



# *Family Handbook*

# **GRADES 1-8**

**RABBI BENJY OWEN, HEAD OF SCHOOL**  
**RABBI DR. JOSH WISE, PRINCIPAL**  
**MRS. ANAT KAMPF, ASSISTANT PRINCIPAL,**  
**MIDDLE SCHOOL**



## **Our Mission**

The Margolin Hebrew Academy - Feinstone Yeshiva of the South is a warm, community-focused, values-driven Orthodox day school that empowers and inspires its students with the knowledge and skills they will need to meaningfully contribute to all aspects of society.

## **Our Values**

We are committed to:

- The importance of Torah learning and Torah living
- Rigorous academics in both general and Judaic studies
- Rethinking and reimagining education for a rapidly changing world
- Integrity, kindness, respect, and responsibility as foundational values of Jewish life
- A love of G-d, the Jewish people, and the state of Israel

# Administration and Staff

## **Educational Administration**

Rabbi Benjy Owen	Head of School
Rabbi Dr. Josh Wise	Principal
Mrs. Anat Kampf	Assistant Principal, Middle School

## **Office**

Brandy Flack	Executive Director
Erica Stoltz	Assistant to the Dean
Amanda Minner	Office Manager
Francie Schneider	Office Assistant

## **Kitchen**

Sandra Osdoba	Kitchen Manager
Shmika Stigger	Kitchen Assistant

## **Maintenance**

Brandon Shelby	Facilities Manager
----------------	--------------------

## **Technology**

Noam Davidovics	Director of Technology
-----------------	------------------------

\* Notice of Non-Discrimination \*

*The Margolin Hebrew Academy/Feinstone Yeshiva of the South admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color or national origin in the administration of its educational policies, admissions policies, hiring practices, scholarship programs or other school administered programs.*

# Table of Contents (with Hyperlinks)

[Purpose of Handbook](#)

[Abuse Policies](#)

[Academic Integrity](#)

[Attendance](#)

[Bullying](#)

[Carpool, Morning Drop Off, and Pick Up](#)

[Cell phones/other internet-enabled devices](#)

[Chromebook Usage Policy](#)

[Communication](#)

[Computer Use](#)

[Confidentiality](#)

[Decorum](#)

[Emergency Closing](#)

[Field Trips](#)

[Health Regulations](#)

[Homework](#)

[Horizons \(Academic Support\)](#)

[Hours](#)

[Illness](#)

[Lice](#)

[Lunch And Snacks](#)

[Health and Wellness Policy](#)

[Parent Teacher Conferences](#)

[Parties And Special Events](#)

[Physical Education \(P.E.\), Art, and Library](#)

[Recess Guidelines](#)

[Report Cards and Assessments](#)

[Standardized Tests](#)

[Summer Homework](#)

[Telephone](#)

[Textbooks](#)

[Uniforms](#)

[Visitors And Security](#)

[Appendix A: Computer Use Policy](#)

[Internet Access and Use](#)

[Appendix B: Non-Fraternization Policy](#)

[Appendix C: List of Approved Kosher Symbols](#)

[Appendix D: Vision Screening Form](#)

[Appendix E: Counseling Consent Form](#)

# **1. Purpose of Handbook**

The administration of MHA-FYOS is deeply appreciative of your decision to enroll your child in our 1-8 program. We are proud of our exceptional program and we look forward to facilitating your child's social, academic, and religious growth over the coming year. Achieving maximal student growth is predicated on a strong partnership between both the home and school. Neither can work effectively without the understanding, support, and assistance of the other. Guiding the development of the child is a cooperative endeavor. Therefore, it is very important that there is open communication between teachers, parents, and the administration. The purpose of this handbook is to develop a better understanding of the Margolin Hebrew Academy Grades 1-8.

## **2. Abuse Policies**

As the school is deeply committed to the safety and well being of every child, all staff is trained in Tennessee Child Abuse policies. Staff who have "reasonable cause to believe" a child is being abused or neglected, are mandated by law to report that suspicion to the state department of Children's Services.

If an employee or staff member of our school is accused of sexual or physical abuse at our school, parents of the child should immediately report such to the Head of School. In the event that the alleged victim is not comfortable reporting to the Head of School, the report should be made to the President of the Board. In response, the staff member will be immediately suspended and removed from the premises until an investigation is conducted and concluded. The accused staff member shall be afforded a reasonable opportunity to respond to the accusation. As a result of the accusation and/ or investigation, the school may, in its sole discretion, take disciplinary action up to and including termination of the staff member. The school shall maintain the confidentiality of the investigation to the extent possible, but shall abide by all municipal, state and/ or federal regulations and laws.

### 3. Academic Integrity

The Torah tells us, “*mi-dvar sheker tirchak*”, “distance yourself from dishonesty.” Honesty and integrity must go hand in hand with academic achievement and they are central to the type of education and atmosphere that our school must embody.

The following actions are antithetical to such values and therefore constitute violations of the MHA/FYOS academic integrity policy:

- A. Inappropriate or deceitful obtaining and/or disseminating of questions and/or answers on assignments or examinations. This includes asking other students who have taken an exam what the questions were.
- B. Presenting someone else’s work as your own (plagiarism). Examples of plagiarism include:
  - 1. Copying someone else’s homework or assignments.
  - 2. Presenting someone else’s research or work, including that which you found on the internet, as your own.
  - 3. Failing to attribute sources properly in a paper or research project.

Challenges to materials of all types will be handled on a case-by case basis by administrators. Questions of Jewish law or traditions will be brought to the Head of School.

### 4. Attendance

Each teacher takes attendance daily.

