

PARENT HANDBOOK



Rabbi Moshe Dear
Head Master

Rabbi Moshe Amster
Administrator

Malka Katz
Early Childhood Director

Lev Stark
Director of Operations

JS Leadership Team

Suri Nowosiolski-Curriculum Coordinator
Ariella Agatstein-Program Coordinator
Dassi Weiner-Yoetzet Ruchanit

GS Leadership Team

Debbie Davis-Lower School Director
Stella Lerner-Middle School Director
Jenny Zacuto-Language Arts Director
Sharon Ryan-Math Director

2011/2012

5772

MISSION STATEMENT

Yeshivat Yavneh believes that our children should be educated in and firmly committed to the two civilizations of which they are a part: Torah Judaism with a commitment to Israel and the principles and values which are a part of American life. We believe these two traditions should be well-integrated within each student. Students are expected to reach for excellence, maintain the highest standards of menschlichkeit reflecting an attitude and behavior consistent with moral sensitivity, personal refinement and human decency.

In support of these beliefs, the school strives to help our children to develop a mastery of the foundations of the Jewish Studies curriculum with a major emphasis on Torah learning skills, Hebrew language and Jewish ritual. With equal emphasis, the school strives to help the children develop a mastery of the disciplines that constitute the foundation of the General Studies curriculum.

These goals are not merely intellectual endeavors. We are also seeking to create a spiritual environment, which will help our children develop a love for Torah and the observance of mitzvot, while also developing an appreciation of the American heritage.

We view each child as a unique person. The school strives to enhance each child's self-image as an essential ingredient to his/her development. We encourage each child to grow to his/her potential within a warm, secure, and exciting school environment.

We aim to provide a state of the art program to facilitate maximum progress for each student in both the Judaic and General Studies areas.

As part of our school philosophy, we encourage in our children Ahavat Yisrael, a love for the Jewish people and the State of Israel, as well as a respect for the rights of all people and a concern for their well being.

Yeshivat Yavneh is open to all families who share our mission. It is, therefore, essential that the school and home work closely together so that the values, which are taught in school find support, acceptance, and observance at home and in public life.

NOTICE OF NONDISCRIMINATION POLICY

Yavneh admits students of any race, religion, 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, religion, color or national origin in the administration of its educational policies, admissions policies, scholarship programs or other school administered programs.

Dear Parents,

We are excited to welcome you to our 2011/2012 school year. School is scheduled to begin on Thursday, August 25, 2011, with a regular full day schedule, for Grades Pre1-8. Early Childhood will begin on Monday, August 29, 2011.

The teachers and administrative staff are anticipating another superb academic school year. We take immense pride in the strong academic environment, along with a profound emphasis on middot and menschlichkeit. Our program is continuously refined and invigorated to provide our students with the finest well-rounded education you expect. Our dedicated teachers are talented and always receiving ongoing professional development and mentoring.

Please review the information contained in this Handbook. You will find it informative and essential as a guide throughout the year. Kindly read the entire Handbook, even though you may only have a child in Early Childhood, as some of the information contained is applicable to all parents. There are also some changes from last year, so please review it carefully. Please read the Parental Expectations page which helps create a uniform and consistent Torah message to our children. Your understanding of our guidelines and expectations is a critical component of our partnership to meet our goals.

As always, we are available should you have any questions or comments to share with us. Please feel free to call the school and arrange for an appointment.

We look forward to working with you, hand in hand, as we provide your child with an exciting and sound educational experience.

Sincerely,

Rabbi Moshe Dear
Headmaster

Rabbi Moshe Amster
Administrator

Malka Katz
Early Childhood Director

Lev Stark
Director of Operations

JS Leadership Team
Suri Nowosiolski-Curriculum Coordinator
Ariella Agatstein-Program Coordinator
Dassi Weiner-Yoetzet Ruchanit

GS Leadership Team
Debbie Davis-Lower School Director
Stella Lerner-Middle School Director
Jenny Zacuto-Language Arts Director
Sharon Ryan-Math Director

ABSENTEEISM AND TARDINESS

Each student's day at Yeshivat Yavneh is academically full. It is crucial that students benefit from the greatest amount of classroom time available to them. This policy helps reduce that absenteeism and keeps tardiness to a minimum.

Please keep your child at home if he/she shows any signs of illness. A child with fever should be kept home. The school will send a student home when it appears necessary.

VACATIONS MUST NOT BE SCHEDULED IN CONFLICT WITH THE SCHOOL CALENDAR! Your child will miss essential class work which needs to be made up. **SCHEDULE FAMILY VACATIONS ACCORDING TO OUR SCHOOL CALENDAR!!!** Absences, other than illness and family emergencies, are detrimental to a student's education and may be a cause of failing grades. Students are responsible to make-up any missed work during an absence.

Siblings are generally discouraged from missing class in order to attend another class celebration.

TYPES OF ABSENCES

- A) **EXCUSED ABSENCES** are absences due to illness or family emergencies. The student shall return to school with a written parental excuse, explaining the reason for the absence. The student will then have time equal to the absence to make up work.
- B) **APPROVED ABSENCES** are absences, which can be anticipated. These absences should be preceded by a request to the Administration, in writing at least a month in advance.

If the request is appropriate, the teachers may require work to be completed prior to, or during, the absence. Any work not completed will be finished after the student returns to school, without grade penalty at the teacher's convenience.

- C) **UNAUTHORIZED ABSENCES** are those for which there is inadequate justification as judged by the Administration, (i.e., leisure vacation taken during the regularly scheduled school days). Excessive absences may result in class failure, possibly jeopardizing promotion.

Yavneh's policy on tardiness is as follows:

Students who are tardy 8 times will have a letter sent home, as documentation for file.

Students who are tardy 16 times will need a conference with parents and administration.

