	Rabbi C.M. Wagshall 845-354-5120	8 Truman Ave Suite #2 New Square, NY 10977

	Vaad Hakashruth of the Capital District	Rabbi Dr. Moshe Bomzer 518-489-1530	877 Madison Ave. Albany, NY 12208
	Rabbi Menachem Meir Weissmandel	845-352-1807	1 Park Lane Monsey, NY 10952
Ohio			
	Cleveland Kosher	Rabbi Shimon Gutman 440-347-0264	P.O. Box 181476 Cleveland Heights, OH 44118
Pennsylvania			
	Community Kashrus of Greater Philadelphia	Rabbi Dov Brisman 215-871-5000	7505 Brookhaven Philadelphia, PA 19151
Texas			
	The Houston Kashruth Association	Rabbi Yehoshua Wender 713-398-0267	P.O. Box 35225 Houston, TX 77235
	Texas-K Chicago Rabbinical Council (cRc)	Rabbi Sholem Fishbane 773-465-3900	2701 W. Howard Chicago, IL 60645
	Dallas Kosher	Rabbi Sholey Klein 214-739-6535	7800 Northaven Rd. Dallas, TX 75230
Virginia			
	Vaad Hakashrus of Tidewater	Rabbi Sholom Mostofsky 757-627-7358	420 Spotswood Norfolk, VA 23517
Wisconsin			
	Kosher Supervisors of Wisconsin	Rabbi Benzion Twerski 414-442-5730	3100 North 52nd St. Milwaukee, WI 53216
CANADA			
	Kashrus Council of Canada (COR)	Rabbi Mordechai Levin 416-635-9550	3200 Dufferin St Toronto, Ontario M6A 3B2

	Montreal Vaad Hair (MK)	Rabbi Saul Emanuel 514-739-6363	6825 Decarie Blvd. Montreal, Quebec H3W3E4
	Rabbinical Council of British Columbia	Rabbi Avraham Feigelstak 604-731-1803	401-1037 W Broadway Vancouver, B.C. V6H 1E3

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INTERNATIONAL

ARGENTINA

	Achdus Yisroel	Rabbi Daniel Oppenheimer 5411-4783-2831 or 4784-6719	Moldes 2449 Buenos Aires 1428
	Rabbi Yosef Feiglestock	54114-961-9613	Ecuador 821 Buenos Aires Capital 1214 Argentina


AUSTRALIA

	Kosher Australia Pty Ltd (formerly Melbourne Kashrut)	Rabbi Mordechai Gutnick 613-9525-9895	81 Balaclava Road Caulfield Junction, Vic. 3161, Australia
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BELGIUM

	Machsike Hadass	Rabbi Eliyahu Shternbuch 323-233-5567	Jacob Jacobstraat 22 Antwerp 2018
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BRAZIL

	Comunidade Ortodoxa Israelita Kehillas Hachareidim Departamento de Kashrus	Rabbi A.M. Iliovits 5511-3082-1562	Rua Haddock Lobo 1091, S. Paulo-SP, 01414-003
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CHINA

	HKK Kosher Certification Service	Rabbi D. Zadok 852-2540-8661	18 Floor, V. Heun Building 138 Queen's Road Central, Hong Kong
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ENGLAND			
	The Joint Kashrus Committee of England	Mr. Yitzchok Feldman 44208-802-6226	140 Stamford Hill London N16 6QT
	Machzikei Hadas Manchester	Rabbi M.M. Schneebalg 44161-792-1313	17 Northumberland St. Salford M7 4RP
	Gateshead Kashrus Authority	Rabbi Elazer Lieberman 44191-477-1598	37 Grasmere Street West Gateshead-Tyne & Wear NE8 1TS
FRANCE			
	Rabbi Mordechai Rottenberg (Chief Orthodox Rav of Paris)	3314-887-4903	10 Rue Pavee Paris 75004
	Adas Yereim of Paris	Rabbi Y.D. Frankfurter 3314-246-3647	35 Rue Miguel Hidalgo Paris 75019
	Kehal Yeraim of Paris	Rabbi I Katz 33-153-012644	13 Rue Pave Paris 75004
ISRAEL			
	Badatz Mehadrin	Rabbi Avraham Rubin 9728-939-0816	10 Rechov Miriam Mizrachi 6th Floor, Room 18 Rechovot, Israel 76106
	Rabanut Hareishit Rechovot	Rabbi Yehoshua Rauchberger 9728-936-2665	2 Goldberg St. Rechovot, 76106
	Beis Din Tzedek of Agudas Israel Moetzes Hakashrus	Rabbi Zvi Geffner 9722-538-4999	2 Press St. POB 513 Jerusalem
	Beis Din Tzedek of the Eidah Hachareidis of Jerusalem	Rabbi Naftali Halberstam 9722-624-6935	Binyanei Zupnick 26A Rechov Strauss POB 5006 Jerusalem

	Beis Din Tzedek of K'hal Machzikei Hadas - Maareches Hakashrus	Rabbi Mordechai Brisk 9722-501-9888	Toras Chesed 7 POB 41109 Jerusalem 91410
	Chug Chasam Sofer	Rabbi Shmuel Eliezer Stern 9723-618-3572	18 Maimon St. POB 426 Bnei Brak 51103
	Rabbi Moshe Landau	9723-618-2647	Rechov Yechezkel 3 Bnei Brak
	Rabbi Mordechai Seckbach	9728-974-4410	Noda Biyauda St. 5/2 Modiin Illit
MEXICO			
	Hoshgoche Charedis of Mexico "Koshermex" Rabbi Avrohom Resnicoff	52-55-1055-7150 52-55-1055-7151 Fax: 52-55-5096-0457	Juan Luiz Vives 210/PB Polanco Mexico D.F., Mexico
PHILIPPINES			
	Far East Kashrut	Rabbi Haim Talmid	53 Business Plaza Golderest Square Ayala Centre, Makati City Philippines
SOUTH AFRICA			
	Cape Town Beth Din	Rabbi D Maizels 2721-461-6310	191 Buitenkant St. Cape Town 8005
SWITZERLAND			
	Beth Din Adas Jeshurun	Rabbi Pinchus Padwa 411-201-6746	Freigulstrasse 37 Zurich 8002
UKRAINE			
	Jewish Community and Central Synagogue Kiev	Rabbi B. Bleich 38044-463-7087	29 Shekavizkaya Str. Kiev 04071
VENEZUELA			
	Union Israelita de Caracas	Rabbi Chaim Raitport	Avenida Marques del Toro

		58212-552-8222	#9 San Bernadina Caracas 1011

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For more information see [Understanding the Reliability of the Kashrus Agencies.](#)

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Please include name, city, state.

HaRav Gedalia Dov Schwartz, shlit" a Av Beth Din	Rabbi Moshe Kushner Executive Director	Rabbi Sholem Fishbane Kashruth Administrator
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Notes