If parents anticipate an absence, they should please contact the teachers and administration in advance.

- a. Make-up work is required for all absences. In the case of illness, if a parent wishes homework to be sent home with a sibling or neighbor, or sent to the office, the office should be called by 10:00 AM.
- b. Whenever possible, please schedule medical and dental appointments during non-school hours.
- c. Vacation plans should ideally be made in accordance with the school calendar. For your convenience a school calendar has been included at the end of this handbook and is posted on our school website. If special situations arise, please let the teacher and the administration know as soon as possible.

If a student has more than 30 absences in an academic year, his/her situation will be reviewed by the Principal before determining if the student can be promoted to the next grade level.

## 5. Bullying

- A. At the Margolin Hebrew Academy one of our goals is to create a family atmosphere in which all members feel safe, appreciated, and respected and wherein everyone understands that we were all created bi-tzelem Elokim (in the image of G-d). Students at the Margolin Hebrew Academy are expected to behave according to Torah values and to understand that *derech eretz kadmah la-Torah* (proper behavior comes before Torah). As such, they're responsible for their actions and their speech. It is likewise expected that they respect all people and property and act with age appropriate maturity to promote the welfare of the entire school community.
- B. *MHA prohibits any form of bullying of a student.* The MHA's definition of bullying includes three important components:
  - a. Bullying is aggressive behavior that involves unwanted, negative actions.
  - b. Bullying involves a pattern of behavior repeated over time.
  - c. Bullying involves an imbalance of power /difficulty of the victim in protecting his or herself.
- C. Bullying can take on many forms. This includes but is not limited to:
  - a. Verbal bullying including derogatory comments and bad names (harassment)
  - b. Bullying through social exclusion or isolation
  - c. Physical bullying such as hitting, kicking, shoving, and spitting
  - d. Bullying through lies and false rumors
  - e. Having money or possessions taken or damaged by students who bully
  - f. Being threatened or being forced to do things by students who bully
  - g. Racial bullying
  - h. Sexual bullying
  - i. Cyber bullying (via cell phone or Internet)
  - j. Non-verbal bullying such as eye rolling, sighing, gestures, etc.
  - k. Intimidation
- D. A safe and nurturing environment in school or during school sponsored events/activities is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, parents, and volunteers are role models for how to treat others with civility and respect.
- E. The MHA community takes the issue of bullying seriously. We engage in classroom discussions, student training, parent-training, and ongoing efforts to deal with these issues in order to create a climate and culture whereby all students feel safe and secure.
- F. We recognize that teachers are often the first adults to learn about or witness bullying. Teachers and staff are always alert to the possibility of bullying and respond by using their authority to stop and/or prevent bullying from occurring. Teachers are also there to give guidance to the students involved, both victims and perpetrators in order to work towards better relationships between every student.



- G. When any student, teacher or parent witnesses a violation of the school's anti-bullying policy it is their responsibility to intervene in some way. Options for intervention include anonymous reporting to a faculty member or administrator, direct intervention, speaking with peers, speaking with a faculty member or speaking to an administrator.
- H. Incidents of bullying in any form should be referred to either principal for further investigation. Parent conferences will be scheduled if necessary.
- I. MHA prohibits reprisal or retaliation, whether in or out of school, against any person who reports an act of bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with school policies and procedures.

## 6. Carpool, Morning Drop Off, and Pick Up

If your children walk to school or ride their bicycles to school, please make sure that they have a designated route. Bicycles must be stored at the school in designated areas. These have been chosen as areas which do not block exit doors. Bicycles may not be brought into the building or ridden during school hours. Please make sure your child has a lock and helmet for his/her bike.

If you need to park your vehicle for any reason, please park in the designated parking areas only. ***Please do not park in front of the building.***

If you drop them off after 8:05, please sign your children in at the office. Also, no child will be dismissed from school or from class prior to the regularly scheduled time unless a parent (or authorized person) signs the child out in the sign-out book in the office. Upon return, please sign the child back in to school. Remember, children cannot wait for you in the office, as your signature is needed before they can be released from class.

### CARPOOL PROCEDURES:

- The MHA Parking Lot is a No Cell Phone Zone! Please do not use your phone while in the carpool lane. This is for the safety of the students and drivers.
- The students will remain in their classrooms until they are called to go outside. Please do not instruct your child to wait elsewhere for you. Their teacher will not allow them to go elsewhere and it will cause confusion for the child.
- Most carpools are designated to be dismissed through the doors where the elementary and administrative office wings meet. All walkers should exit the building by the blacktop/playground doors.
- Please do not park and come into the building or to the dismissal area to get your child.
- Please do not get out of your car while in the carpool line.

- Please call the receptionist at the school office by 3:15 PM (Mon.-Thurs.) or by 1:30/2:30 PM (Friday) to notify us if there will be a change in carpool arrangements for a particular day.
- Be sure to snake around through the parking lot so as to allow the maximum amount of cars possible to drive through.
- Please pull as far forward as possible when picking up students.
- Please do not load or unload a full car of students at the Early Childhood end of the building, since that can potentially block traffic.
- Please be certain your children are all the way clear of the car before pulling away from the curb.

## **7. Cell phones/other internet-enabled devices**

Cell phone use is very distracting during the school day. In order to meet the needs of both the school and the students the following guideline is in place:

Students may not use personal, internet-enabled devices (e.g. smartphones, apple watches, ipods, gaming devices) during the school day. If a parent must contact their child during the school day, he or she should call the school office. For families who want their child to have such a device at school, the device must be kept in the student's backpack or stored in the school office. If a cell phone or any other electronic device is out during an inappropriate time, the phone will be confiscated and given to an administrator. It will be returned to the student at the end of the school day.