Students who are tardy 20 times or more will receive a "final alert" letter for file.

Students who are tardy for class more than 20% of the days (approximately 34 times) may lose the invitation to re-enroll the following year.

Please remember, that it is our goal for all students to receive maximum instruction to satisfactorily achieve curricular goals and to attain the values of the school. Excessive tardiness seriously hampers our ability to achieve these results.

I hope that this policy will enable us to ensue a smooth beginning of the school day for you and all of our students.

ACADEMIC PROBATION

Students who are not fulfilling their academic responsibilities may be subject to academic probation. Parents will be contacted to join a team meeting to develop an appropriate plan of action. Students who cannot maintain grade level academic success may be placed in a modified program or not re-enrolled. In some cases, professional intervention may be insisted on by the school.

ADMISSION TO SCHOOL

Children must have an official "Admittance Pass" in order to be admitted to school. These passes will be mailed to you prior to the start of the school year conditional upon completion of appropriate registration. This includes:

- a) Meeting with Administration
- b) Academic screening
- c) Completion of all necessary forms, including Early Childhood forms and medical forms.
- d) Payment of necessary fees.
- e) Submission of FACTs ACH tuition transfer authorizations.
- f) Completion and submission of all medical records and receipt of prior academic records, including copies of any evaluations.

No child will be permitted in school without an admittance pass.



AFTER SCHOOL ENRICHMENT PROGRAM

Our after-school program provides Yavneh students with a convenient opportunity to develop new skills and to gain self-confidence. Brochures are distributed in the Fall and Spring. Offerings have included dance, Karate, hockey, art, and drama.



ARRIVAL PROCEDURES

Children arrive at school approximately fifteen minutes prior to the start of class or morning *Minyan*, allowing them time to organize themselves and their possessions and to be prepared for learning at the start of class. Children in grades 1-4 should remain in the courtyard, which will be supervised from 7:20 A.M. until 7:42 A.M. At that time, their teachers will pick them up. Girls in grades 5-8 should go straight to the Media Lab for davening. *Minyan* for Grades 5 – 8 will begin at 7:45 A.M, and 7:40 A.M. on Torah reading days. (In case of rain, children assemble in the lunchroom.) **Please refer to the important information distributed at the carpool orientation and included in this handbook for carpool and traffic instructions.** Please remember – parking is never allowed anywhere but in our driveway spots or on Las Palmas when regulations permit. Never drive down or park on McCadden, between 2nd and 3rd street.

Kinderflex

Monday, Wednesday
8:30 A.M. – 11:30 A.M.

Half Day Geshet

8:30 A.M. - 12:15 P.M.

Full Day Geshet

8:30 A.M. – 3:30 P.M.

Older Geshet

8:30 A.M. – 1:15 P.M.

Half Day Nursery

8:30 A.M. - 1:15 P.M.

Full Day Nursery

8:30 A.M. - 3:30 P.M.

Kindergarten

8:30 A.M. - 3:30 P.M.

Pre 1

8:30 A.M. - 3:30 P.M.

Grades 1 – 3

7:45 A.M. - 3:30 P.M.

Grades 4 – 8 – Boys/Girls

7:45 A.M. - 4:30 P.M.

(7:40 A.M. on Torah Reading Days)

Grades 6 – 8

Boys

Sunday School

8:00 A.M. – 10:30 A.M.

Friday Dismissal and Half-days

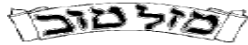
1:15 P.M. EC – 3

1:45 P.M. Grades 4 - 8



BACK-TO-SCHOOL NIGHTS AND CONFERENCES

The "Back-To-School Nights" are group meetings for parents to meet the teachers. These meetings are intended to acquaint the parents with the curriculum, the grading system, the homework policy and other specific educational topics. This meeting is intended to address "general" educational issues. Specific questions about your child should be addressed by contacting the teachers at school. Refer to the school calendar for this years Back to School events. Parent/Teacher Conferences are scheduled in the Fall and in the Spring. However, a teacher or parent may request a conference at any time.



BAR/BAT MITZVOT



Bar and Bat Mitzvot are to be "mitzvah celebrations" which appropriately reflect the significance of the event. Our expectation is that Yavneh families plan these celebrations and that they are conducted according to Yavneh philosophy. This includes proper Tzniut of dress, no mixed dancing, proper kashrut and standards, and music befitting and appropriate for a Torah celebration. If you cannot adhere to the schools expectations, please consider not inviting classmates to a celebration that does not conform with our schools values and hashkafa. Our Administration and Rebbeyim and Morot will be happy to guide and advise you when planning your Bar/Bat Mitzvah.

It is also very important that individual students never be excluded from class celebrations. Let's use bnai mitzvah celebrations to instill proper Jewish values and middot. Help avoid difficult student dilemmas by making certain you don't conflict with a previously scheduled simcha. Please call the receptionist so we can put down your date on our Bar/Bat Mitzvah calendar in order to assist parents in calendaring your event. However, the school is ultimately not responsible for Bar/Bat Mitzvah dates.

BOOKS



Generally, the school provides all required textbooks. Magazines, paperback novels and supplementary books used by individual students may require student purchase from time to time. Recommended books to assist your children in their studies (i.e. translated *Chumashim* etc.) are likewise the responsibility of the parents. For this reason, we will be adhering to a very strict sign-out policy for textbooks. Students will be asked to sign-out their books upon receipt and if lost will be responsible for the replacement cost of the books prior to issuance of a replacement copy. Students in grades 3-8 are required to use Student Planners sold by Yavneh. If lost, a new one is required to be purchased.

