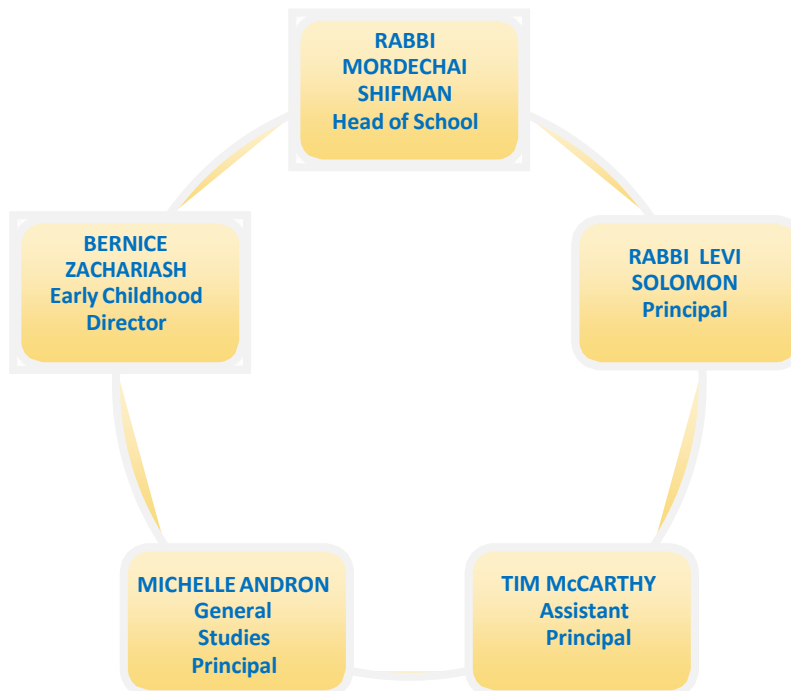




# EMEK HEBREW ACADEMY TEICHMAN FAMILY TORAH CENTER FAMILY HANDBOOK



**5778-5779**

**2018-2019**

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**PLEASE NOTE THE HIGHLIGHTED SECTIONS**  
**SHOW CHANGES AND UPDATES TO THE**  
**HANDBOOK**

## **EMEK MISSION STATEMENT**

Emek Hebrew Academy Teichman Family Torah Center is dedicated to offering an academically challenging and strong traditional Jewish education by providing a comprehensive, well-balanced curriculum in both Torah and secular studies.

Our atmosphere is a serious but warm one, conducive to learning and to success. Our primary goal is to empower Emek's students with Jewish values so that they will go out into the world with an unwavering devotion to living a moral and ethical life and to serving as a committed community member, loving their Jewish identity.

Upon graduating, students will be equipped with the critical thinking skills needed for success at the most rigorous yeshiva high schools and secular institutions of higher learning. They will also leave our doors, knowing that the values they have internalized are more important than the content they have absorbed or the tests they have passed.

Finally, it is our vision that the Emek community: staff, students, and parents—be devoted to studying Torah, to achieving excellence, and to demonstrating a spirit of cooperation and friendship. In reaching toward that goal, Emek emphasizes the importance of good midot such as

- Tzniut – modesty in dress, speech and actions
- Kavod - respect for others and their property
- Ahava – love for G-d, Torah, Klal Yisrael, Eretz Yisrael, Mankind and all of Hashem's creations.

## **NON-DISCRIMINATION POLICY**

Emek Hebrew Academy Teichman Family Torah Center – admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color or national origin in the administration of its educational policies, admissions policies, scholarship programs or other school administered programs.

## **EMEK CORE VALUES**

### **TORAH LIFE - LEARN IT, LIVE IT, LOVE IT !**

**Emek students show:**

#### **Kindness/Chesed - Think Twice be Nice**

Looks like:

- Treating others the way you would like to be treated
- Including others
- Helping others
- Understanding others
- Speaking positive words
- Showing a friendly smile
- Filling others' buckets

#### **Being a Responsible Member of our Community - *Achrayos***

Looks like:

- Taking care of our space and things (classroom, yard)
- Taking part in school activities
- Being a good role model
- Keeping our word
- Learning and fixing mistakes
- Thinking before acting
- Making good choices
- Keeping a positive outlook
- Working cooperatively with others

#### **Respect - *Kavod***

Looks like:

