



SAN DIEGO

# Hebrew Day

## Parent/Student Handbook

**San Diego Hebrew Day**

3630 Afton Road  
San Diego, CA 92123

(858)279-3300

(858)279-3389 fax

# San Diego Hebrew Day

## K – 8 Parent and Student Handbook

Mission Statement.....	3
School Contact Information.....	4
The School Day.....	5-6
Arrival and Dismissal	
Drop-off/Pick-up Procedures	
Visitors	
Messages	
Tzedakah	
Attendance.....	7-8
Absence Policy	
Planned Absence	
Absences During Exams	
Scheduled Medical and Dental Appointments	
Field Trips, Class Trips and Outings	
Physical Education	
School Safety.....	9
Parking	
Emergency Preparedness	
Emergency Closing of School	
Health and Medical Info.....	10-13
Physicals	
Emergency Phone Numbers	
Medication	
Immunizations	
Special Needs	
Head Injury Policy	
Accidents at School	
Injured Student Policy	
Illnesses	
Special Illness Policies	

- Uniform Policy.....14
- Uniform Infraction Policy & Procedure.....15
- School Supplies.....16
- School and Home Parties.....16
- School Communication.....16-19
  - RenWeb
  - Report Cards: In Perspective
  - Grades and Comments
  - Parent Education
- Grading and School Work.....19-20
  - Policy Regarding Homework Following Illness
  - Grading System
  - Assignments Not Completed on Time
  - Absence on the Day of a Test or Quiz
  - Weekly Progress Reports
  - Student Athlete and Student Council Eligibility
  - Graduation and Promotion Policy
- Discipline and Decorum.....21-25
  - Student Ethics
  - Student Code of Conduct
- Technology and Internet Acceptable Use Policy.....26-28
  - Cell Phone Policy
- Keeping Kosher at School.....29-30
  - Lunches
  - Food Brought into School
  - Snacks
  - Got Kosher
  - School Kitchen Use
  - Celebrations at School
  - Celebrations Outside of School

# San Diego Hebrew Day

## Mission Statement

**San Diego Hebrew Day** is an independent, community based preschool and K-8 program engaging students in a comprehensive, dual curriculum of Jewish and general studies consistent with Orthodox teaching. Its excellent course of study fosters love of wisdom, Torah, and Israel, to create lifelong connection to the Jewish people.

**San Diego Hebrew Day** students enter a welcoming and diverse learning community in which rigorous academic challenge in combination with social emotional guidance gives each child the ability to collaborate with others and grow the resilience necessary for success. Graduates enter the next phase of their lives prepared, secure in their identity as Jewish young adults, and distinguished by their respect for others and their readiness to show ethical community leadership.

# School Contact Information

## Address

3630 Afton Road  
San Diego, CA 92123

## Phone Numbers

Day School - 858-279-3300  
Preschool – 858-569-4800  
Fax – 858-279-3389

## Website/Web info

[www.hebrewday.org](http://www.hebrewday.org)

## Day School Administration

### Head of School

Rabbi Simcha Weiser [sweiser@ssdhds.org](mailto:sweiser@ssdhds.org) Ext. 102

### Principal

Estelle Workman [eworkman@ssdhds.org](mailto:eworkman@ssdhds.org) Ext. 101

### School Administrator

Anthony Ortiz [aortiz@ssdhds.org](mailto:aortiz@ssdhds.org) Ext. 109

### Director of School Culture

Yisroel Weiser [yweiser@ssdhds.org](mailto:yweiser@ssdhds.org) Ext. 101

### Director of Judaic Studies

Rabbi Shmuel Ertel [sertel@ssdhds.org](mailto:sertel@ssdhds.org) Ext. 109

## Preschool Administration

### PrePrincipal

Naomi Shakhman [nshakhman@ssdhds.org](mailto:nshakhman@ssdhds.org) Ext. 106

### Preschool Assistant Director

Romy Rothstein [rrothstein@ssdhds.org](mailto:rrothstein@ssdhds.org) Ext. 110

## General School Administration

### Business Director - Klara Lapp

[klapp@hebrewday.org](mailto:klapp@hebrewday.org) Ext. 105

### Annual Campaign Director- Joyce Arovas

[jarovas@ssdhds.org](mailto:jarovas@ssdhds.org) Ext. 107

### Receptionist

[receptionist@ssdhds.org](mailto:receptionist@ssdhds.org) Ext. 100

# The School Day

## Arrival & Dismissal

School hours are:

**Monday – Thursday 8:00 A.M. - 3:30 P.M. Friday 8:00 A.M. - 2:00 P.M.**

The importance of prompt arrival at school cannot be overstated. Your child deserves a stress-free and happy start to each day. Early arrival to school allows children of all ages a chance to greet their friends, organize their things, and enter class ready to learn. Please be sure your child(ren) arrive(s) at school by 7:55 A.M. and line up in their class line on the back playground. **School begins promptly at 8:00 A.M.** Appointments with doctors, dentists or specialists should not be scheduled during school hours except in case of emergency. All students are dismissed from the dismissal area next to the dirt lot. Gates will be unlocked at 3:15 PM.

**Please be prompt in picking up your child at dismissal time.** Oftentimes, children feel needless anxiety in the uncertainty of waiting for a tardy parent. Your child will never be left unsupervised, but in coming late you are placing an extra, undue burden on staff members, and stress on your child.

## Drop off/Pick up Procedures

### **Morning Drop Off K-8**

- From 7:30 am - 8:00 am, all elementary and Middle School students must be dropped off through the carpool line in the lot adjacent to the south side of the School campus and walk through the gate to the back playground. STUDENTS ARE NOT ALLOWED TO BE DROPPED OFF ON AFTON ROAD, IN FRONT OF THE SCHOOL DURING DROP OFF TIME.
- At 8:10 am, students are considered late and must check in at the front desk. They may not go through the back playground. The side gate and back door will be locked. Parents can drive to the front of the school and drop off their students. Parents please do not leave until your student(s) make it through the front door.

### **Early Care – DAY SCHOOL**

Early care is offered at no charge for students in grades K-8 from 7:30 A.M. until the start of the School day at 8 A.M.

### **Early Pick Up**

If a student needs to be picked up early, parents must use street parking. **No child will be permitted to meet his/her parent outside the School building.**

### **Dismissal K-8**

- For pick up in the afternoon, students should be picked up in the carpool line in the lot adjacent to the south side of the School campus
- After 3:15 pm students will not be allowed to be called down for “early dismissal”. They must dismiss with their class as normal.
- By law, no child can be released to a person who is not authorized by the parent. Written authorization must be given to the teacher if there are any changes in pickup plans. Parents may email the front desk at [receptionist@ssdhds.org](mailto:receptionist@ssdhds.org) for changes.

### **Aftercare – DAY SCHOOL**

Aftercare may or may not be offered depending on the amount of interest/need. Please reach out to Klara Lapp in the school office no earlier than a week prior to the start of school to inquire about aftercare.

## **Visitor Policy**

Hebrew Day School's most fundamental duty is to protect the safety and welfare of our students. This requires that we establish effective policies and procedures for managing the risks presented by adults to children. Part of the management of these risks is to ensure that the school is aware of the checks made on visitors before they enter the School. A visitor is a person entering school premises for a purpose other than leaving or collecting children at the beginning or end of the School day.

Schools are not open places to which any member of the public is entitled to the right of access. The school must be satisfied that all visitors, no matter who they are, pose no risk to children. Students, staff, community members and parents do not have unrestricted right of access to the school. In the case of employment or connection with the school, individuals will have identification and follow safeguarding procedures managed by the school.