BULLYING

We consider the welfare of our students to be of paramount importance. It is our goal that all students should feel safe at all times on our campus. It is the job of each and every adult on campus to support this important goal. Adults need to understand that bullying is taking place any time a student or group of students exerts power over another student. Teasing and social exclusion are evident as well as verbal or non-verbal assaults. It might be in subtle or in overt ways. Bullying by girls is harder to detect than by boys, but boys can do it covertly as well. Girls are more likely to bully in a group. This social dynamic is a natural one for children; at the same time, it must be identified and addressed so that students learn proper ways to interact. We understand that "bullies", "victims" and "bystanders" are roles children take on, not labels. As the adults in the community there is much we can do to support a "bully free" environment and to model proper behavior and middot.

Should your child feel they are a victim of purposeful acts of bullying, it is critical that you communicate with the teacher's immediately. If this fails to remediate the issue, please bring the matter to the attention of Administration. We will promptly investigate and determine the appropriate consequence.

Action will be taken against bullying of any sort-physical, verbal, emotional, cyber bullying, etc.-ongoing bullying behavior is grounds for immediate expulsion.

CARPOOL AND PARKING



With the opening of our new campus, 13 years ago, Yeshivat Yavneh was required to establish a traffic plan which would provide maximum safety for our children as well as respecting the rights of our neighbors. This plan took many, many hours of dedicated work, and it has met the approval of the City Traffic Controller.

Yavneh intends to abide very seriously by our conditions of approval. These instructions which follow in conjuncture with the orientation presentation for new families, will clarify the route and instructions all our parents and visitors must follow. We know that with your cooperation and assistance we can anticipate a smooth and safe procedure which will benefit our children and our community.

General Information

1. No cars to use McCadden at any time.
2. No cars are to enter Las Palmas between 7:45-8:10 A.M. or from 2:30-3:00 P.M.
3. Faculty and staff parking only in faculty and staff lot
4. All cars will receive an identification sticker to be visible to traffic monitors.
5. Parents are required to be in the carpool lane on time. All students must be dropped off in the carpool lane, not at the front of the school unless students are late after the conclusion of carpool.
6. Parents cannot leave their vehicles at any point in the carpool lane.
7. No cars are to travel north on Las Palmas during pickup and delivery time unless cars use the turnaround (E) to travel north on Las Palmas to 2nd street.
8. No leaving of vehicles parked and/or unattended in main entrance driveway.
9. No parking or blocking of faculty and staff entrance gate (north and west gates).
10. Absolutely no parking in school premises fire lane, at any time for any reason (north or west driveway lots).
11. Parents can park at the main entrance driveway when spots are available. If no spots are available, parents may park on Las Palmas during the following times only:
 - Monday: 8:00 A.M.-12:00 noon
 - Tuesday-Friday: 8:00 A.M.-1:30 P.M.

PROCEDURE

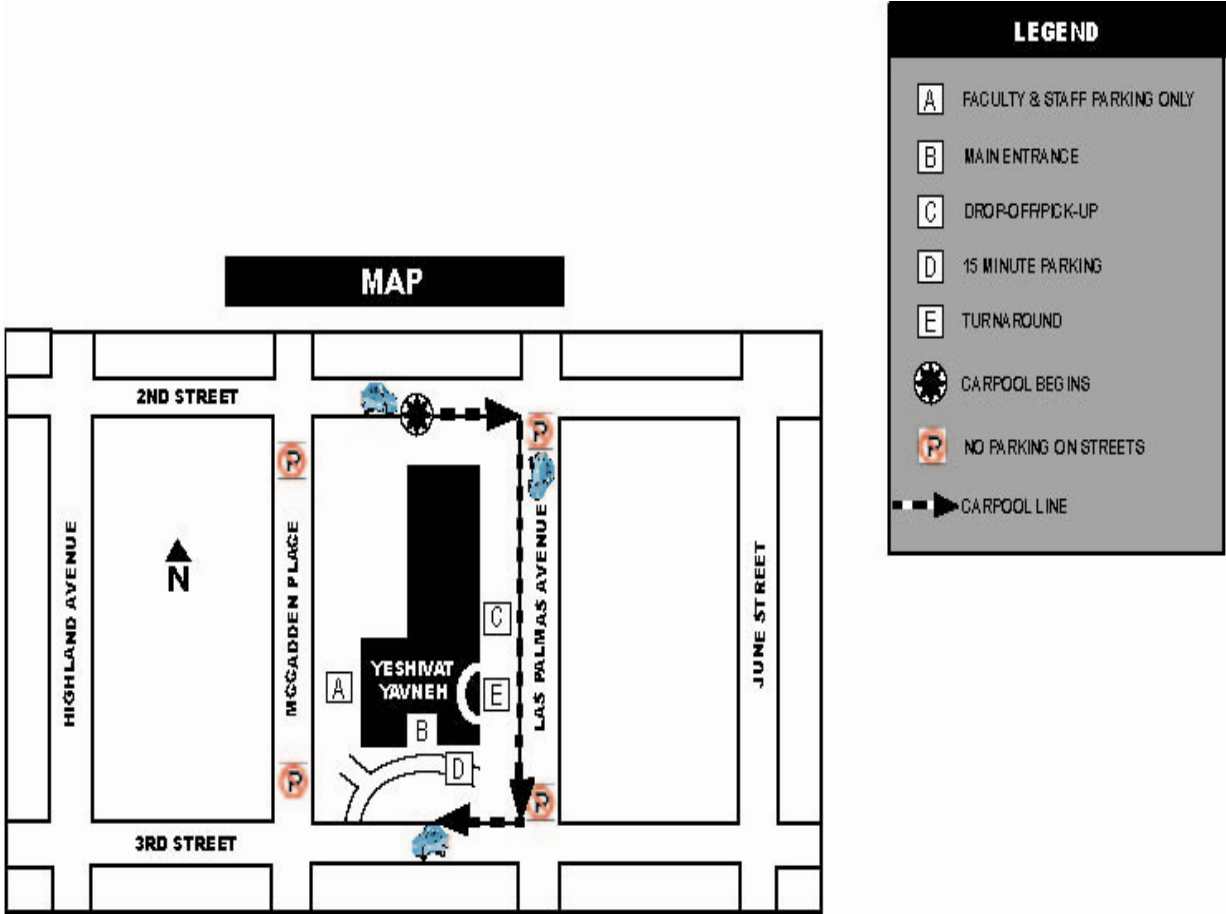
1. Cars travel east on 2nd street making a right turn on Las Palmas. NOTE: we are not using McCadden.
2. Cars proceed to drop-off/pick-up point as indicated on the map (C).
3. Cars proceed to 3rd Street making a right turn only.