## **8. Chromebook Usage Policy**

MHA utilizes the use of chromebooks for our fourth-eighth graders. This policy must be reviewed by a parent/legal guardian of each student prior to the student being given his/her chromebook. A document with this policy written down will be sent home for the student and parent/legal guardian to sign before the student will be allowed to use a chromebook.

The chromebooks must be handled with extreme care and caution and are designated for educational uses only. Any usage that is deemed inappropriate or distracting may result in immediate termination or restriction of chromebook use. MHA will determine what is deemed inappropriate or distracting. Examples of inappropriate/distracting usage could include web browsing, sending emails, or playing web games without approval during class.

The Chromebooks require proper care. Students should exercise caution in handling their Chromebooks, as dropping them can lead to permanent damage. Inappropriate handling of a Chromebook may result in termination or restriction of use.

MHA will be providing a case and charger with the chromebook. The case, charger along with the chromebook, must be returned to the school at the end of the school year.

The chromebooks may be brought home, and we encourage students to take advantage of the educational benefits that the chromebooks offer at home. However, if you are worried about it being lost, damaged, or stolen while at home, the chromebook may be left in school.

MHA guidelines regarding internet use can be found in the family handbook and these apply to chromebook use.

Students should bring headphones to school for use with the chromebook when necessary.

Some general guidelines for proper care of your child's chromebook at home include:

1. Be sure to fully charge the chromebook every night.
2. Your child must transport the chromebook in the school-provided case.
3. While we have filtered internet access in our school, the chromebook will be able to access your home internet connection and will be able to access whatever type of connection you provide at home. If this is an issue you are concerned with, we can show you methods of incorporating filters in your house, or how to disable the web browser app on your child's chromebook and force the use of a different safe web browser. Please contact Noam Davidovics to do this for you.

## **Damages**

If the chromebook is lost or stolen, it is your responsibility to replace the chromebook. You can find a replacement chromebook (of the same brand and style) using your choice of online or local retailer, or you can pay MHA \$250 and we will replace it. With proper care, damage is a relatively uncommon occurrence.

## **9. Communication**

We encourage you to be in contact with your children's teachers. At back to school night, teachers will share with you the best way to communicate with them. At the beginning of the year, teachers will notify parents how they can best be reached. If you have a concern that involves the classroom, please contact the classroom teacher first. If you have a concern that you suspect is beyond the scope of the teacher, please contact the Principal. Please give teacher's until the end of the following school day for the teacher to respond to your message. The email address for every teacher and administrator in the school follows the same formula: `firstname.lastname@mhafyos.org`

## **10. Computer Use**

Students at Margolin Hebrew Academy/Feinstone Yeshiva of the South will use a variety of information sources including libraries and computers with approved software and the Internet. The primary function of these resources will be to support and extend students' learning experiences.

Consistent with these objectives, computer use guidelines have been established to enhance the learning of individual students while maintaining a safe, functional environment for all to use. Please remember that students have no privacy while using school computers. At any time or place on campus the computer activity can and will be observed for improper usage.

The school will provide a personal laptop computer for each student in grades 4-8 to use during the school day. No personal computer is allowed to be brought to school. A personal computer brought to school will be taken away and returned to the student at the end of the day.

Please see the Computer Use Policy (Appendix A) at the back of this handbook for further information regarding computer use guidelines.

## **11. Confidentiality**

The Margolin Hebrew Academy maintains the confidentiality of all student records. Any information collected will be used to benefit the child's school experience. Only authorized school staff have access to student records. We are here to work with families and support agencies and physicians to help their child. Our teaching staff and administrators must have written consent from the child's parent in order to speak to anyone outside the school. Please see the office for the appropriate authorization forms.

## **12. Decorum**

As committed Jews, we teach our children the moral imperative of "*Derech erez kodmah la-Torah*" – "Appropriate conduct is a prerequisite to Torah study and living." The following conduct, therefore, is expected in ALL areas of our school:

- Following Torah laws to the best of a child's ability.
- Concern for the welfare of others and respect for their feelings. Therefore, disrespect through (but not limited to) physical aggression, verbal, written or electronic threats, and the use of inappropriate language will not be tolerated. When walking in the hallway, students are expected to keep their hands, feet, and bags to themselves.
- Respect for other people's property. Therefore, taking or using property that belongs to the school or to someone else without first receiving permission from someone authorized to provide it is not acceptable. Defacing school property of any type in any form is never permitted and the posting of any material on bulletin boards or walls can only be done with teacher or administrative permission.
- Respect for your surroundings. Students are expected to pick up trash if they see it, walk in the hallways, and eat/drink in designated areas only. We do not chew gum in school.
- Respect for teachers and school staff. Therefore, students are expected to follow directions respectfully, to come prepared for class, and to stand up quietly when an administrator or visitor enters the room.

In addition to these guiding principles, individual classroom management plans are implemented by each classroom teacher. At the beginning of the year, teachers clearly delineate and explain their classroom management plan.

If a student continues to struggle to adhere to school behavior expectations, teachers and administrators will request a parent conference for the purpose of working together with the student to find a satisfactory plan to help the student in the classroom.

## **13. Emergency Closing**

The school will make an independent decision regarding the closing of school due to inclement weather or hazardous driving conditions. If possible, we will open late rather than cancel the school day.

Decisions will be publicized via email and text message. Decisions and announcements are made by 6:30 a.m.

In the event there is a need to close school early during the school day, you will be notified by phone and text or email.

## **14. Field Trips**

In order for a student to attend a field trip, a permission slip must be signed and returned to the school by a parent. Only certified kosher food may be brought or purchased on the field trip. Booster seats are required by State law for all field trips involving children through 9 years or under 5 feet tall.