### **Advanced Notice of Visitors**

- Any visitor to our campus must have pre-approval by the school's administration.
- Each day all visitors shall be reported to the receptionist by 8 am. You may do this by phone, email or in person.
- The receptionist will keep an updated daily list of visitors and remind those not on the list that in the future, they need to be put on the visitor list.

### **Visitor/Vendor Approachment**

- ALL visitors, vendors, and parents should enter and exit through the school's main entrance. Any side doors, gates or emergency exits cannot be used for convenient entrance or exit of the campus.
- ALL visitors and vendors will be greeted and asked their business at our school.
- ALL visitors and vendors need to sign-in at the front desk and be identified with a visitor badge.
- Visitors should wear their visitor badge at all times.
- If a visitor is found anywhere on campus without a badge, they should be brought to the front desk to sign in.
- Staff will notify the front office or administration if they see any unusual or suspicious behavior by visitors or vendors.

### **Parent Visitors**

- All parents must wear a parent badge while on campus and can obtain one at the front desk.
- Parents visiting for a class function need to be identified as a parent with their badge.
- Both custodial and non-custodial parents of a student have rights to visit unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
- Any individual who disrupts the educational environment, acts in a disorderly manner, damages school property or violates board policy or law, may be requested to leave. Such individual may also be prosecuted and may be prohibited from attending any other events sponsored by the school for the remainder of the year. Failure to reply with requests to leave school grounds or other restrictions imposed by school staff may result in the filing of trespass charges against the offending individual.

## **Messages**

**Messages to students are limited to emergencies only.** Messages for teachers will be relayed to them at their lunch break or prior to their departure for the day. Email is the best tool to reach teachers directly. The school's phones cannot be used unnecessarily.

## **Tzedakah**

Tzedakah (Charity), one or two pennies daily, in particular on Friday before Shabbat, should be sent with your child. The concept of giving Tzedakah is basic to Judaism, and we attempt to develop this as early as Preschool. The charity money is sent to worthy institutions in Israel such as Alyn Hospital for Handicapped Children.

# Attendance

Any child arriving after 8:10 A.M, must come through the front of the school, escorted by a staff member and signed in as late. Students need to be taught the importance of promptness both at home and at school. Chronic lateness will affect grades and overall attitude towards schoolwork.

In the event of absence, parents (not students) are to call or email the school by 8:15 A.M. Students should call classmates for notes and assignments from missed classes or email teachers directly. In the event of extended illness or an emergency that lasts for more than two days, parents are requested to notify teachers and arrange to pick up needed texts and assignments.

## **Absentee Policy**

1. For the first three unexcused absences per trimester, a teacher will allow extra time for students to make up work and will help as best as possible to catch a child up.
2. From four unexcused absences per trimester (or 10 or more for the year), students will receive no credit for missed work on the day they are absent. It will be the family's responsibility to ensure the student knows any necessary information or skills needed to succeed on upcoming assessments or assignments.
3. Unexcused absences include
  - a. Late arrival to or early removal from school. (Exceptions would be for doctor's appointments, etc.).
  - b. Family vacations or days off
  - c. Non-SDHD, extra-curricular activities during school hours
4. Excused absences include:
  - a. Medical appointments or other scheduled appointments approved by office
  - b. SDHD extra-curricular activities such as sports and school events
  - c. Illness, including COVID and required quarantine or other medical related reason to miss school

## **Planned Absence**

Parents must check the school calendar and plan vacations around the school year. Extended absences can compromise a student's academic performance; and teachers cannot make up for missed class time. There is no substitute for class participation. Please do not plan your vacations during school time. In the event that an unforeseen emergency arises, the school office must be notified, preferably early in the morning, in order to provide the student with needed assignments. If a planned family celebration such as a Bar Mitzvah or wedding is scheduled during the school year, **AT LEAST 2 WEEKS NOTICE MUST BE GIVEN IN WRITING TO THE PRINCIPAL.**

Excused Absences- Students are responsible for getting all assignments prior to their departure. Advance assignments are to be completed and handed in upon the student's return. Fifth through eighth grade students and parents who have planned absences should review the section below under 'Grading and School Work'.

Unexcused Absences- Teachers are not required to provide assignments in advance. Parents of K-5 students should communicate with teachers on how to work with their child during the absence period. 6<sup>th</sup>-8<sup>th</sup> grade students are responsible for checking their Google calendars, Google classrooms, and emailing peers and teachers to stay on top of their assignments. Deadline extensions for assignments and tests will not be offered for unexcused absences.

## **Absences during Final Exams- 7th and 8th Grade Students**

Finals are an important part of evaluating a student's comprehension of the school year and they are a vital part of a student's final grade. Trips, vacations, simchas, etc. should not be planned for the last two weeks of school, as that is the time set aside for finals. Finals cannot be made up except in the case of a sickness or family emergency. Requests for make-up exams for reasons other than these must be made to the Principal no later than 6 weeks before the exam date, and will be considered on a case by case basis. Teachers are not obligated to make arrangements on a day other than the scheduled day of their final, and students should expect to receive a zero/fail grade on any missed final.



### **Scheduled Medical and Dental Appointments**

Parents are requested to schedule medical and dental appointments before or after school hours. For the protection of your child (ren), we require written notice if someone other than the parent is to pick up your child (ren). The student must be signed out in the sign in-out notebook at the front desk. Under no circumstances will the child be permitted to wait outside to be picked up.

### **Field Trips, Class Trips and Outings**

Students are required to wear uniforms on field trip days, unless otherwise told to do so. All parents are to sign and return field trip forms. No student will be permitted to go on any field trip without a signed permission form.

All school-sponsored outings are chaperoned by members of the faculty, as well as parent volunteers. Parents will receive official communication from the school regarding all school-sponsored events. These events include ball games, Shabbaton, retreats, trips to L.A., etc. Students will be expected to comply with the rules and regulations of the place they are visiting and to respect the rights of others, as well as the San Diego Hebrew Day standards of conduct and dress code.

### **Physical Education (P.E.)**

All students are required to participate and will be excused only with a note from the parent or from the child's physician. Parent notes will be kept on file. P.E. grades are based on participation and effort. It is expected that students wear appropriate P.E. clothing (leggings beneath skirts) and shoes on P.E. days.

# School Safety

## Parking

For the safety of our students, **our fire/emergency lanes, which are marked by red colored curbs must remain unobstructed at all times.** The white section of curb space located nearest to the building (in the east parking lot) is intended for loading/unloading supplies only, not children. Your cooperation is essential for us to maintain a safe environment for your child(ren). The parking lot on the south side of the school is reserved for staff.

Parking is available in the lot south of the school and on the street for all day school parents. Any entry into the building must be done through the main school entrance only. Exit from the campus must also be done through the main entrance.

**U-turns are illegal at all times in front of the school.**

### **PARKING TICKET NOTICE:**

Please be aware that the San Diego Police Department issues citations for illegal parking and moving violations in front of the school. Please observe the 'No Parking' signs. Street parking is available across the street on Afton Road and past the extra lot on the Day School side of Afton Road. **Parking in front of the school is illegal between the hours of 7 am – 4 pm.**

## Emergency Preparedness

We want to assure every parent that each teacher has a list of emergency, work, cell, and home telephone numbers for every student in their class. Included with the list of parent phone numbers and contacts, every teacher has a detailed emergency guideline booklet and emergency phone numbers.