Our conditional use permit requires Yavneh to implement consequences for violations.

THESE ARE THE FOLLOWING:

1. FIRST VIOLATION: Written warning
2. SECOND VIOLATION: \$25 fine
3. THIRD VIOLATION: 1 day camp suspension of children in car.
4. Subsequent violations will result in multiple-day suspensions or expulsion.

PICK-UP TIMES		
GRADE	STUDENTS DISMISSED AT:	CARPOOL LINE FORMS AT:
½ Day Gesher	12:15 PM	12:00 PM
Full Day Gesher	3:30 PM	3:15 PM
Younger Nursery	1:15 PM	1:00 PM
Older Nursery	1:15 PM	1:00 PM
½ Day Nursery	1:15 PM	1:00 PM
Full Day Nursery	3:30 PM	3:15 PM
K—3	3:30 PM	3:15 PM
4—8	4:30 PM	4:15 PM



Our CUP requires we maintain an average of 2.9 students per carpool. Please arrange to have at least 3 students per car.

All parents are required to follow the rules provided in our [Carpool Brochure](#). These rules are meant to ensure the safety of your children and to comply with our Conditional Use Permit.

Parking for parents is as follows:

3rd Street driveway for short-term. (Twenty minutes only)
For longer terms, on Las Palmas, as permitted by City Regulations.

DO NOT PARK NOR DRIVE THROUGH McCADDEN.

We want to remind our parents that the school dress code for parents applies to carpool as well. Men, please wear kippot. Women, please dress b'tzniyut, no slacks or short skirts, etc.

CHEATING/PLAGIARISM

Students are taught to be honest and to produce their own work. Students who cheat or plagiarize on a test or project will receive a zero for the test or project, receive a citation, and possible other consequences. Repeat offenders, in addition, will require a parent meeting. Dishonesty in any form is not tolerated.

CUT OFF DATES

Our Early Childhood policies maintain a strict adherence to our "cut off dates". Should the school Administration feel a student can benefit from alternative placement, it will be discussed with parents. Parents should not request "skipping" to a grade that falls outside the cut off date. Yavneh does not support or encourage "skipping" a child.

CHILD STUDY TEAM

Yavneh's program offers some help to children with learning difficulties in Judaic and General Studies. Individualized modifications can be created by the resource specialists to meet the needs of the child. These programs can serve to remediate instruction, when possible. Children are referred for remedial help by their classroom teacher. You will be contacted if your child's teacher feels there may be a need for a referral. Yavneh's resource team consists of an educational specialist, reading teachers, General studies and Judaic Studies resource teachers, Head of School and a speech therapist. Yavneh maintains a Child Study Committee who is available as a resource for teachers and parents to assist in developing the proper plan for students encountering difficulties. The Child Study head coordinates the efforts of the administration, teachers and parents to assist the student. Yavneh is committed to working with your child and providing support and modification where needed.

It is equally expected that parents will provide the recommended tutoring, follow-up or professional help and testing needed. Yavneh will work with you towards the best interest of our students as long as proper support is being provided and behavioral issues are not a factor

for the rest of the class. Should it be determined that our available resources are not sufficient for the child, we will be available to direct you to those who can help. As in all cases, the student benefits from mutual respect, cooperation and responsibility.

CLASS PLACEMENT

Yeshivat Yavneh offers flexible grouping for various subjects to best meet the students' accurate level of difficulty. In Middle School, there are "grade-level" and "advanced" classes in Math. In Judaic Studies, grouping occurs for Hebrew language and Gemorah.. These placements are done by the Administration in consultation with the teachers involved. In addition, there are opportunities for grouping within the classrooms.

Yavneh recognizes that admission from one grade level to the next is not guaranteed. The Administration at Yavneh creates admissions policies that are fair, transparent, and impartial. The admissions process may take in to account any factors that are likely to have a bearing on a child's future success at Yavneh, encompassing academic, social, and developmental issues.

Class reassignments will be made with parent notification in all circumstances.

COMMUNICATION

The key to a successful school year is open, healthy, and ongoing communication between parent and teacher. For any question regarding your child's homework, academic level, curriculum, classroom behavior, etc., please feel free to communicate with your child's teacher. If the question or issue remains unresolved, please communicate with one of our administrators who will be glad to help you. In addition, it is important that you communicate with the school regarding situations at home, your child's health, or anything else that might affect your child.

Please feel free to contact the administration with any questions you may have.

We endeavor to communicate cordially and professionally. We ask the same of our parents as this models the behavior we would like to see in our children. Though we cannot solve every problem, Yavneh will do what we consider to be our best attempt to provide the best school environment. When we disagree, we will agree to disagree agreeably and respectfully. We ask that parents behave and communicate respectfully in the school, at school functions and with Yavneh personnel. Please do not gossip about Yavneh teachers or other Yavneh families. Polling or interviewing other parents is not seen as a helpful method to solving an issue.

The proper channel of communication is to first speak to your child's teacher because very often there is more to the story than you hear at home. If the issue is not resolved, please bring it to the attention of the Administrator.

