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LHA Parent and Student DaySchool Handbook

Lamplighters Hebrew Academy Punta Gorda Florida

Nurturing Tomorrow's Leaders

Administration

School Director:
School Principal:

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Welcome to LHA!

We are thrilled that you have chosen us as the appropriate educational environment for your student.

Mission

The mission of Lamplighters Hebrew Academy is to nurture a generation of children who are well educated, think critically and have the tools and confidence to study independently and pursue their passions, all while maintaining a strong Jewish identity. We aim to nurture caring and respectful students who maintain strong ethical values while learning to work with and respect all people without judgment.

Philosophy & Curriculum

LHA achieves academic excellence through a rich and rigorous General and Judaic Studies curriculum designed to promote inquiry, critical thinking, and develop a love of learning.

Our well rounded, skill based curriculum supplies students with the foundation to begin their journey in becoming accomplished readers, writers, mathematicians, scholars, scientists, and artists, all anchored in Jewish values and knowledge.

Core Values

Nurturing the Whole Child – At **LHA**, learning is a wholesome experience that involves a child's intellectual capabilities as well as social, emotional, and practical skills. Our teachers maintain strong relationships with every student, allowing them to remain attuned to the children's individual needs and abilities.

Learning is Hands-On – At **LHA**, our students are never observers. Every lesson allows students to explore and experiment and they develop ideas, understand concepts, and learn to question and think critically.

Learning is Child-Centered -At **LHA**, we ensure that every child can pursue his or her interests and learn in the way that suits them best. Teachers prepare lessons that are inspired by individual student interests, while incorporating elements of visual, auditory, and kinesthetic learning that ensures every child is fully engaged in the learning process.

School is our Second Home – At **LHA** we have created a warm and safe environment, where relationships are authentic, and children are treated with love and respect by the entire school community.

We are One Family – **LHA** students and staff come from all types of Jewish backgrounds, some traditional and many not formally affiliated with a Jewish community. In our school, we do not assign labels to families. Our children are taught from an early age to respect one another regardless of background, as we celebrate the beautiful heritage, history and language that unite us as one family

Handbook Purpose and Acknowledgment

The purpose of this handbook is to inform students and Parents of the policies, procedures, and operations of the School. It presents information highlighting policies and guidelines necessary for the academic achievement, safety, welfare, and well-being of our students. The Parent is required to review the contents of this handbook and share appropriate information with his/her student.

Schedule for k-8th Grade

Monday - Thursday

9:00 am to 3:30 pm

Friday 9:00 AM -12:30 PM

Inclement Weather Schedule

- LHA is closed when Charlotte County Public Schools close for weather related issues.

Student Grade Report Cards

Students receive a detailed grade report card **three times a year**. Parents have the opportunity to meet with teachers during the distribution of the first two report cards. Your student will also receive a Behavior and Social Skills report, completed collaboratively by your students' Hebrew and General Education teacher. Additional meetings may be scheduled at parent and teacher discretion.

Hebrew and English teachers team up to discuss the progress of each student and work together.

At LHA, students received standard-based grade reports. Students are evaluated on their mastery of the skills covered in class.

Students are given the marks of:

| | | | |
|---------------------|--------------------|------------------------|------------------------------------|
| 4 = Mastered | 3 = Learned | 2 = In Progress | 1 = Experiencing Difficulty |
|---------------------|--------------------|------------------------|------------------------------------|

Standardized Testing

- Students 3-8 take a MAP (Measure of Academic Performance) test at the end of the year, in order to track every students' academic growth and individual needs.

Attendance

Teachers take an accurate daily attendance.

- Absences and tardies will be reported on report cards.
- When your student is absent, expect to hear from their teacher regarding reteaching and/or homework.

Our Teacher qualifications

- * Bachelor's Degree or higher in any subject
- * Three or more years of K-12th grade teaching experience
- * Special skills, knowledge, or expertise that qualifies them to provide instruction in K-12th grade subjects

Communication

All pertinent parent- teacher communication is documented for our records and later reference.

- All general communication should be done on the class WhatsApp group, and anything pertaining to the individual child should be done on their own private WhatsApp group.

Teachers will initiate contact with parents when students:

- Are out of school supplies.
- Do not complete classwork.
- Consistently engage in problematic behaviors.
- Are falling behind.

- Are absent/tardy more than two (2) days consecutively.

Positive communication: Teachers will initiate contact with parents when students:

- Reach an academic milestone.
- Consistently engage in positive behaviors.
- Do a good deed.

Parent-Teacher Conferences

- At the end of each trimester, teachers will have about thirty minutes to meet individually with each student's parents to discuss student progress and areas of growth.
- You will receive a schedule of meeting times at least 1 week prior to conferences.