Lockdown and evacuation procedures have been reviewed and practiced with the entire school. In the event of an actual emergency, children will only be released to responsible adults such as parents or close relatives who are listed on the emergency release form. No teacher will be able to leave school until every child in his/her care is safely dismissed to that child's parent or guardian. We are in contact with the San Diego Office of Emergency Services and have taken care to follow their guidelines. Parents are welcome to see our Emergency Guidelines Booklet.

## Emergency Closing of School

In the event of unforeseen circumstances, the school may have to be closed. Example: broken water lines or extreme heat. If the school needs to close, all parents will be notified to pick up their children as soon as possible.

# Health and Medical Info

PLEASE NOTE we are mandated by law to maintain concise up-to-date medical records for each student. All forms must be filled out each year to keep your child (ren)'s medical records up to date. Please bring completed forms to the school office by August 1st.

## Physicals

State law requires that each child entering first grade have a County of San Diego REPORT OF HEALTH CHECKUP form in the school file. This form can be submitted Kindergarten year but must be submitted by the first day of First grade. (These forms can be found online).

## Emergency Phone Numbers

In the event of an emergency, parents will be called. It is vital that parents supply the School with telephone numbers where they can be reached. These numbers should include: home, work, cell phone and pagers. If any of the numbers should change during the school year, please notify the office A.S.A.P.

## Medication in School

The office is not authorized to distribute medication of any type, including Tylenol or Advil, without parental permission. (California State Law).

TO ADMINISTER MEDICATION TO A CHILD, EDUCATION CODE SECTION 49423,  
ADMINISTRATION OF PRESCRIBED MEDICATION FOR A PUPIL REQUIRES:

1. A Written Request and permission slip must be signed by the parent allowing school personnel to administer the medication as prescribed.
2. The section of the form that describes the METHOD FOR ADMINISTERING MEDICATION AND DOSAGE must be filled out completely in order for the school to dispense medication.
3. All medication must be LABELED properly with the name of the child, the dosage, and time schedule and expiration date.

## Immunizations

California Health and Safety Code, Sections 120325-120375:

Under these statutes, children in California are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries, and developmental centers. Schools, child care centers, and family child care homes are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

CALIFORNIA CODE OF REGULATIONS TITLE 17 DIVISION 1, CHAPTER 4, SUBCHAPTER 8.

These regulations specify California School immunization requirements and provide additional clarifications of the law. Also available at [www.oal.ca.gov](http://www.oal.ca.gov)

Shots are required for students:

[Entering Kindergarten/First Grade](#)

[Entering 7th Grade](#)

Parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine.

No child will be allowed to attend school without current and up-to-date immunizations records presented to the school.

## **Special Medical Needs**

Any child who has any kind of special medical need, including glasses, allergies, etc. must make these known to the school. For a severe medical need, an appointment must be set, each year, with the school within the first 2 weeks of school. This includes severe allergies, asthma, behavior medication use, etc.

## **Head Injury Policy**

A concussion is the most common type of traumatic head injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as the result of a blow to the head or body. Any student suspected of sustaining a concussion or traumatic head injury shall be immediately removed from any activity.

### **SDHD will abide by the rule: “When in doubt, sit them out.”**

A student shall be suspected of suffering a concussion or traumatic head injury if any of the following symptoms are observed or self-reported after receiving blunt trauma, an acceleration force, or a deceleration force: (a) transient confusion, disorientation, or impaired consciousness; (b) dysfunction of memory; (c) loss of consciousness; and/or (d) signs of other neurological or neuropsychological dysfunction, including: seizures, irritability, lethargy, vomiting, headache, dizziness, and/or fatigue.

Typical signs and indicators include: (a) short-term memory problems (example: forgets plays); (b) difficulties with balance or coordination; (c) slow or inaccurate responses; (d) double vision or changes in vision; (e) sensitivity to light or sound/noise; (f) sluggishness or fogginess; (g) lack of concentration; (h) vacant stare or befuddled facial expression; (i) delayed verbal and motor responses (slow to answer questions or follow instructions); (j) confusion or inability to focus; (k) disorientation; (l) slurred or incoherent speech; (m) disproportionate emotional reactions (crying for no apparent reason); (n) memory deficits (inability to memorize and recall three words or three objects in five minutes); and/or (o) any period of loss of consciousness.

### **Return to Play**

A student’s return to play in sporting events after a concussion or traumatic head injury is a medical determination, and a student or athlete must obtain proper medical clearance before he or she is allowed to return to play in any sporting event. Parents are encouraged to coordinate a student’s progression back to full activity with physicians, athletic directors, coaches, and staff. Factors that may affect a student’s rate of progression include: previous history of concussion, duration and type of symptoms, age, and the sport or activity in which the student or athlete participates. A student with a prior history of one or more concussions or traumatic head injuries, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.

Before a student can return to play in a sporting event, the student must be evaluated by a health care provider who is licensed in the State of California and trained in the evaluation and management of concussions or traumatic head injuries. The qualified health care provider must provide to the school a written statement certifying that she/he has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion or traumatic head injury; and the student is cleared to resume participation in a specified sporting event.

## **Accidents at School**

If a student is seriously injured at school, we will make him or her comfortable and then immediately call the parents. In case of an accident requiring the services of a doctor, every attempt will be made to contact the parents before the student is taken to receive medical attention. For this reason, we request that parents inform us immediately if your phone number or any emergency numbers change.

## **Injured Student Policy**

Students who have a cast, splint, foot boot or sling are not allowed on the playground and will be excluded from physical education (P.E.) activities for their safety. These students are to come to the front desk for recess, lunch and P.E. periods. They may bring a friend to keep them company or do a quiet activity during recess and lunch. They will not be released back to the playground until they have a doctor's clearance, in writing, which is approved by an administrator.

## **Illnesses**

Please keep your child at home if he or she has:

1. \*A fever of 100.0 degrees or above. It is required that a student stay home until he/she registers a **normal temperature for 24 hours.**
2. A cold. Your child should stay home until symptoms such as coughing, sneezing, heavy nasal discharge and mucus secretions have subsided.
3. Diarrhea or symptoms of the flu. A child who has been vomiting or complaining of severe headaches should be kept at home until they are 24-hours symptom free.
4. An ear or throat infection. Once examined by a pediatrician and has taken medication for a 24 hour cycle, your student may return to school.
5. An eye infection with a discharge. Once examined by a pediatrician and put on medication, your child may return to school after 24 hours of being on medication.
6. An unusual rash, which may be a symptom of a contagious disease.
7. A contagious disease such as roseola or chicken pox.
8. Symptoms of possible communicable diseases including conjunctivitis, impetigo, and pediculosis (head lice).
9. Heavy rapid breathing. If your child has difficulty breathing, please keep him or her home and have the condition checked by your pediatrician.

\*If a child develops a fever of 100 degrees or more at school, parents will be asked to pick their child up and take him/her home.

Please call the school about any contagious or communicable illness. Such illnesses should be reported to the school as a courtesy to your child's class and to the entire school community. Communicable diseases include chicken pox, pediculosis (head lice), conjunctivitis (redness and oozing of the eye), and impetigo. Children are allowed back from school from a contagious illness after being on antibiotics for 24 hours.

## **Specific Illness Policies**

### **Fever**

Students should not come to school with a fever of 100.0 or above. If a student has a fever, he/she should not return to school until he/she is free of fever for 24 hours.

### **Vomiting/Diarrhea**

Students with vomiting/diarrhea should remain home until they are free of vomiting/diarrhea for 24 hours.