## **15. Health Regulations**

State law mandates that we have complete immunization records for each student. These records must be on file in the school office before a child can be admitted to class. The school may need to deny admittance to any students whose records are incomplete.

New Students: We require a health record/certificate of immunization that includes all required vaccinations. Contact your child's pediatrician for the necessary forms.

## **16. Homework**

Teachers will assign relevant homework. Homework serves to reinforce, review, or enhance what has been learned in class. It provides the student with an opportunity to work independently outside of school, and provides him/her with the opportunity to develop a sense of responsibility for his/her work. In general, homework should not exceed approximately 20 minutes in Grades 1 and 2. Homework should not exceed approximately 30 minutes per AM/PM teacher in Grades 3 and 4. Homework should not exceed 45 minutes for General Studies and 45 minutes for Torah Studies period in Grades 5 - 8. Students and parents should keep these limits in mind when projects and tests are

assigned. Time management is an important skill for students to learn. They should begin working on projects and reviewing for tests well in advance of the deadlines. Teachers are instructed that no student should be given more than two tests in one day. Quizzes are not included in this policy. Teachers will monitor the homework and testing carefully; parental comments and input are welcome.

When school is closed for a religious holiday, teachers will not assign written homework or major projects, nor will they schedule tests or quizzes due the day classes resume after the holiday.

Teachers will communicate all assignments via email or through homework assignment books or on RENWEB on a regular basis. This is a helpful tool for the students and parents to be sure that all work necessary is completed on time. For RenWeb login information, please contact the school office.

## **17.Horizons (Academic Support)**

The mission of the Margolin Hebrew Academy is to give each child the best education possible. We are very aware that children differ in their learning styles and academic ability. The Administration is available to meet with parents and proactively work towards their child's success in the school.

While our classrooms endeavor to meet the needs of all learners, there are times when students will need remediation beyond what is provided in the classroom. In these situations teachers, parents and students will work with the resource staff to help meet their individual learning needs, enhance their educational experience, and reach their fullest potential. All student support services are monitored and guided by the Principal.

Should the need for individual testing or counseling arise, we will meet with the parents, and explain our concerns carefully and offer a number of options. The school reserves the right to mandate counseling or intervention for any student whom the administration perceives is having consistent problems in school. Toward the end of the academic year, parents will be notified if their child is at risk of needing to repeat a grade.

If there's a need for teachers to fill out any forms, please submit them to the Principal and she will distribute them to the appropriate teachers. When the forms are completed, the school will mail them to the requesting professional. Please be sure to leave contact information for the doctor when dropping off the forms.

## 18.Hours

Every student is greeted by members of our Administrative team each and every morning beginning at 7:45 AM. Class begins at 8:00 AM daily. Please note that students are expected to be in class, ready to learn, at 8:00.

The school day ends with dismissal at 3:45 PM, Monday through Thursday. Friday dismissals are as follows: Short Friday 2:00 PM dismissal will begin on the first Friday after the clocks are changed. 3:00 PM Friday dismissal will resume after clocks are changed in the spring and will extend to the end of the school year. The newsletter will remind you of these changes.

**PLEASE NOTE:** There is no supervision of students before 7:45 AM or after 4:00 PM (2:15 PM/3:15 PM on Fridays). Please do not drop off your children before 7:45 AM, or leave them at school after 4:00 PM (2:15 PM/3:15 PM on Fridays). Late care will be available for students that sign up at either daily or yearly fee. Maximum of 8 students in grades K-6 will be admitted to aftercare. Please contact the school office for the details.

## 19.Illness

- A. If a student becomes ill during school hours, the student will be sent to the office. If a fever of 99.9 degrees or higher is detected, or if the student has vomited or has persistent diarrhea, parents will be requested to take the student home.
- B. Children are not allowed to have prescription or non-prescription medication in their possession, including Tylenol, Motrin, or other non-prescription medications. The office will only dispense non-prescription medication to those that have medication forms on file in the office.
- C. If a student must receive prescription medication during the school day, it must be brought, in its original container, to school by the parent. It must have the child's name, prescription number, medication name and dosage, times of dosage, physician's name, and pharmacy name, address and phone number.
- D. A child whose ailment is contagious will not be allowed at school with or without medicine. Children must be **fever free for 24 hours** prior to returning to school.



## 20.Lice

The school requires that all students be checked for lice before returning to school after each long vacation. Any student who does not attend a mandatory lice check will be checked by a school approved lice checker. In the event a student has either nits or lice, his/her parents will be notified so that they can appropriately treat the student. The student will be readmitted when found by an approved school lice checker to be free of nits/lice. The school will also notify and re-check siblings and classmates of that student. Students returning from a trip to Israel need to be checked prior to their return to class.

## 21.Lunch And Snacks

All food brought from home must be certified Kosher with proper Rabbinic supervision. Please see appendix C for the list of approved kosher symbols.

### **LUNCH PROGRAM:**

**The school offers a lunch program. The office sends out monthly menus. Please adhere to the deadlines as instructed by the school office.**

Monday, Wednesday, and Friday, is reserved for Pareve or Dairy meals. Tuesdays and Thursdays are for Pareve or Meat meals

Please note we have children with severe food allergies in the school and parents are encouraged to talk to their children about this and to impress upon them that absolutely no food from home can be shared.

Lunch time is the opportunity for students to, in addition to enjoying their lunch, to engage in casual conversations with friends. So that we can ensure that all students enjoy the lunch break, students should follow all directions given by lunch duty teachers and ask permission from a teacher before leaving their seat. When lunch is over, students are expected to throw away their trash and line up with their class when instructed.