Homework

Our school vision discourages any/ excessive work outside of school hours. At the younger grades any assignment should be minimal, like a review, 10 minutes of reading or a worksheet. At upper elementary level, homework may be assigned up to a half hour total of work. At the middle school level, students should be expected to do research, projects, and review at home. Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom.

- Teachers of k-2 will write in the class WhatsApp group to notify families of any homework assignments.
- Teachers of 3rd-8th grade students will ensure that all students have copied down homework assignments, if an assignment sheet is not provided.
- General studies homework will not be assigned during Jewish holidays.
- All teachers have a late/missing homework policy that includes communication with parents and/or academic consequences.

At LHA, homework is not a consequence!

- The purpose of homework is to:
 - practice and review skills
 - develop independent study habits
 - extend and enrich the curriculum

Food and Recess

Lunch

- Students may not enter the kitchen supply closet or get hot water on their own. A microwave is **not** available to students.
- Students are responsible for cleaning-up after themselves and Bentching.

Children bring their own lunches from home.

- Students who forget lunch, may have a teacher call their parents.
- Children are not permitted to share food outside of their immediate family - not every family adheres to the same dietary guidelines.
- Soda and chewing gum are not permitted. High-sugar content foods are discouraged in general.

Snack

- Students may only eat during snack time.
- Water bottles are permitted with teacher discretion.
- Encourage students to bring healthy options.
- Approved foods for snack: granola bars, fruit leathers, dried fruit, whole fruit, vegetables, cheese, pretzels, crackers, rice cakes, muffins, etc.

Celebrations

If you would like to have a small celebration during school hours, in honor of a Hebrew birthday:

For \$35 school can arrange cupcakes/cake and a celebration in class for your child's birthday.

Uniforms:

All students are required to wear an approved school uniform Monday through Friday for the entire day. Please make sure your child has enough uniforms for every day of the week

Shoes:

- Absolutely **no crocks or flip flops.**

Medication for Students

Medication may only be administered by the school when parents have completed the proper waiver.

NO MEDICATION MAY BE SENT IN AND HELD BY A STUDENT

First Aid and Illness

- Classrooms have first aid kits with bandaids and antiseptic.
- When a teacher administers first-aid, parents will be contacted.
- For more serious medical attention, students will be sent to Morah Sheina or the office.
- Students who appear to be ill (feverish, heavy nasal discharge, constant cough) are required to be picked up from school.
- If your student throws-up at home, they must stay home for 24 hours to prevent the spread of illness.

We make every effort to ensure that we minimize the spread of germs and sickness among our students and staff. Please follow our sick policy, so we can do this properly.

Student Property on Campus

LHA strongly discourages students from bringing any valuables to school. This includes, but is not limited to, jewelry, electronic devices (e.g., cell phones, game systems, radios, portable music players, etc.), toys, or similar items. The School disclaims any liability for the loss or theft of any item.

Personal computers or tablets in the classroom are allowed only when the teacher gives explicit permission. Use of other electronic devices, including mobile phones and smart watches, during classes, is strictly prohibited. **NO PHONES ALLOWED.**

Code of Conduct

Promotes respect for fellow students and staff members: All students are expected and required to behave in a respectful manner toward other students, staff members, and property. In particular, the School adheres to a zero tolerance policy toward any language or behavior that intimidates, belittles, or causes physical or emotional injury to others.

LHA is fortunate to have a very diverse student population from a variety of backgrounds and strives to provide an environment where all students feel comfortable and thrive. For this reason, certain behaviors are strictly prohibited on School premises. These include, but are not limited to, the use of derogatory statements in reference to anyone's race, ethnicity, culture, religious background, disability, or any other classification protected by law.

Promotes individual and community responsibility and provides a safe environment for students: Each student is responsible and will be held accountable for his/her own language and actions. This responsibility extends to any knowledge of misconduct by other students. If a student is aware of misconduct by another student, it is his/her responsibility to inform a teacher.

Provides a disruption-free, educational environment: No student may disrupt another

student's learning. Classroom disruptions of any kind may be considered a Disciplinary Violation.

Code of Ethics

Standards of Ethical Conduct (Lamplighters Hebrew Academy)

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. *Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.*
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Reporting Misconduct by Instructional Personnel and Administrators All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to

Sheina Jacobson @ 941 258 0188 or in person

Reports of misconduct committed by administrators should be made to Sheina Jacobson @ 941 258 0188 or in person

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in

our staff handbook

and on our Web site at No School website yet

Reporting Child Abuse, Abandonment or Neglect All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

I have read and understand the Day School Handbook

Name _____

Date _____