### **Head Lice Policy**

Students who are found with lice or nits will be removed from class and will require treatment before returning. Parents of students in the grade in which these cases are identified will be notified. Upon return, students must present a note signed by their parents indicating the type of treatment performed. If treated students have nits, they will NOT be sent home, since they are most likely empty nit casings. Seven to ten days later, the child will be re-checked for nits and lice. If they still have lice, they will be required to retreat and/or comb according to manufacturer's directions. At this point, affected students will need to be nit free before returning to school. Proof of treatment is the requirement for re-entry.

If there are multiple cases in one class or cases keep reappearing, a more aggressive approach may be implemented at the discretion of the administration.

Approved treatment options include:

- Over the counter shampoo which kills 70-80%. Will need daily combing follow-up
- Prescription shampoo which kills a higher percentage. Will also require combing follow-up
- Professional services, making sure to follow their post service recommendations

### **Conjunctivitis (Pink Eye)**

A student with Pink Eye will be excused from school. He/she is able to return after treatment has been started, and symptoms have been resolved.

### **Chicken Pox**

Students are excluded for one week after the rash appears and vesicles are dry and scabbed. Students are contagious 1-2 days before the rash appears. The incubation period is 2-3 weeks.

### **Strep Throat**

Students may return to school 24 hours after starting an antibiotic and are fever free for 24 hours. The incubation period is 1-3 days. It is communicable for 10-21 days. Transmission is terminated 24-48 hours after the start of an antibiotic.

### **Ring Worm**

Ring Worm is a fungal infection spread through contact with skin or scalp scales. Students may return to school when they are under treatment with the affected areas covered.

### **Fifth Disease**

Children with fever will be excluded from school. Students are contagious before the symptoms appear. The virus is in the nose and throat secretions. The rash appears as "slapped cheek appearance" with fine, lacy rash on trunk and extremities. The rash turns a brighter red after heat exposure.

# Uniform Policy



## San Diego Hebrew Day Uniform Policy



All students in grades K-8 are required to adhere to the uniform policy. No colors or sweatshirts other than those included in the uniform policy are permitted to be worn inside the building. Students not dressed in clothes consistent with this policy will not be allowed to remain in class. Parents will be notified and asked to provide an appropriate uniform before their child rejoins their classmates.

### WE STRONGLY URGE YOU TO LABEL ALL CLOTHING

Any uniform policy questions/concerns will be addressed by a member of the administration.

#### Girls

##### Skirts:

Navy Blue skirts at least 2 inches below the knee.

##### Leggings: optional

Solid grey, navy blue, white or black leggings can be worn under skirts.

##### Hair/Nails/Make-up:

- No bleach, color or tinted hair. Hair should be natural color.
- Nails should be trimmed short.
- Color on nails is allowed for girls.
- Make-up is not allowed.

##### Jewelry:

Excessive jewelry will not be permitted. No more than two sets of earrings will be allowed. Other body piercings are not permitted.

#### Boys

##### Kippot:

Must be worn at all times. Students should have extra.

##### Pants:

Navy blue Docker style pants.  
Cargo pants or sweat pants will not be permitted.

##### Shorts (Option for Kinder - 3rd ONLY):

Navy blue

##### Hair/Nails:

- Hair should be well groomed and at least 1" above the collar.
- No extreme haircuts or hair dye.
- Nails should be trimmed short and nail polish is not permitted.
- No make-up allowed.

##### Jewelry:

Jewelry other than a watch is not permitted.

#### All Students

##### Polos:

Heather Grey or Navy Blue

Sleeve length - no shorter than 3 inches from the shoulder.

##### Sweaters/Sweatshirts:

Plain navy blue. Pull-over, button-down, V-neck, crew neck or zipper are allowed.

Logos larger than an inch are not allowed.

##### Shoes:

Closed-toe shoes with socks.

##### Outerwear:

Heavy jackets and rain jackets of choice may be worn while outside at recess.

#### Special Exceptions / Special Occasions:

On "spirit days" students are allowed to wear spirit clothing. Spirit clothing includes "Husky T-Shirts", Science Fair T-Shirts, etc.

On specified no uniform days, rules of modesty must still be followed. (Example: No shorts for boys 4th and up, skirts for all girls below knee.)

# Uniform Infraction Policy & Procedure

Uniform Policy will be firmly enforced to create a respectful and overall accountable environment in our school. Please read the following description of the procedure, should a student be out of uniform dress code.

## First Infraction (warning):

- The teacher will fill out the uniform infraction form and send the student to the front desk with the form describing the infraction and checking off notice #1 box on the form.
- Students must have an administrator sign the form and then take a copy home to their parents to sign.
- Students will not be allowed back into school the next day without a signed form.
- A copy will be kept with the teacher and the infraction will be recorded on RenWeb.

## Second Infraction:

- The teacher will fill out the uniform infraction form and send the student to the front desk with the form describing the infraction and checking off notice #2 box on the form. (Same steps as above will be followed with the form)
- The student will be excluded from class until a proper uniform is brought from home or they can change their uniform to be in line with the uniform/dress code policy.
- Students are responsible for the work they miss when out of class.
- The infraction will be recorded on RenWeb.
- A phone call will be made to the parents to discuss the uniform/dress code policy.

## Third Infraction:

- The teacher will fill out the uniform infraction form and send the student to the front desk with the form describing the infraction and checking off notice #3 box on the form. (Same steps as above will be followed with the form)
- The student will be excluded from class until a proper uniform is brought from home or they can change their uniform to be in line with the uniform/dress code policy.
- Students are responsible for the work they miss when out of class.
- 4<sup>th</sup>-8<sup>th</sup> grade students will serve a lunch detention.
- The infraction will be recorded on RenWeb.
- A conference will be set up with parents.



# School Supplies

## Books and Workbooks

Students are issued textbooks and workbooks for both Judaic and secular studies. These books are the property of the Hebrew Day School, and are on loan to the students for use during the school year. **Textbooks** must be returned in good condition to the school at the end of the school year. Current replacement cost will be billed to the parents for any lost or damaged books.

## Supply Lists

Student Supply Lists are on the website [www.hebrewday.org](http://www.hebrewday.org) or may be requested in the school office. A few supplies, such as paper and pencils may need to be replenished during the year.

# School and Home Parties

## Parties

All refreshments brought into the school or served at school functions or gatherings must be kosher and approved by the school administration. If you have any questions do not hesitate to ask, and the administration will be very happy to assist you. We appreciate the chance to work with families who may not be familiar with Kosher standards and requirements. We see this as essential to building a friendly, healthy and unified school community. Home baked or cooked items are generally not acceptable. For any in-school events, please contact the classroom teacher in advance to allow for scheduling and planning.

Invitations for Bar and Bat Mitzvahs, and any private, out-of-school celebrations may not be distributed in school. Also, in consideration of your child's fellow classmates who may keep Shabbat and Kashruth, we respectfully request that all class-related functions not be held on Shabbat or at non-kosher establishments. Our goal is to be inclusive and welcoming, respectful of one another. Making a 'special arrangement' for one or two students usually is not conducive to the level of harmony we are aiming for, and should be avoided by setting a standard which best accommodates every member of the class. When inviting, please include all classmates in your celebration. We will gladly assist you in planning a kosher party in your own home, or in a place of your choosing, as well as work with you to overcome any social discomfort which may be temporarily taking place. Please just ask for assistance in advance to insure that all of your child's classmates will be able to comfortably attend your party, participate fully with classmates, and thereby deepen the life-long friendships to which we aspire.

# School Communication

Learning is best supported when there is a good relationship and communication between home and school. To develop such a bond, our first and foremost value in all communication is mutual respect. Any and all concerns, no matter how challenging, can and will be addressed provided they are raised respectfully and constructively.