- Being polite
- Following rules
- Asking permission first
- Respecting for all including (and beginning with) self
- Choosing modesty in clothing and speech

**Honesty/Integrity – *Emes (Truth)***

Looks like:

- Having *Emunah* (Complete trust in Hashem)
- Being honest with ourselves and others
- Apologizing when we're wrong
- Taking care of others' possessions
- Standing up for what's right in a respectful manner
- Internalizing the Torah values that we learn

**Perseverance - *Nechishus*. When the going gets tough, the tough gets growing.**

Looks like:

- Finishing what you start
- Persevering even when things are difficult
- Setting personal goals for improvement
- Always doing your best

**Innovation. Risk takers are change makers.**

Looks like:

- Thinking out of the box
- Trying new things – be brave
- Taking risks and learning by trial and error
- Asking thought provoking questions

**Collaboration. *Shituf Peula*. If it is to be, it's up to ~~me~~ we**

Looks like:

- Working as a team member to accomplish group goals
- Respecting all opinions
- Evaluating what is working

## PARENT CODE OF CONDUCT:

Positive relationships between parents and the teaching staff are crucial to maximizing the potential of your child's education. Parents should support the school by resolving issues of concern directly with teaching staff relevant to a situation or issue. If issue is not resolved with teaching staff, parents should address any concerns or suggestions directly to the Department Principal. We do not recommend discussing concerns with other parents since it does not bring resolution to the matter. Children learn from observation; therefore, parents are expected to treat all members of the administration and teaching staff at Emek Hebrew Academy with respect and in a professional manner. The school does not tolerate abusive or inappropriate behavior against its teachers or administration staff by parents, nor does it tolerate such behavior in front of students.

### Serious Infractions:

The following infractions are examples of behavior by parents considered serious enough to require the family to leave the school:

- any act of violence or demeaning behavior, including hazing, abuse, threats in any form including cyberbullying against any person of the school, harassment and name calling;
- habitual/egregious disrespect, disobedience or rudeness to a member of the administration, faculty or staff;
- dissemination of material or information, including through the use of social media or group chats (such as WhatsApp) that causes embarrassment or discredit to the school community and its individual members;
- using social media to disparage the school, its directors or employees;
- any conduct, on campus or off, detrimental to the reputation of Emek Hebrew Academy

### Parental Disputes:

Emek will remain neutral in all matters involving divorce, custody and/or other court battles between parents and/or family members of our students. The School will not make any declarations in support of either parent or family member, as the School has a legitimate interest in **not** becoming entangled in these types of disputes. Unless formally subpoenaed to appear in court, testify, produce documents, etc., the school prohibits employees from getting involved when these issues arise between parents and/or family members. It is the School's policy that employees stay neutral to avoid conflict of interest. Parents and/or family members in turn are prohibited from asking employees for any declarations of support.



## **MANDATORY SCHOOL ENTRY REQUIREMENT:**

### **BLUE CARD**

Every student must bring his or her **BLUE CLASS ADMISSION CARD** on the first day of school. NO STUDENT WILL BE ADMITTED TO CLASS WITHOUT THIS CARD. If you have not received your blue card by August 10, 2018, please contact the school office at 818-783-3663.

BLUE CARDS for middle school students will be handed out to parents at the middle school orientation the Tuesday evening before school begins. No BLUE CARDS will be given to families who have a prior balance or have not fulfilled previous financial obligations.

### **HEALTH RECORD**

It is CALIFORNIA STATE LAW that no child attends any school in the state, public or private, without proof of up-to-date immunizations and proof of a negative Mantoux TB test. Parents who chose not to immunize their children need to provide a letter stating this is their choice and releasing liability. Starting July 2016, a new law, Senate Bill (SB) 27, went into effect. No longer are schools permitted immunization exemptions based on personal or religious beliefs for children in child care and public and private schools. Personal belief exemptions submitted before January 1, 2016 will remain valid until a pupil reaches Pre-1<sup>st</sup> or 7<sup>th</sup> grade. If you have any questions regarding this law please contact the school nurse at #2015 or one of the school administrators.

The following vaccinations are required by the state of California for all children K-12.

Entering pre 1st and new students from out of state. The safety code can be found in Shots for School.org 120325-120375

- Diphtheria, Tetnus, Pertussis
- Measles, Mumps, Rubella
- Polio
- Hepatitis B
- Varicella (chicken pox)

All students entering 7th grade are required to have the t-dap vaccine.