Our Chadashot (monthly) and Friday Flyer (weekly) contain important information. Friday flyers are emailed at the end of each week. It is essential that you make certain that you receive and read what is contained in our regular memos and bulletins. You may receive messages via our phone tree system and US mail. Teachers may also use their Edline class page to post homework, tests, and other info. Please make sure to make note of communication which impacts your children's classes.

DISMISSAL PROCEDURES



Students will usually gather in either the playground (EC) or the lunchroom (Pre 1-8).

When a student hears the driver or child's name called, he/she will go to the lunchroom door and be monitored by a teacher, teacher's aide, or security. Staff members will check out all children by the carpool exit. Drivers are responsible to ensure that each child is safely buckled in before the car leaves the premises. Please follow the instructions given by the teachers on duty.

In the event that someone in your carpool fails to show up within a reasonable amount of time, the teacher will recall his/her name. (You may be asked to move ahead and wait so that the other cars can pass.) **Do not leave your car while in carpool line!!!**

It is the **PARENT'S** responsibility to keep the child informed of the driver who will be picking him/her up each day. If there is a change parents must notify the school office so that we can inform your child. If your child participates in after school activities, the carpool driver should be notified in advance. If your child leaves school early, please notify the carpool driver. Students will be dismissed only to authorized drivers.

Students who walk home (grade 4 and above) will be dismissed through the carpool exit on Las Palmas and will be checked out by the staff member on duty. Only students with signed permission slips may be permitted to walk home.

- 1- Parents are encouraged to escort their child/ren home. Please arrive on time for dismissal. Carpool ends by 5:00 PM when all students must be picked up. Because of our C.U.P. requirements, all students must be picked up at dismissal. Please be prompt and refer to the information distributed at our carpool orientation meeting.
- 2- Children who are dismissed at 3:30 P.M. and have siblings who have class until 4:30 P.M. will be permitted to remain in school until their older siblings are dismissed provided they play appropriately and follow the school rules.
- 3- Children participating in an After-School Enrichment Program must be picked up within 15 minutes after dismissal.
 - 1- On Fridays, all children must be picked up by 2:00 P.M.
 - 2- Students remaining more than thirty minutes after dismissal time can be billed at the rate of \$1.00 per minute.

Should extenuating circumstances cause you to be late in picking up your carpool, please call the school.

DRESS CODE

All students in Pre 1 through 8th Grade are required to conform to the school dress code.

- 1- Boys are to wear blue trousers (not jeans or sweat pants) and a white shirt with a collar and button front. Knitted button shirts with a collar are permitted. School colored turtlenecks may be worn underneath.
- 2- Girls in Pre 1 – 5 are to wear a white or navy buttoned front blouse with a collar and half-sleeves or full sleeves and the school jumper or skirt. Skirts must be buttoned and worn below the knee. Knitted button shirts with a collar are permitted. Solid colored turtlenecks may be worn underneath. Girls may wear full length fitted leggings under their skirts. Girls in 6-8 must wear blouses, with sleeves to the elbow or longer.
- 3- Boys and girls are to wear full back shoes. “No-back” shoes are NOT permitted.
- 4- All uniforms must be clean and neat looking at all times.
- 5- T-shirts are not permitted to be worn.
- 6- Any solid color sweater or sweatshirts are permitted to be worn.
- 7- Sweaters and sweatshirts with any writing, pictures, or colors are not permitted (except emblem sign).
- 8- Socks must be worn and should cover the ankle. (Bike socks are not acceptable.)
- 9- Girls are not permitted to wear make-up or dark nail polish to school.
- 10- Caps, kerchiefs/scarfs of any sort are not to be worn in class.
- 11- Step, Buzz, or any other non-conventional haircuts for boys are not permitted. Hair may not be dyed. Facial hair is not permitted. Boys’ hair length needs to meet Yavneh’s hashkafic standards, not covering ears or below the neck. Elaborate braiding or other fad hair styles are not acceptable.
- 12- Fad Jewelry, multiple earrings, tattoos and the like are not permitted. Any styles or fashions considered at the discretion of administration, to not be consistent with our yeshiva’s values, is not permitted.
- 13- Boys are required to wear kippot and tzizit. Boys are not permitted to wear necklaces or other jewelry.

Any students not conforming to this dress code will not be allowed to attend classes until dressed in proper uniform.

Gym Gear:

All students without exception must wear a pair of sports shoes. The girls must also bring shorts or leggings, with an optional change of shirt.

DRESS CODE FOR PARENTS AND VISITORS

Yeshivat Yavneh is a religious institution of Torah Study. We expect our students to conduct themselves and dress in an appropriate manner befitting the sanctity of our school. Likewise, parents on school grounds or on school business (e.g. carpool, field trip chaperone etc.) are expected to respect the goals and philosophy of the school. Men are required to wear a *kipah* and women are expected to dress in a modest fashion. All females visiting Yavneh or attending Yavneh events may not wear pants or slacks. Skirts and dresses are to be knee length. Neckline and sleeves are to be appropriately modest. There is no smoking on campus.

DISCIPLINE AND STUDENT BEHAVIOR

It is a critical goal at Yavneh, that students gain the full value of *derech erez*, *middot tovot*, and *"menschlichkeit"*. Appropriate behavior, ensuring courtesy, respect, safety, cleanliness, individual rights and care for personal and school property is expected from all Yeshivat Yavneh students. These standards of behavior, as well as the school rules and procedures, will be reviewed at the beginning of the year and discussed during the year as necessary.

The teachers generally handle issues of discipline. There are situations, however, which may require the direct involvement of the Administration. These include the following:

- 1- Fighting or any other act intending to harm another student, verbally as well as physically.
- 2- The misuse or destruction of personal or school property.
- 3- The use of profanity or inappropriate language.
- 4- Willful disobedience, disrespect of authority, and *"chutzpah."*
- 5- Physical expressions of affection to members of the opposite sex, in or out of school.
- 6- Any other action deemed by the school to be detrimental to the learning or well being of other students.