All staff members at Hebrew Day recognize their responsibility to be effective partners with parents and to model respect. We seek out and value the parents' perspective regarding their child. We recognize our responsibility to be accessible, to communicate candidly and openly, and to find effective channels for us to work as a team to support each child's development.

We also expect that parents have made an informed choice in selecting Hebrew Day as an optimal match for the needs of their child; that parents are familiar with and support the school's policies, procedures, and high expectations; that parents have selected a school in which they believe, and have trust in its collective judgment. We require parental support in expecting students to arrive at school each day prepared for classes, rested and settled, and able to focus on successfully working to their capabilities.

If you are concerned about your child's progress, class assignments, a classroom incident, then...

1. Speak with your child's teacher. It is best to call the school and request a return phone call from the teacher. A general message requesting a call back from a teacher can be left on the school's voice mail system at any time; simply state who the message is for and how and when the teacher can most easily reach you. You may also reach teachers with an e-mail. Teachers' emails can be found through ParentsWeb at [www.renweb.com](http://www.renweb.com). Teachers' emails are the first initial and last name followed by ssdhd.org.
2. If the issue has not been resolved, ask for a personal conference with the teacher. The teacher or parent may request an administrator to be included.
3. Following this conference, if you are not satisfied, let the teacher know you will be speaking with a school administrator to seek further resolution.

If you are unclear about a school policy, or are finding difficulty with an issue not directly stemming from your child's work, please call to speak with Estelle Workman. Your phone call will be returned within the coming school days.

## **RenWeb**

RenWeb is the school's database. It holds all student, family and faculty information. Information entered and stored can be used to create reports in many areas of importance. RenWeb will produce report cards, weekly progress reports, communication and announcements, just to name a few uses.

Benefits of using RenWeb for faculty and administration: Improves efficiency for the school, allows administration, teachers and parents to communicate more efficiently, supports admission, enrollment, scheduling, and attendance processes quickly and easily, offers "Single Point of Entry" (eg. when a new student is enrolled in a class, it automatically updates the teacher's grade book to show that student), saves time, eliminates manual calculations of term grades, simplifies reporting attendance and sending progress reports, and provides instant access to automated reports.

Reweb is used to document behavior incidents that the school feels important to communicate to parents and allows for the school to monitor patterns in behavior over time. This enables the parent to best support the development of their child by being able to discuss what's going on at school, at home to further strengthen the growth of the child. These records are not part of report cards and are used only to foster good communication and to monitor student behavior over time.

Benefits of Parents Web: Makes students more accountable to their parents through the parent's secure access to the ParentsWeb for homework, grades, discipline events, attendance items, etc. Parents, teachers and administrators can communicate by email quickly and easily, and stay involved and informed in their child's education. All parents will be expected to check their child's progress on ParentsWeb at minimum on a weekly basis.

## **Report Cards: In Perspective**

Our faculty believes report cards should serve two essential functions:

1. For you, the parent, the report card should serve as a picture of your child's accomplishment – an indicator of areas of strength and weakness, and, most significantly, as a catalyst for communication between parent and teacher to reach a shared understanding of the student's progress and development.
2. For the teacher, the report card is a summary evaluation of the work of the student and a composite of what has been accomplished during the given time period. It also includes, through comments and notes, an assessment of the child's social and emotional development as seen in the classroom.

Should your child's report card raise more questions than it answers, or reveal an evaluation that was not previously perceived by you, it is appropriate for you to contact the teacher. In fact, such interchange and prompt communication is essential to the partnership that Hebrew Day strives to maintain, knowing that this best supports maximum growth and development.

## **Grades and Comments**

Report cards and comprehensive comment sheets are prepared three times each year. At the close of the first trimester, report cards will be given to parents at a scheduled mandatory parent-teacher conference. All parents are expected to attend these conferences; therefore, report cards will not be mailed. Second trimester conferences are optional and are scheduled per parent or teacher request. Second trimester report cards will be mailed to all parents who do not have a scheduled conference. At the close of the third trimester, report cards will be mailed. **We urge parents to make appointments to meet with teachers or administrators any time it is warranted.**

## **Parent Education**

Regular Parent Education opportunities will be offered to our parents for personal and parental enrichment. Some classes will be offered at school and others over Zoom. The website and weekly Headlines will have current information.

# Grading & School Work

## Policy Regarding Homework Following Illness

Students returning from a short (1-2 day) illness must see their teachers the first day back in school to determine make-up requirements. Students who are absent for more than two days are responsible for getting homework assignments by emailing the teachers. In the event of an extended illness, teachers and the school should be called for assignments.

Students are encouraged to hand in all assigned work immediately upon return to school following an absence. If work is not handed in upon return, the student will have one day for each day absent to make up the work and receive full credit. It is the student's responsibility, not the teacher's, to make certain that all missed work is completed. In the event of extended illness, arrangements for tutoring or special help should be made.

## Grading System

The grading system at the San Diego Hebrew Day School for grades Fourth - Eighth grades is as follows:

A = 93-100	C = 73-77	I = Incomplete
A- = 90-92	C- = 70-72	
B+ = 88-89	D+ = 68-69	
B = 83-87	D = 63-67	
B- = 80-82	D- = 60-62	
C+ = 78-79	F = 59 and below	

All grades are translated to grade point value (GPV) on a 4-point scale:

A = 4.0	A- = 3.70	B+ = 3.30	B = 3.0
B- = 2.70	C+ = 2.30	C = 2.0	C- = 1.70
D+ = 1.30	D = 1.0	D- = 0.7	F = 0

Anytime a student's GPA falls below 2.0, he/she is placed on academic probation and automatically requires tutoring assistance. The school recognizes that the student is experiencing difficulty in academic classes and will insist that parents, teachers, and students work together to help the student in areas of weakness.

Conduct grades are indicated on the report card for each class. These grades reflect a student's ability and effort to uphold and exemplify the standards of conduct at SDHD as outlined in the 'Standards of Conduct'.

## Assignments Not Completed on Time

Daily assignments that are not completed on time, for any reason other than illness, may receive a grade reduction, depending upon the teacher's policy. Assignments are considered late if not handed in at the beginning of the designated class period.

## Absences on the Day of a Test or Quiz

Students who are absent on the day of a test will be required to take the test on the day they return or at a time set up with the classroom teacher. Missed quizzes will be made up at the discretion of the teacher. There are no make-up exams for 7th and 8th grade finals, except in the case of a sickness or family emergency.

## Weekly Progress Reports

Each week you will receive an automated progress report from Renweb. These are progress reports designed to be used as an early warning system for any student who may be experiencing academic difficulty. Academic difficulty is defined as occurring when a student is not working up to his/her potential in a specific course as judged by the teacher(s). These reports are emailed every Sunday. All students in grades 4 through 8 receive weekly progress reports.

## **Student Athlete and Student Council Eligibility**

SDHD Student Athletes and Council Members are expected to maintain the highest academic and behavior standards. Student's grades will be reviewed bi-weekly and behavior will be discussed as a middle school team, in order to assure that the following standards are being met. If at any point these standards are not met, aside from the rigor set forth below, the student's involvement/membership may be revoked.

Students must:

- Maintain a 70% average for homework and projects in all classes.
- Maintain a 70% average for participation/behavior/decorum in all classes.
- Maintain an overall passing grade (70% or higher) in all classes.

Behavior-

- 1 or more Demerits= student may be ineligible for the next game.
- 2 or more Demerits = student may be ineligible for the next two games.
- Suspended= student may be removed from the team.
- Violence, bullying, and/or disrespect toward a teacher or other student will result in removal from the team.