If you send lunch with your children, please send it with them in the morning. Lunch boxes or bags should be clearly labeled. Please send spoons, forks and paper products when needed. Please do not send food that needs to be heated in a microwave.

If your child has forgotten to take lunch from home, or if you need to drop it off, please take it to the front office and it will be delivered to your child.

## Health and Wellness Policy

The academic success of youth is strongly linked with their health. Schools—where youngsters spend a large portion of their day—play a critical role in promoting the health and safety of young people and helping them establish lifelong healthy behaviors. Research has also shown that school health programs can reduce the prevalence of risky health behaviors among young people and have a positive effect on academic performance. In short, healthy students are better learners.

The MHA has in place a **Health and Wellness committee**, comprised of faculty, students and community members to promote and raise awareness of areas of health and wellness through:

- Wellness events
- Nutrition
- School Tower Garden
- Physical activity
- Facebook pages that contain information about our health activities and events

As part of this focus, students are not permitted to bring sugary drinks to school, such as:

- Soda (regular or diet)
- Gatorade/Powerade
- Water sweetened with sugary powders/liquids

Students who bring these drinks to school will be given a bottle of water as a replacement drink.

## 22.Lockers

All students are assigned lockers. It is the student's responsibility to keep his/her locker neat and in good repair. If a student discovers damage to his/her locker, it is the student's responsibility to notify the office right away. Please do not put private locks on lockers. The lockers are considered school property and should be treated accordingly. Reports of vandalism will be taken seriously. Lockers may be checked at the Administration's discretion.

## 23. Parent Teacher Conferences

Parent/Teacher conferences are scheduled in November. All parents should avail themselves of this opportunity to further the home/school educational team by participating in these conferences. Parents or teachers may request additional conferences during the school year to better address the student's needs. We will also offer a second conference for grades 1-8 in March. Parents can elect to have a conference in March if they choose. In some cases, teachers will notify parents if they believe a conference is necessary.

## 24. Parties And Special Events

In-class birthday parties for children are permitted only through first grade. We ask that students do not leave class for in-school birthday parties, classroom celebrations, or other performances for their siblings. Please make all arrangements for in-school parties with the teacher. We cannot allow any in-school deliveries of balloons, etc.. For all other grades, with prior approval from the teacher, parents may bring treats such as cupcakes (with proper Kashrut certification only - **no home baked items**) during lunch or recess.

Teachers, with approval from the Principal, may request food be sent in for in-class celebrations. In these cases, please be sure the packages are sealed and have approved kosher certification (see below). No home baked items are allowed. Please keep in mind the needs of students in the class with food related allergies.

We request that when you plan a party for your child outside of school, you do not send the invitations to school, or any party related gifts/merchandise, to be given out. This rule is in place to avoid any potential embarrassment to other students.

## 25. Physical Education (P.E.), Art, and Library

Grades 1 –6 have P.E. twice per week and for grades 7-8 once a week. Grades 1-8 go to the library once per week, go to art class once per week, attend computer class once per week, and music once per week. These classes augment and enhance our school program, providing a more enriching and holistic educational experience for all our children.

## **26.Recess Guidelines**

Students are not permitted to bring hardballs, hard softballs, hockey sticks and wooden or metal baseball bats to school unless they will be used under the supervision of the classroom or PE teacher. Catchers need to use a facemask if playing directly behind a batter. The above equipment should be left with the teacher until needed.

There is to be no rollerblading, bike riding or scooter riding in the halls or on campus during school hours.

## **27.Report Cards and Assessments**

The primary aim of the Margolin Hebrew academy is to give each child the best education possible. We are very aware that children differ in learning styles, academic ability, and testing styles. Based on this, teachers assess the children in a variety of different ways. In grades 1-8, some of these methods are: unit tests, projects, writing samples, one on one evaluation, standardized testing, and work samples. None of these methods are sufficient on their own. Standardized testing shows us one glimpse of a child but not the full picture. The next few sections relate to the ways teachers grade and assess students. Each child is an individual and we view them that way and assess them in that style.

In grades 1-8 there are 4 report cards issued each year at the end of each quarter. See the calendar for when each quarter ends. Each report measures the progress and achievement of the student for the period of that report. Progress indicates how far the child has come over the grading period. Achievement indicates the child's mastery of our school's grade level standards. The grading scale is as follows:

- Progress grades: BG    beyond grade level expectations
- OG    on grade level expectations
- AG    approaching grade level expectations

In grades 4-8 the grading scale is as follows:

97-100: A+	77-79: C+
93-96: A	73-76: C
90-92: A-	70-72: C-
87-89: B+	66-69: D
83-86: B	65 or below: F
80-82: B	

The Behavior grading scale is as follows:

- E: Always meets behavioral expectations.
- G: Usually meets behavioral expectations and corrects behavior upon redirection.
- N: Frequently needs redirection, not always responsive to redirection.
- U: Disruptive and does not respond to teacher redirection.

The Davening grading scale is as follows:

- E: Excellent on time arrival record and participates with the class, following teacher instructions.
- G: Good on time arrival record and usually daven with the class, following teacher instructions.
- N: Frequently tardy, and/or frequently needs redirection from the davening teacher.
- U: Frequently tardy, and/or disruptive/fails to respond to davening teacher's redirection.

When calculating grade averages, teachers include tests and quizzes, daily work, projects and homework. Class participation/engagement as well as preparedness may be factored in as well.

Grades will be available on RENWEB on a regular basis and parents are expected to monitor their child's progress in this way. Teachers will also contact parents via email or phone messages if there is a problem with the student's progress. Parents are also welcome to call or email the teacher if they have a question regarding their child's progress. Contact the office for RENWEB login information.