Parent conferences may be needed with occurrences from the above list and with persistent behavioral issues. In-school or out-of-school suspension may be considered. In severe cases, expulsion may be required. Positive student behavior is rewarded by such things as: Honorable Mentchen Awards, Midot Awards, and other forms of student recognition.

Negative student behavior can result in:

- Incident Reports: An incident report is issued when a student interrupts the functioning of the classroom in a way that must be documented and for other minor school-wide infractions (5 incident reports equal 1 citation). Because these are only for minor infractions, incident reports do not require parent signatures. If you are concerned about your child's behavior, please keep in touch with your child's teacher or administrator.
- Citations: A citation is issued when a major school rule or classroom rule is broken. These do require a parent signature and must be returned to the teacher the following day (3 citations equal 1 detention).

- **Detentions:** A detention may be given for a major offense or an accumulation of citations/incident reports. Detentions will be assigned on Wednesday afternoons for girls and Thursday afternoons for boys from 4:45 – 5:30 PM. Parents are responsible for making appropriate arrangements for their child to complete detention on the date assigned.

Students who receive an accumulation of incident reports/citation/detentions may be subject to further disciplinary consequences.

EMERGENCY PROCEDURES



The school has implemented an **Emergency Preparedness Plan**. Please know that in the event of an emergency, our Administration and staff will do its best to ensure everyone's safety. It is important for parents **NOT TO CALL THE SCHOOL** in an emergency, as lines need to remain open for communication.

School Emergency Telephone Communications Procedures:

1. If the School switchboard is operable, the Telephone Tree will be set in motion as soon as the situation has been evaluated, information is available, and recommendations can be made to the parents. See the following page for the Telephone Tree and its procedures.
2. In the event the telephone lines are down, the School will use cellular telephones to send out information, if possible, to the local and national news stations regarding the status of Yavneh School and its students. (See below for phone numbers.)

Here's what Parents can do...

1. Wait to be contacted by phone for information dispersed by the Telephone Tree.
2. Locate a battery-operated radio and tune into the news broadcasts in your area. In Los Angeles, the designated Emergency station is KFI (AM 640) at 1-213-385-0101. Other local news stations are KFWB (AM 980) at 1-323-462-5392 and KNX (AM 1070) at 1-323-460-3000.
3. In some emergency situation, it may be possible for you to phone a friend or relative out-of-state more easily than to call across the city. You may be able to communicate through this person until phone lines have been normalized. They in turn can listen to national news broadcasts and relay information to you.
4. A copy of the Yavneh School Emergency Preparedness Plan is available in the Administration Office for your review.

THE JEWISH FEDERATION OF GREATER PHOENIX is our emergency contact but will be used only as a TELEPHONE SOURCE outside the Los Angeles area to relay pertinent information in the event of an earthquake or other major disaster. Please notify friends and family members of this telephone number.

Fred Zeidman, Director, Jewish Community Relations Council

1-480-634-4900 ext. 1106 or his assistant Ernie at ext. 1119

If Ernie does not respond, please dial "o" to reach the JCRC Operator

Only after telephone notification that it is safe to do so, parents are to pick up their child/children

- A. From the lunchroom, gym, or other designated safe area at the Las Palmas driveway drop-off as soon as possible.
- B. Parents are to park on Las Palmas, get their child/ren and sign-out.

PLEASE LEAVE THE FRONT AND SIDE DRIVEWAYS OPEN FOR EMERGENCY VEHICLES.

1. No student will be allowed to leave campus unless released specifically to a parent or person listed on the **Medical/Emergency Release form** signed at the beginning of each school year.
2. Students must check out with the designated faculty/staff member before leaving campus.

GRADUATION AWARDS

Prior to graduation, Eighth Graders are noted for their particular accomplishments and development during an Awards Ceremony. Another award given prior to graduation is the **Sarah Elise Springer Science Awards**, sponsored by the BJE. Other awards given at graduation are for **Gemorah, Middot, Davening, Writing, and Art**.

At graduation, we note students who have earned a place in the Valedictorian Society, Salutatorian Society, and Honor Society.

Valedictorian Society – Student must earn a GPA of at least a 3.90 (combined GS/JS), fulfill school service requirements, and demonstrate good citizenship/middot by not exceeding two citations/one detention/5 incident reports. In addition, we take into consideration the student's **attitude, helpfulness, camaraderie, attendance and willingness to learn**. One needs to attend Yeshivat Yavneh for a minimum of two years (7-8 grades) to be eligible for the Society.

Salutatorian Society – Student must earn a GPA of 3.85-3.89 (combined GS/JS), fulfill school service requirements, and demonstrate good citizenship/middot by not exceeding two citations/one detention/5 incident reports. In addition, we take into consideration the student's **attitude, helpfulness, camaraderie, attendance and willingness to learn**.

Honor Society – Student must earn a GPA of 3.75-3.84 (combined GS/JS), fulfill school service requirements, and demonstrate good citizenship/middot by not exceeding two citations/one detention/5 incident reports. In addition, we take into consideration the student’s **attitude, helpfulness, camaraderie, attendance and willingness to learn.**

Our policy is **not** to allow any “out of school” graduation parties. We have a private celebration for the class following the graduation.