## **Graduation and Promotion Policy**

In order to graduate from SDHD, the following requirements must be met. Any student who does not complete these requirements will not receive a diploma and their transcript will indicate they have not matriculated 8th grade.

- Complete and earn a passing grade of 70% (C-) or above for a total of 6 credits in core subjects per year from grades 6-8 (a minimum total of 18 credits with a 70% grade).
  - Core subjects include: Humanities, Math, Science, Chumash, Jewish Knowledge, Hebrew, Talmud and Yahadut.
  - Four of the core subject which are mandatory to pass include: Math, Humanities and Two Judaic classes
- Complete the required amount of Chessed (community service) hours
- Be free of severe disciplinary violations
- Be in good financial standing

Each year, six passing credits in core classes must be earned in order to be promoted to the following year. English and Math must both be amongst the six credits earned.

- If a student earns a failing grade in English and/or Math, then he/she will have to repeat the course at the family's expense. SDHD will not offer summer school or alternative options. Failure to make up the math or English course or missing credits will result in the student being held back a grade.
- Some options available for making up classes include
  - Summer School
  - Accredited online course with tests. Examples of approved schools are:
    - American Online School - <http://www.americanonlinehigh.com/>
    - Keystone - <http://keystonecreditrecovery.com/>
  - Other options need pre-approval from the administration

# Discipline & Decorum

## Student Ethics

SDHD prides itself on inculcating the highest values of personal integrity and respect toward all others within each student. The essence of receiving a Jewish education is a solid appreciation for and application of "Middot - Tovot" – well developed character traits and the self-discipline to apply them to daily decisions. We expect our students to value each other and to treat all others with mutual respect, empathy and understanding, on an age appropriate level. Furthermore, we expect our students to interact at all times with peers, teachers, and all others demonstrating a positive interest in shaping an uplifting social climate. We believe that moral integrity and respect are as important as academic achievement.

SDHD prides itself on high academic standards and our capable student body. In order to maintain these standards, it is necessary that we work as a team to establish and maintain the positive discipline standard which upholds continuing progress. SDHD expects its students to adhere to the high standards of honor and good citizenship. Discipline must be maintained not only in the classroom, but outside – on the playground, during field trips, and after school - as well. Detailed expectations can be found in the Standards of Conduct policy.

## Student Code of Conduct

SDHD recognizes the necessary role that discipline plays in the learning process and throughout the maturation of the student. Proper school discipline means training that corrects, molds, or perfects the character of the student through a focus on behaving responsibly and respectfully.

Meaningful discipline teaches students to demonstrate a growing awareness and sensitivity to the existence and rights of others. It expands the learning process and encompasses character development. To achieve meaningful discipline, three groups - parents, faculty and students - must acknowledge their respective roles and work together.

The purpose of the Code of Conduct is to make very clear the expectations and standards for the school in order to forge this partnership. Through this contract, students will be able to meet school expectations fully and develop greater strength of character. This clarity of expectation will also be the basis of an effective partnership between school and family as we work together for the benefit of the student.

SDHD requires that each party - parents, teachers, and student - formally acknowledge individual responsibility as follows:

- The faculty will notify parents when a discipline infraction occurs per the school's discipline plan.
- When behavior issues arise, administration expects that parents will work in partnership with the teachers and school to help the student acknowledge and correct his/her behavior
- The student is expected to take responsibility for personal behavior, accept consequences, and correct problem behaviors, showing responsibility for his/her actions and choices.

## **School and Classroom Environment**

It is the SDHD expectation that students fully understand and consistently exhibit correct behavior and wise decision making. Students should not only be well behaved during school hours, but should positively represent themselves, their family, the school and Judaism wherever they are.

SDHD discipline plan recognizes that behavior is a learned process and therefore needs to be treated as an educational process. Mastering behavior is similar to learning a math concept, which needs to be learned, practiced, repeated and taught in different ways to reach each child. SDHD's discipline plan includes the following components and steps:

1. Behavior expectations based on four values:
  - a. Safety
  - b. Responsibility
  - c. Respect
  - d. Kindness
2. Teaching the values and expectations to students
3. Specific, universal expectations of good behavior in all places – such as restrooms and lunch area – reflecting all four values
4. Classroom expectations developed by each teacher corresponding to the four values
5. Procedures in class to help remedy issues, such as:
  - a. Reviewing expectation; moving seat within class; warning/strikes; removal and/or one-on-one talk
6. Involvement of administrator in the educational process -
  - a. Teachers will issue a Reflective writing assignment which may necessitate a conversation with an administrator before returning to class. A consequence may be given. The incident will be recorded in RenWeb and a demerit with numerical value will be attached to the incident.
  - b. Teachers have the ability to issue a consequence if these steps have not solved the issue.
7. Intervention via a team meeting of teachers and/or administration with the student – including re-education and appropriate consequences - when violation of behavior expectations occurs repeatedly
8. An office referral is administered if behavior infraction is severe (categories 2 and 3), usually given a higher demerit numerical value or if there is repetition of behavior after intervention and a total of 3 demerits have been accumulated. Serious consequences will result. A meeting with parents will be scheduled.
9. Communication to and among teachers, parents and administrators in every step of the process.

### **Bullying**

Bullying, which is defined as a repetition of negative behaviors or words or messages over time towards another student, which include intentions to isolate, humiliate, intimidate, or harm another child or children, will not be tolerated under any circumstances. If the school determines a child is bullying one or more children, it will be considered a category 3 offense and serious consequences will result. Full parental cooperation will be expected in order to correct this situation.

### **Cyberbullying**

Cyberbullying is when a person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the Internet, interactive and digital technologies or mobile phones. Cyberbullying is bullying that takes place using electronic technology. Examples of cyberbullying include sending mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. A first time offense warrants a category 3 consequence consideration since the nature of the act is public and permanent.

### **Discipline Categories**

Misconduct has been classified and divided into three categories, depending on the severity of the violation. These are described in depth on the next page...