***Please note:*** The business office reserves the right to withhold report cards, transcripts and diplomas until all financial matters have been resolved (including the payment of lost/unreturned library books).

## **28. Standardized Tests**

Standardized tests will be administered to all students in grades 1-8. Results of the tests, along with explanatory materials, will be sent to you as soon as the school processes them from the scoring center.

## **29. Summer Homework**

Students are assigned summer work in math and reading. This information is sent to all parents at the end of the school.

We are looking forward to a wonderfully enriching and successful year. We thank you for partnering with us to ensure the highest quality of education for all of our children.

## **30. Telephone**

Children may use the office phone or be called to the phone in cases of emergency. Please do not call your child's cell phone to arrange pick-up or for any other reason during the school day. Requests for an exception to this rule must be approved by the Principal. Students are not permitted to call home for forgotten papers, books, or assignments.

## **31. Textbooks**

Students should keep their textbooks neat and covered at all times. Each student's name should be written in his or her textbooks. Please take good care of your books as the cost of replacing any books that are lost, not cared for properly during the course of the year, or that are otherwise rendered unusable for the next year will be the family's responsibility. The school cannot issue a replacement for a lost book until payment has been received.

Each year some parents request additional copies of texts and workbooks to have at home. There is a rental fee for textbooks and consumables must be purchased. Requests for additional books should go through the Administration rather than through the teacher. When the books are ready for pickup you will be notified by the office. Payment is required at the time of pickup.

## 32.Uniforms

The school's uniform is required for regular school days. Please see below for details on how you can purchase it. If you have any questions at all about school uniforms, please speak to the Principal. The school uniform is obtainable from Lands End. There is a link on quick links on the front page of the MHA FYOS.org website with order and contact information. The school uniform is limited to the pieces described below.

### Girls

- Shirt: Students may only wear polo shirts with the school logo purchased from Lands End.
- Skirts (Grades 1-8): The skirt should be long enough to cover the knees even while the student is sitting. The school's navy or khaki skirt is obtainable from Lands End.

### Boys

- Pants: Students must wear solid khaki or navy blue pants. Jeans, denims, corduroys, cargo pants, sweat pants or pants with elastic around the ankles are not permitted.
- Shirts: Students may only wear polo shirts with the school logo purchased from Lands End.
- **Kippot and Tzizit are required for all boys in grades 1-8 at all times, anywhere on campus and during any school activity.** Students are expected to have clips or bobby pins, as needed. Caps may be worn outdoors during recess.

### All Students:

- Sweater and Sweatshirts: Students are permitted to wear a solid color zip-up sweatshirt over a school uniform shirt or an MHA branded sweatshirt over a school uniform shirt.
- Socks: Students must wear socks, knee-highs, or tights.
- Shoes: No crocs, sandals, open back, open-toed, or platform shoes are permitted.

In the event that teachers have a special day that calls for clothing outside of the dress code, girls should wear blouses or tops with sleeves the same length (or longer) as the uniform blouse and skirts the same length (or longer) as the uniform. Boys are never allowed to wear shorts and girls are never allowed to wear pants.

### After School Events

- Children are encouraged to wear the school uniform at all after-school and evening events, for example the Science Fair, at-home basketball games, etc. Students should dress in modest clothing at all times on our campus.

## **33.Visitors And Security**

For safety purposes, we ask that all visitors be buzzed in by the receptionist (the buzzer is silent), sign in at the front desk, and receive a Visitor's Pass before entering the school.

- A. Parents and other visitors are asked to confine their business to the Front Office and not go into the classroom wings or the lunchroom without a Visitor's Pass.
- B. Parents visiting the school should remember that their dress also sets an example for our children and we therefore ask that they adhere to the school's standards for appropriate dress when entering the school premises. For your convenience, kippot are available in the school office.
- C. Parents are welcome to visit and observe a class after making an appointment with the administration. Please sign in at the office when coming to observe a class or visit the school.



# Appendix A: Computer Use Policy

## General Computer use on Campus for Grades 1-8

- o Students will not abuse, tamper with, or willfully damage or change any computer system.
- o Students are only allowed to use school computers for academic work and are only permitted to use computer-related equipment when supervised or given permission by a staff member.
- o Students are only permitted to use classroom computers or school laptops with teacher permission and supervision.
- o Only authorized users may have access to computer equipment and must obtain that authorization through the administration.
- o No food or drink is permitted in a computer work area.
- o Students will help keep any computer area clean by disposing of trash, cleaning up work areas, and recycling paper and other resources.
- o When using a computer, students are responsible for any and all actions and are not allowed to access, trash, or delete files that belong to others, either on the desktop or on the server.
- o Students are not allowed to use any computer for any illegal activity including the violation of copyright laws.
- o Students are not allowed to load any music, pictures or videos of any kind without expressed teacher permission to do so.
- o Students may not develop or use any program to harass other users, attempt to infiltrate a computer system or alter the software or hardware of a system.
- o Students may only use the computer while logged on with their own name and password. At the end of their computer session, they must log off.
- o The use of a computer or network in such a way that may disrupt or lead to the disruption of the system services, traffic, or equipment is forbidden. Disruption includes, but is not limited to, propagation of computer viruses and using the network to make unauthorized entry to any other computer or accessories.
- o Game playing either online or local is not permitted.
- o Students are not allowed in the computer lab during lunch, breaks and after school.
- o Chromebooks are not to be used during the lunch period, unless directed to by a teacher for school work.
- o All homework and reports of any kind must be printed at home. In exceptional cases, if the student needs to use a school printer for work that was assigned for home, the teacher should be contacted.
- o Students in computer class may only print with permission from the computer teacher and must obtain permission before printing. Paper will only be supplied for class work.
- o Headphones may only be used with expressed teacher permission.