HOMEWORK PHILOSOPHY AND PROTOCOL

Teachers	Students	Parents
Homework should be a review of work done, or an active reading exercise	Student is responsible to write down assignments and with bringing home any materials needed to complete	Parents should check homework planner/Edline or students folder to help focus students work
Homework is not a way to compress the curriculum	Student should ask their teacher if they do not understand the assignment or feel they can not complete it	Parents should provide a quiet, well-lit place for the child with the materials needed for their child
Homework should be a “doable” task. This may necessitate “differentiating” the homework for some students	Student should stop doing homework if they exceeded Yavneh’s time limit	Parents should realize that one goal of homework is to teach responsibility, planning, and time/materials management
Homework and projects/tests should be coordinated between JS/GS/Ivrit Teachers so that assignments are not all due at the same time	Student should report to the teacher if he/she experienced difficulty completing homework, or if there was an excessive number of tests per day/week	Parents should stop a child from continuing homework if it exceeds the time frame and/or if the assignment appears to be stressful
Homework is to be done in a reasonable amount of time consistent with Yavneh’s policies	Student should attempt to complete homework on their own to their ability without having parents or others do the task for them	Parents should communicate with the teacher if there are ongoing issues related to homework
Homework should be carefully reviewed by teachers and returned with meaningful feedback, or provide a means of class review.	Student should return all homework/assignments to their teacher in a timely manner	Parents should not do homework for a child, but should support, guide, and encourage
Undone homework should be noted, but not part of the grading of academic objectives	Student should understand that completing homework regularly and responsibly will increase success and potential	

Suggested amount of homework:

- | | |
|--|-------------|
| 15-30 minutes each, for Judaic and General Studies - | Grades 1-3. |
| 30-45 minutes each, for Judaic and General Studies – | Grades 4-5. |
| 45 minutes – 1 hour each, for Judaic and General Studies – | Grades 6-8. |

ILLNESS POLICIES



Parents are asked to notify the school within 24 hours if their child has been exposed to any communicable disease.

Children who have a fever, severe coughing, eye/nose drainage, swollen glands, skin rashes or head lice must be kept out of school until they are no longer a threat to the health of other children in school, or the symptoms have subsided. In the case of fever, vomiting & diarrhea, a child may return to school 24 hours after the last episode of vomiting or diarrhea and must be fever-free for 24 hours without the need for fever reducing medicines. We must enforce a strict policy of keeping sick children home and sending children who display contagious symptoms home so as not to infect others at school, thereby keeping school absences to a minimum. In the case of lice, the student must be nit-free before returning to school. Recurring lice/nits will require a doctor's note before the child can return to school. If a child becomes ill at school, he/she will be made comfortable until a parent or designated caretaker can be notified. Minor injuries will be routinely tended by school personnel. All students must have an updated "Consent Form" on file as part of the registration process. Let the office know if any information changes during the year.

INTERNET, TELEVISION, MOVIES, RADIO, AND BOOKS

The influence of the media on children is a topic at the forefront of prominent issues. What our children see is absorbed into the core of their being and heavily influences their values and morals. There is often a subtext of chutzpah, violence and other negative behaviors. We all want our children to be imbued with the values and behaviors of Torah and the derech erez therein. We ask parents to screen and limit what your children see exhibited in popular media venues. As well, parents have a responsibility to maintain Torah values and standards when other families' children are guests in your care. It is your responsibility to show discretion with regard to what they see, do, how they play, etc. Parents of students visiting others, as well, have a right to ask what the day's plans are, who is supervising, where they will be going, etc. This is especially true when children will be Shabbos guests in another home.

The internet, cell phones and e-mails have now become a tool for potential negative distraction, and worse, to spread lashon hara and improper material. Students have been known to freely e-mail with boys/girls in other schools as well as our own in most harmful ways. We expect parents to carefully monitor these tools of technology. Yavneh will deal with indiscretions in this area very seriously. **Students are not permitted to have cell phones while in school or school trips. Phones will be confiscated if they are noted in school.**

Yavneh strongly discourages our students from having Facebook, Myspace, etc. accounts and expects our parent body to closely and actively monitor any and all usage of technology.



LIBRARY

Book Circulation

1. Students in grades Pre-1 through 8th may borrow books from our library. Students may borrow up to two books at a time. Borrowed books must be returned before borrowing a new one.
2. Books returned late will be fined after one week's grace at 5 cents a day.
3. Overdue books and fines must be taken care of before more books may be checked out.
4. Damaged books will incur a fine at the discretion of the librarian not to exceed the replacement value of the book.
5. Destroyed or lost books will be charged at current replacement cost including a \$5.00 processing fee.
6. Reference materials are not checked out by students. Teachers may check out reference materials for a period of two days.

7. Books cannot be taken out of the library if the librarian is not on duty.
8. When returning books to the library, please place them in the box on the librarian's desk. Please do not reshelv the books.

Expected Library Behavior

1. Listen to the person directing activities.
2. Work quietly and do not disturb others using the library.
3. Respect your school's and other people's property.
4. Inappropriate behavior such as running, shouting, pushing, fighting, arguing, or throwing objects is not allowed.
5. Eating and drinking are not allowed in the library.

Library Hours

Grades Pre-1 through 4th Grade will have designated library times. This time is to be used to check out books. Grades 5th through 8th may come in during their lunch or recess times with a note from their teacher giving them permission to check out books.

Your child will be able to borrow library material when the attached form is signed.

PARENTAL AGREEMENT

We have read the Book Circulation and Expected Library Behavior rules. We agree to be responsible for our children's use of the library and materials.

Student's name _____

Parent's signature _____

Student's signature _____

Date _____ Homeroom Teacher _____

LOST AND FOUND



Lost and Found articles are collected and stored at the school for a period of time. Over the course of the school year, all unclaimed items are donated to charity. Please label all items and check our lost and found regularly for lost items. Lost and Found is located under the Western stairwell on the first floor near the elevator. Please check it regularly.

LUNCH PROGRAM



A letter will be sent home prior to the beginning of school with details of our lunch program.