Category 1	Category 2	Category 3
<p><b>Definition:</b> (Disobedience) Violations of classroom environment expectations. Violations of specific Category 1 offenses. Any other minor disturbances that prevent classroom order and instruction.</p>	<p><b>Definition:</b> (Disrespect/Defiance) Violations of specific Category 2 offenses. Activities and attitudes that show a lack of respect for authority. Frequent and repeated violation of Category 1 offenses or an accumulation of 3 or more demerits within the timeframe of a trimester.</p>	<p><b>Definition:</b> Violation of federal, state, or municipal laws. Activities that seriously threaten the safety of another student or classmate. Activities that show gross lack of respect for authority or property. Activities that violate moral codes of conduct. Frequent and repeated violation of Category 2 offenses.</p>
<p><b>Example Offenses:</b></p> <ul style="list-style-type: none"> <li>● Tardy to class</li> <li>● Truancy</li> <li>● Class disruption</li> <li>● Name calling</li> <li>● Disrespectful language or actions towards the learning environment</li> <li>● Misuse of school property</li> <li>● Being unprepared for class/lack of materials</li> <li>● Uniform violation</li> <li>● Minor disrespect toward an adult</li> <li>● Rude or malicious behavior words towards a peer</li> <li>● Plagiarism (first offence)</li> <li>● Unauthorized usage of personal digital device</li> <li>● Cell Phone Violation</li> </ul>	<p><b>Example Offenses:</b></p> <ul style="list-style-type: none"> <li>● Blatant disrespect for authority</li> <li>● Physical Fighting</li> <li>● Unsafe behavior that may or may not lead to injury or harm</li> <li>● Purposeful destruction of school property</li> <li>● Purposeful destruction of a second party's property</li> <li>● Plagiarizing</li> </ul>	<p><b>Example Offenses:</b></p> <ul style="list-style-type: none"> <li>● Bullying</li> <li>● Cyber Bullying</li> <li>● Bringing or possessing fireworks, firecrackers, matches or other flammable materials to school</li> <li>● Involvement in immoral activities</li> <li>● Possessing, selling or furnishing any firearm, knife, explosive or other dangerous objects</li> <li>● Sexual harassment of individuals, whether verbal, physical or environmental</li> <li>● Use or possession of illegal drugs, alcoholic beverages, pornography or any form of tobacco</li> <li>● Act of dishonesty such as cheating, lying or stealing. Cheating may consist of: <ul style="list-style-type: none"> <li>○ Copying someone's work to submit as one's own</li> <li>○ Giving or receiving answers or stealing tests</li> </ul> </li> </ul>
<p><b>Possible Consequences:</b> Offenses will result in <u>one or more</u> of the following:</p> <ul style="list-style-type: none"> <li>● Character education assignment</li> <li>● Parent notification</li> <li>● Detention</li> <li>● 1 demerit assigned in Renweb</li> <li>● Campus Beautification Program</li> <li>● Peer Separation</li> <li>● Separation from activity</li> <li>● Loss of class privileges</li> <li>● Additional work assignments</li> <li>● Confiscation of personal digital device/ Cell Phone (see Technology Policy)</li> <li>● <u>Category 2 consequences for recurrent offenses</u></li> </ul>	<p><b>Possible Consequences:</b> All offenses will result in an issuance of an Office Referral. Offenses will also result in one or more of the following:</p> <ul style="list-style-type: none"> <li>● Student-Administrator conference</li> <li>● Parent-Administrator conference</li> <li>● Suspension</li> <li>● Disciplinary Probation</li> <li>● 2 demerits assigned in Renweb</li> <li>● Campus Beautification Program</li> <li>● Loss of school privileges</li> <li>● <u>Category 3 consequences for recurrent offenses</u></li> </ul>	<p><b>Possible Consequences:</b> Students who violate Category 3 offenses may be suspended, put on disciplinary probation, or dismissed from SDHD.</p> <p>EXPULSION WILL BE RECOMMENDED UPON THE FIRST OFFENSE FOR VIOLATIONS INVOLVING DRUGS, WEAPONS, EXPLOSIVES, ALCOHOL OR SEXUAL ASSAULT.</p> <ul style="list-style-type: none"> <li>● Suspension 2 or more days</li> <li>● Suspension pending Parent-Administrator conference</li> <li>● Disciplinary Probation</li> <li>● 3 Demerits assigned in Renweb</li> </ul>



**Explanation of Consequences:**

Character Education Assignment: Student will be assigned an essay or another project which will show their understanding of the values expected of them at Hebrew Day School.

Additional Work: Work Assignments will be done during recess or sent home to be completed.

Peer Separation: Time spent quietly during recess or lunch time.

Campus Beautification Program (CBP): Student will pick up trash or perform other cleanup and work details on the school grounds as assigned.

Loss of privileges: Student will not be able to participate in SDHD activities, student leadership or extracurricular activities at school.

In-School Suspension: Removal of a student from the classroom. Student will be assigned a half day of CBP. The remainder of the day will be spent doing classroom assignments which are due at dismissal time. Homework is due the following day.

Suspension: A student may be suspended from school and may require a Parent-Administrator disciplinary conference. Very specific changes in attitudes and actions will be expected prior to readmission.

The School Administration has the authority to suspend a student at any time. The length of suspension will vary based on the severity of the act as determined by the Administrator. The reasons that would give cause for suspension are:

- An accumulation of many demerits within a short time frame.
- Continued deliberate disobedience or disrespect.
- A rebellious spirit which is unchanged after much effort by the school.
- A continued negative attitude and bad influence on other students.
- A serious breach of conduct in the classroom or on school grounds which has an adverse effect upon the school community.
- Failure of the student to comply with the disciplinary actions of the school
- Failure of the parents to obtain recommended counseling.

Probation: The probationary policy at SDHD is a conditional testing period assigned to a student who fails to meet the standards of the school (as explained in this handbook) in his/her attitudes or behaviors. A student who is placed on probation will have a designated period of time to demonstrate the ability to perform satisfactorily at SDHD. During the period of probation, a student is expected to improve his or her conduct to the extent necessary to satisfy the faculty and administration that he or she will benefit from continued enrollment at SDHD. During probation, the student will meet with the administration on a regular basis to discuss progress. Definite, individualized goals will be established for each student in the following areas:

- Spiritual Growth
- Academic Progress
- Attitude
- Citizenship

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. It should be a positive experience for everyone involved. However, if the student fails to respond positively to these efforts, and adequate progress is not shown, the student may be asked to withdraw from the school.

Reasons for probation are:

Academic:

- Insufficient academic progress
- Failure of the parents to get recommended professional help

Attitude:

- A rebellious spirit which is unchanged after much effort by the teachers and staff.
- A continued negative attitude and bad influence upon other students.

Disciplinary:

- Continued deliberate disobedience
- Committing a serious breach of conduct in School or outside of School that has an adverse effect upon the School.
- Failure of the parents to comply with the disciplinary procedures of the School.
- A 4th-8th grade student, who accumulates 3 demerits in one trimester will automatically be placed on probation.

Invoking Probation:

The probation will take place after the administration has reviewed the student's behavior, attitude and /or academic performance. A conference will be held with the parents, student and administration to give notification and explanation of the probation. A written letter explaining probation, making suggestions for parental action, and requesting the parents to apply disciplinary measures during the probation in cooperation with the action of the school, will be sent to the parents.

Probation period:

Probation will last for six to nine weeks following the administrator's conference with the parents and student. Student activities will be limited.

Expulsion:

Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the School, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category 3 rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admission. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

# Technology Acceptable Use Policy

This Acceptable Use Policy (AUP) outlines the proper use of SDHD technology systems and serves as a contract between student and parent/guardian and the school. SDHD technology system equipment, and all user accounts are the property of the school. The technology system is intended for the exclusive use of its registered users for educational purposes. These users are responsible for their passwords and accounts. SDHD Administration reserves the right to monitor and access any digital activity, including users' accounts and data. Information which is unlawful, obscene, pornographic, abusive, harassing, bullying or otherwise in violation of this agreement will be removed. Inappropriate use of the technology system may result in suspension of privileges, disciplinary action, and/or referral to legal authorities.

## User Account

It is expected that users of SDHD computer system will:

- 1) Communicate electronically with teachers and students using an "@ssdhds.org" email account.
- 2) Keep accounts and passwords private
- 3) Follow proper "etiquette"
  - i) Be polite, use appropriate language, and refrain from transmitting obscene material
  - ii) Do not reveal personal information
  - iii) Do not access, modify or destroy data of another user
  - iv) Do not vandalize school technology, reconfigure the system, change preferences or settings, or maliciously use technology resources

## Email and Social Media

- While on campus only school related communications are permitted.
- Hebrew Day School (ssdhds.org) emails may only be used for school related communications.
- At all times, on any site or app, follow all etiquette and digital citizen guidelines, as listed in this document.