# Internet Access and Use

- o The purpose of the Internet at Margolin Hebrew Academy/Feinstone Yeshiva of the South is to facilitate communication and research in support of its educational objectives. With this in mind, the following guidelines shall apply to Internet and its use in anyway
- o Students are not allowed to access web sites or email programs that are not related to curriculum study.
- o Students who receive information or messages that make them uncomfortable should immediately report the occurrence.
- o Posting personal information in the public domain such as addresses, phone numbers, gender, age, and unauthorized images is prohibited.
- o Students can only copy or download material for which they have supervisor's express permission. Permission will not be granted for the downloading of gambling, music files, videos, and other similar programs.
- o Students may not attempt to access private or personal materials, information, or files of others without their prior authorization. Students may view published web pages and site information obtained from them appropriately.
- o Students will not vandalize, damage, or disable the work of another individual or organization.
- o Students will not access, create, or distribute harassing, obscene, racist, explicit or threatening material, imagery or language.
- o Students will not use school-provided Internet access for illegal purposes or for non-approved, commercial purposes.
- o Student electronic devices brought to school may be confiscated and checked by an administrator if there is reasonable suspicion of violation of this agreement.
- o The use of Margolin Hebrew Academy/Feinstone Yeshiva of the South's computer equipment is not a right, but a privilege.
- o Disciplinary actions related to student access to electronic resources may be determined at the school and/or classroom level in accordance with school disciplinary policies.
- o Violations of the school policy may result in a loss of access to electronic resources. Such loss may result in the inability of the student to successfully complete the curriculum learning outcomes.
- o It is the responsibility of the parents and students to submit a signed copy of the school's Acceptable Use Agreement to the classroom General Studies Teacher.
- o Although this policy has been carefully prepared and reviewed, the Margolin Hebrew Academy/Feinstone Yeshiva of the South assumes no liability for any errors, omissions, or misinformation. Use of any information obtained via the Internet is at the user's own risk. The School is not responsible for any damage suffered by a user. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, or service interruptions.

## **Appendix B: Non-Fraternization Policy**

The Margolin Hebrew Academy is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence and Orthodox Jewish values. The Margolin Hebrew Academy's Non-Fraternization Policy shall serve as a statement on appropriate conduct and relationships between students and staff of the Margolin Hebrew Academy. The spirit and intent of this policy is meant to help both staff and students understand and appreciate the delicate balance that exists between them and to better define the boundaries that their respective roles dictate. Definitions, for purposes of this policy, "staff" refers to Margolin Hebrew Academy full time and part time employees, contracted service personnel, and any volunteers working on school property. For purposes of this policy, "student" refers to all Margolin Hebrew Academy individuals in grades from PreK-3 through 12, including a one year window post graduation from the Margolin Hebrew Academy. For the purposes of this policy "school property" includes all places on the school campus, along with any place where extracurricular activities and/or events may take place including any location visited during the course of field trips and/or other school sponsored activities.

Policy: All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and fellow peers. While this influence most often yields positive educational results, it can also be used in a manner that is entirely inappropriate. Accordingly, staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and students, which can live on long after the student has graduated from the Margolin Hebrew Academy. This imbalance of power places students in a vulnerable position that must be recognized and respected by staff. It is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. Accordingly, staff is prohibited from engaging in any romantic, sexual, or physical relationship with students.

Many personal relationships are entirely appropriate and develop through family or neighborhood interactions with respect and adherence to the appropriate standards of professional conduct. To the degree that such relationships develop or exist, it is the staff's responsibility to ensure that such relationships continue along and within appropriate boundaries. Failure to adhere to the requirements of this policy may result in severe consequences, up to and including termination.

The staff of the Margolin Hebrew Academy must understand that this Non-Fraternization Policy is a condition of employment. As a condition of employment, the Margolin Hebrew Academy reserves the right to at any time, without advance notice to staff, monitor, access, investigate and/or review the appropriateness of any activity or relationship between staff and students in order to protect the health, welfare and safety of the school, its staff and students.

Staff members are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communications/speech, written communications, texting, e-mail, and other internet communications, physical gestures, motions or any other form of interaction. This policy does not preclude legitimate, non-sexual, physical contact between like-gendered faculty deemed necessary to respond to legitimate educational circumstances. There shall be no physical contact, however, between male staff members and female students in grades 4 and above or between female staff members and male students in grades 4 or above, unless such contact is necessary to prevent physical harm to the student.

Staff shall not conduct social activities on a one-on-one basis outside of school with students or single out students from the general student population for special treatment (e.g. gifts, dinners, and rides). One-on one meetings, even of an educational nature, between male staff members and female students or between female staff members and male students, must be conducted in a public space such as the lunchroom, the Beit Midrash, or classrooms while school is in session. If such meetings are to take place after school hours, a public venue such as a local coffee shop or book store may be used, but only with express permission granted by the student's parent or guardian. Such meetings may never take place in a school office with the door closed. Likewise, faculty may only give rides to students of the opposite gender if there will be more than one student in the car with them.