MEDICATIONS

If your child is on medication, please notify the nurse and the teacher, as a child's behavior can be affected by medication. If your child must take medication during school hours, we must have Yavneh's Medication Permission Form completed by the parent/guardian in order to administer the medication. The medication should be in its original container and should include: child's name, doctor's name, prescription number, complete instructions, issue date and expiration date. Prescriptions should be left with the nurse. Non-prescription drugs such as Tylenol require consent from the child's parent/guardian to administer. Children may not keep medications of any kind, (even aspirin or Tylenol) in their possession.

MIDDOT

Yavneh families and their guests must always respect our school by not engaging in behavior which compromises the schools image. They should act respectfully in school and in the community. Parents are not to engage in gossip about school, faculty, its Board or other Yavneh families.

PET POLICY

Cats , dogs or any other family pets are not permitted on the school campus without prior administrative approval. Pets on campus are an added distraction and potential liability, in addition to being a fear of a number of students .

PHYSICAL EDUCATION

The physical well being of our students is a vital component in regard to their total development. The physical education program provides units designed to build fitness, teach game strategies and skills and develop good sportsmanship. The skills that are taught have been carefully examined for age appropriateness. Our state of the art Jack and Gitta Nagel Family Gymnasium and superb staff ensure an excellent program. 7th and 8th grade students may try out for our school basketball teams.

PRIVATE BIRTHDAY PARTIES

Any parties offered outside of school should reflect sensitivity and the philosophy of the school. Therefore, please do not exclude classmates from your celebrations. Additionally, all birthday party entertainment (including Bar and Bat Mitzvot) should reflect a Torah philosophy and the values which we intend to impart to our children. Please do not distribute invitations in classrooms. There are no "in-class" birthday celebrations in 1st grade or beyond. Students may bring a birthday treat for classmates during lunchtime.

PROHIBITED ITEMS



Any knives or fake or real weapons of any type are strictly prohibited. Any forbidden or illegal substance is strictly prohibited. The item will be confiscated and the student can face suspension or expulsion.

Headphones for recorders, CD players, iPods, iPhones, Smart Phones, and laptops are not to be used in school.

Sports cards, cards, electronic games, (including gameboys on handheld computers or laptops used for game playing) headphones, etc. are prohibited as they interfere with Yavneh's learning environment. These items are not permitted in the school at any time and will be confiscated. "Gameboys" are not permitted in school. Laptops, hand-held organizers, Ipads, etc. will be treated as such and confiscated. Students are not permitted to have cell phones in school, or any school event such as field trips. Prohibited items will be confiscated.

PROMOTION AND SUMMER SCHOOL

All students who enter into Pre1 and 1st will be evaluated by mid year screening. Another evaluation will be done prior to entry into each grade level to determine readiness and appropriateness. In some cases, students may be required to attend summer school, receive professional assistance, or be retained for a year in order to help a student attain grade level skills. Additionally, ongoing screening occurs to evaluate each student for appropriate levels.

REQUEST FOR ACADEMIC RECORDS

Should you need copies of your child's academic records, please let us know at least one week in advance in writing.



SPECIAL EVENTS



ROSH CHODESH – is commemorated at the school with students recognizing the significance of *Rosh Chodesh* as a special day on the Jewish calendar.

Occasional assemblies throughout the year will pertain to various Jewish Holidays, and add significance and meaning to the Jewish calendar.



- * Girls are permitted to wear regular semi-dressy clothes, conforming to proper length (below the knee). White-collar blouses must be worn. Jean skirts cannot be worn.
- * Boys may wear any solid color, dressy button-down shirt with a collar, and dress pants.

SHUSHAN PURIM – Customarily, students are permitted to wear Purim costumes to school for Shushan Purim. However, costumes must reflect good taste and judgment, adhering to school tzniyut guidelines. Costumes should not be scary or inappropriate. If in doubt...ask!

YOM HA'ATZMAUT/ YOM YERUSHALAYIM/ YOM HASHOAH/ YOM HAZIKARON – These days commemorating the Holocaust martyrs, the day of Israeli Independence and the day of Reunification of Jerusalem, respectively, are all cornerstones in the hearts and being of our Jewish people today. Each day is marked with instruction leading up to that particular day of commemoration. Teachers and Rebbeim provide adequate background, understanding, and instruction so that students are taught their significance at their particular grade level.

FIELD TRIPS – From time to time, our students’ educational experiences are strengthened or supplemented with out-of-school field trips. Most regular field trips are included in tuition.

There are some Middle School events which are more costly:

6th Grade: Shabbaton (approx. \$175.00)

7th Grade: Shabbaton (approx. \$175.00), major field trip

8th Grade: Shabbaton (approx. \$175.00, Israel Study Trip (approx. \$1000.00), major field trip

Students may be asked to participate in fundraising efforts in order to help lower costs. Families who are experiencing critical difficulties in fully paying for these field trips may speak to an Administrator.

EIGHTH GRADE ISRAEL TRIP – The culminating trip for Yavneh students is a wonderful and educational trip to Israel. Students help to fundraise and subsidize the trip. Each participating family is required to make a family contribution.

TELEPHONE TREE

In the event of an earthquake or other major emergency situation, if the Yavneh telephone lines are working or as soon as they begin working, the Telephone Tree will be set in motion.

1. A Yavneh representative will contact the Chair of the Telephone Tree, or the Co-Chair if the Chair is unavailable. He/She will be given the status of the students, the school, and other pertinent information.
2. A message relaying information will be recorded and disseminated.

VISITS TO CLASSROOM

All parents, guests, or visitors must check-in with the receptionist. While parents are always welcome to arrange a class visit, these must be pre-arranged with the Administration. Please do not go to the classrooms or hallways, which disturb classes in session. Please do not ask to speak with a teacher during their regular teaching time. If you need to see your child, the receptionist will call your child to the lobby.