## SDHD Network

It is expected that users of SDHD network system will:

- 1) Obtain approval from the technology department before connecting a personal electronic device to the network or wireless hotspot (memory sticks are OK)
- 2) Refrain from using the school's assets:
  - i) For commercial purposes
  - ii) To stream video (e.g., YouTube or Hulu) or music unless approved by a teacher for use within an educational context
  - iii) To play computer games and simulations
  - iv) To download and/or install software applications
- 3) Keep attachments with email to a reasonable size and format to accommodate the recipient's system

## Digital Citizenship Expectations

SDHD has expectations of student behavior. Students are expected to behave with self-discipline, and to be positive and contributing members of the classroom and broader School community. This expectation extends to the digital world, both on and off-campus. The following activities are considered inappropriate and may incur disciplinary actions:

- 1) Using information and communication technologies inappropriately (e.g., cyberbullying, sexting, personal attacks, or harassment)
- 2) Intercepting, reading, deleting, copying or altering another person's email, information or files
- 3) Impersonating or misrepresenting another user
- 4) Attempting to gain unauthorized access to other devices, network equipment or firewall systems
- 5) Violating U.S. or state laws, transmitting threatening material, spreading computer viruses, participating in software piracy, gambling, violating copyright laws, or participating in the sale or purchase of drugs or alcohol

**SDHD assumes no responsibility for:**

- Any financial obligations arising out of unauthorized use of the system
- Any cost, liability or damages caused by a user's violation of these guidelines
- Any information or materials that are transferred through the network
- The reliability of the data connection. SDHD shall not be liable for any loss or corruption of data resulting while using the network
- A student's illegal distribution (pirating) of software

**Enforcement of the Policy**

SDHD reserves the right to make the final decision regarding whether a student has violated this Policy, and the appropriate disciplinary action (such as loss of privileges, account closure and/or referral to legal authorities). Student discipline may involve actions up to and including suspension and/or expulsion. Violations of the Acceptable Use Policy, which are also violations of law, may be referred to appropriate local, state or federal law enforcement officials for prosecution. The School will cooperate fully with the local, state and federal officials in any related investigation.

**Cell Phone Policy**

For the safety of our students, Hebrew Day School policy prohibits the use of cell phones or any personal device that can make phone calls, text or access wifi on campus during school hours for grades K-5. This excludes computer laptops or tablets intended for academic purposes. **In Kindergarten – 5<sup>th</sup> Grade: Smart phones are NOT ALLOWED on campus.**

Students who need to contact home for any reason should see the front desk and ask for permission to call home from the front office phone.

Students found to be using their cell phones during school hours will have their phone taken away and will only be returned to a parent. Students who have violated the no cell phone use in school more than once will be required to check-in their phone at reception upon arrival, and collect it from reception at dismissal every day for a one-week period.

**Middle School**

Middle School students will be allowed phones on campus to use during recess and dismissal, but will have to be turned in during each class period. Each teacher will have a system set-up as to how phones get turned in.

# Keeping Kosher at School

## Lunches

It is School policy that all lunches brought from home must be pareve or dairy. SDHD has a student body whose families do not all follow identical standards of religious practice. Our school, however, does maintain fixed standards of observance. We therefore ask that in planning lunches and snacks for your children, every effort be made to purchase packaged products that are under the endorsement of a reliable Kashrut agency. All food brought into the school for classes, rewards or parties, should be certified by copyrighted symbols such as OU, OK, Star K, KVH, Chof- K. It is school policy that students DO NOT share food from their lunches or snacks. For a complete list of the kosher symbols SDHD accepts, please ask the front desk. If you are not certain a specific product is Kosher, please call the office to check before purchasing it for your child's class. The school will be happy to assist you with any Kashrut related questions.

## Food Brought into School

When food will be served in class or school celebrations, in addition to checking food for Kashrut, it is also mandatory to have it checked for allergies. An administrator needs to check all outside food brought in for allergens.

## Snacks

Check your favorite snacks, and look for one of the listed symbols. If you do not find one, check the competitor's brand.

Due to the growing number of readily available Kosher products we suggest that you refer to [www.kosherquest.org](http://www.kosherquest.org), for clarification of approved kosher symbols. [www.kosherquest.org](http://www.kosherquest.org) is a website of the Kosher Information Bureau of L.A. from Rabbi Eliezer Eidlitz. For any kosher questions, you may call Rabbi Eidlitz at the Kosher Hotline at (818) 762-3197 or email him at [eeidlitz@kosherquest.org](mailto:eeidlitz@kosherquest.org).

## Got Kosher

For complete information of SDHD kosher guidelines, please refer to the "Got Kosher?" pamphlet. You may pick one up at the front desk or check online.

## School Kitchen Use

For the health and safety of our students we have obtained a Health Permit for our school and kitchen from the County of San Diego Department of Environmental Health. We are monitored under their supervision. This is a positive step for our school in continuing to strengthen our standards for the health and safety of our students.

The preparation of any and all food served to our students and staff falls under our permit. We will be inspected several times a year by the County of San Diego Department of Environmental Health and expected to keep our Health Permit active in order to keep our kitchen open.

Any person working in the kitchen whether it be for camp, school lunches, Preschool snacks, treats for classes, milestone celebrations, etc., will not only have to follow these same regulations, but will also need to possess a Food Handler's Permit from the County of San Diego. Parent volunteers and teachers must obtain a Food Handler's Permit to be able to prepare food in our school. For information on obtaining a Food Handler's Permit, visit the County of San Diego's website at: <http://www.sandiegocounty.gov/content/sdc/deh/fhd/food/foodhandler.html>

Once a Food Handler's Permit is obtained, parents and teachers must reserve time to use the kitchen with Estelle Workman and fill out a Kitchen Use Agreement Form. Once a time is reserved and a form is filled out, any items of food or equipment must be checked by a school administrator before it can be brought into the kitchen. Food must also be checked for allergens. Ovens, stove tops, and/or bbq's must be lit/turned on by a person who is Shomer Shabbat.

## **Celebrations at School**

From birthday parties to holiday celebrations, there are many celebrations in school. Along with the fun usually comes food. Offering so many treats can often contribute to unhealthy eating habits. SDHD is committed to making our campus more health conscious. If you decide to celebrate your child's birthday at school we are requiring families to bring healthy snacks in lieu of cupcakes, cakes, ice cream, Krispy Kreme, etc. All food items need to be kosher. If something needs preparation, it should be done in the school kitchen. Please call Estelle Workman to arrange or for other ideas. Below is a great list of healthy ideas:

- Fruit Smoothies
- Fruit Kabobs (Need to be made in school kitchen)
- Yogurt Parfaits
- Popcorn
- Low-Fat Pudding
- Applesauce or fruit cups
- Raw veggies with dressing or hummus
- Berries with low-fat whipped topping
- Apples with Honey or Caramel
- Cheese and Crackers
- Muffins
- Trail Mix (check for nut allergies in the class first)
- Fresh Fruit
- 100% Fruit Popsicles

## **Celebrations Outside of School - Birthday Parties, etc.**

We often refer to our school community as the Hebrew Day 'family' and just like any other family, we like to celebrate together. It is very important that when planning birthday celebrations outside of school every attempt is made to be inclusive. We encourage families to invite all students in their child's class, or all the boys or all the girls. Birthday invitations are permitted to be distributed at school only if all students in the class are being invited.

As well, we insist that all birthday celebrations are planned outside of Shabbat hours and that the same kashrut standards we observe at school are observed at the party. Providing a separate selection of kosher foods for children from kashrut observant households, with non-kosher options provided to others, goes against the shared values of our school and creates feelings of segregation. Just like when attempting to accommodate the dietary needs, requirements and aversions of various relatives when planning a family meal, we too must acknowledge the various forms of kashrut observance within our school community and make accommodations so that the kashrut observances of all are respected.