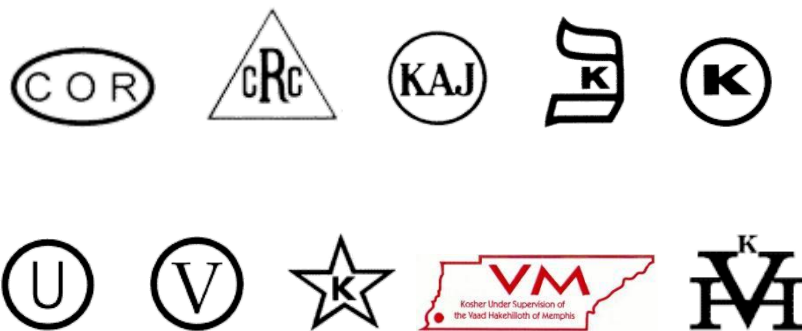
Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff even in jest and/or as a means of fraternization.
2. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the use of alcohol or illegal drugs by students.
3. Dating between staff members and students is prohibited.
4. Staff members shall not send students on personal errands.
5. Staff members shall exercise extreme caution when approached by a student regarding personal problems relating to sexual behavior, substance abuse, mental or physical health and/or family relationships. Wherever appropriate, the staff member should refer the student to the appropriate individual or agency for assistance.
6. Staff leading extra-curricular activities for students of the opposite gender shall be careful to start and end such activities at the time communicated in advance to parents.

Any question by staff as to the appropriateness of an activity, relationship, or interaction with a student may be directed to the Principal or Head of School. All inquiries into the appropriateness of an activity or relationship will be confidential to the fullest extent appropriate. All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally or in writing, the Principal or Head of School. Submission of a good faith report of a suspected violation of this policy will not adversely affect the reporting individual's employment. Submission of a purposely inaccurate report may result in disciplinary actions.

## Appendix C: List of Approved Kosher Symbols

The following are the symbols of acceptable Kashrut supervision agencies:



*Badatz-Yerushalayim certification is also acceptable*

Please restrict the food items you send to school to those bearing one of the above symbols. (We recognize that there are many other acceptable symbols. For simplicity, we maintain this list of the most well-known acceptable symbols in our geographic region.) If you would like to bring an item with a different symbol, please ask the administration.

# Appendix D: Vision Screening Form



**Southern College of Optometry**  
1245 Madison Avenue, Memphis TN 38104

## Vision Screening Consent and Authorization Form

I understand that

- the data collected at this screening are preliminary only and are not conclusive;
- this screening was designed to detect only gross visual problems in the specific areas tested;
- passing this screening does not guarantee that my child does not require further eye or general health care;
- yearly eye examinations are recommended for my child regardless of the screening results; and
- the responsibility for proper follow-up relies only with me, not with any particular organization or individual.

I, the undersigned, request that a Vision Screening be performed on my child by Faculty, Residents and /or Student Interns of the Southern College of Optometry. I understand that I may be contacted by the Southern College of Optometry about the results of this vision screening.

I understand that the Southern College of Optometry has a Privacy Policy and that I am entitled to a copy of the policy, which I may obtain by contacting the Privacy Officer at the college.

I agree to allow the data from this screening exam and from any questions that appear on this form to be used in studies on vision conducted by the Southern College of Optometry, provided that any information that identifies me or my child is removed from the data.

I agree to participate in a study being conducted by the Southern College of Optometry about eye care following a vision screening. This study involves a routine phone call and/or email to determine if follow-up care was provided to those children who do not pass this screening.

I have read and understood these statements. This authorization is valid for 1 year after the date next to my signature below.

\_\_\_\_\_  
Signature of parent / guardian

\_\_\_\_\_  
Date

Child's name: \_\_\_\_\_ Child's date of birth: \_\_\_\_\_  
(please print)

School name: \_\_\_\_\_ Teacher's name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Email: \_\_\_\_\_

### RIGHTS

- I have a right to receive a copy of the Authorization
- I have the right to revoke this authorization at any time by submitting a written request, signed by the parent or legal guardian, to the Privacy Officer at the Southern College of Optometry. I am aware that my revocation is not effective to the extent that the person(s) I have authorized to use and/or disclose my protected health information have acted in reliance upon this authorization.
- I understand that if the person(s) authorized to receive this information is not a health plan or health care provider, the released information may be disclosed and would no longer be protected by the Privacy Rule in the Code of Federal Regulations.

- 
- A. Has your child had an eye exam by an eye care practitioner (not a pediatrician)? (Circle one): Yes No
- a. If Yes, by what type of provider?: 1. Optometrist (O.D.) 2. Ophthalmologist (M.D.)  
3. Pediatric Ophthalmologist (M.D.) 4. Other (Please Specify):
- b. If No, what best describes the reason your child has not had an eye exam? (Circle one):  
1. No sign/symptom of vision problems 2. Passed School Screening 3. Other (specify):
- B. Does your child wear glasses or contact lenses? (Circle all that apply): No Glasses Contact Lenses
- C. How is your child supposed to wear their vision correction? (Circle one): Full-time Near tasks Only Distance Only
- D. When my child does not wear their correction at school it is because: forgot lost/broke dislike their correction
- Other: \_\_\_\_\_



# Appendix E: Counseling Consent Form



## Individual and Group Counseling Permission

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

I give permission for Margolin Hebrew Academy, School Counselor, Vanessa Akeredolu, to see my child for individual and/or group counseling. The purpose of this counseling is to support social emotional education including coping skill building, conflict resolution and social skill building.

These sessions will take place during school hours and will be communicated to me by the School Counselor. I understand that the purpose of the counseling is to enhance my child's social emotional skills.

I understand that my student may confidentially discuss information including academic performance, family relationships, social relationships and mental health issues in counseling sessions. I understand that the Counselor will not diagnose my student. I also understand that the above services will be provided during the current academic year and that I may withdraw consent to these services at any time.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

School Counselor \_\_\_\_\_ Date: \_\_\_\_\_



Revised November 13, 2019