All students from out of the country are required to have Tb skin test.

Copies of all documented vaccine records should be Emailed or faxed to the school before the start of the new school year

## **EMERGENCY CARDS**

For your child(ren)'s safety, it is imperative that the Emek office has an up-to-date EMERGENCY CARD for each and every one of your Emek students. If you have not filled out these cards or if any changes have occurred in your personal family contact information, please pick up a blank card at the school office, fill out all required information, and return the card immediately.

## **CALENDAR AND SCHOOL SCHEDULE: 2018-2019**

The calendar and school event schedule are online at [www.emek.org](http://www.emek.org). All other information can be found on Parent Locker or on the above website.

## **PARENTLOCKER / PARENTSQUARE**

The school utilizes both Parentlocker and Parentsquare (two education-related SIS web services) to communicate between teachers, administrators and parents. Messages from the administration or your child(ren)'s teacher will come in email or posts form through these portals. It is imperative that parents check their e-mail accounts daily. This is also where you will find your child(ren)'s assignments, posted semester grades, and messages/ class updates from teachers.

Parentlocker: This is primarily used for registration, grades, report cards, homework and ordering hot-lunch.

Parentsquare: This is our communication portal for school-wide/class news, updates and direct teacher-parent communication.

## **FIRST DAY OF SCHOOL INFORMATION:**

Middle School: Student orientation is Wednesday, August 22<sup>nd</sup> 2018.

**Middle School Students** will have a mandatory half day orientation. This is their opportunity to meet the teachers, set up their lockers and get their schedules and books/Sefarim.

1<sup>st</sup> – 8<sup>th</sup> Grade: The first day of school is Thursday, August 23<sup>rd</sup> 2018.

**1- 5 Grade Students:** School starts at regular time. 8:10 am.

Teachers will meet students outside:

**Girls** will line up on the pavers in the front of the campus by class.

**Boys** will line up on the pavers in front of the middle doors by class.

**6 – 8 Grade Students:**

Girls will go directly to their first period class (8:00 am)

Boys will go directly to the Beit Midrash (7:45 am)

Pre-1<sup>st</sup>: The first day of school for Pre 1<sup>st</sup> is Friday, August 24<sup>th</sup> 2018.

In order to make the transition from Kindergarten to Pre-1 easier, a special schedule has been introduced for the Pre-1st students. Parents are required to attend our Pre1<sup>st</sup> orientation on Tuesday August 21<sup>st</sup> at 6:00 pm.

We ask all parents to park and pick up their children from the classes for the first day of school. Pick up will start at 1:30 PM.

### **LUNCH**

Hot lunch begins the first day of school. An email regarding the ordering and lunch menu will be shared with parents in August. The lunch vendor is Orange Delite – email them at [emekodlunch@gmail.com](mailto:emekodlunch@gmail.com) for questions or more information.

### **DAILY SCHOOL SCHEDULE**

<b>GRADE</b>	<b>LINE UP</b>	<b>STARTING TIME</b>	<b>MON-THURS DISMISSAL</b>	<b>FRIDAY DISMISSAL</b>
Pre 1 <sup>st</sup> boys and girls		8:30 am	3:40 pm	1:30 pm
1 <sup>st</sup> – 4 <sup>th</sup> boys and girls	8:10 am	8:15 am	4:00 pm	1:45 pm
5 <sup>th</sup> grade boys and girls	8:10 am	8:15 am	4:30 pm	2:15 pm
6 <sup>th</sup> – 8 <sup>th</sup> grade boys		7:45 am	4:30 pm	2:15 pm
6 <sup>th</sup> – 8 <sup>th</sup> grade girls		8:00 am	4:30 pm	2:15 pm

## **ATTENDANCE:**

### **DROP-OFF**

The school day begins with davening for elementary school and middle school boys. Regular attendance and punctuality is expected of all students. Please refer to the 'tardy' section for information on late arrival policies.

### **PICK-UP/ LATE PICK UP**

All students must be picked up promptly when their school day is over (see dismissal times on previous chart). Students in grades 1-8 must be picked up no later than 5:00 pm – unless they are attending an after-school program or are being tutored. Parents who continuously arrive after 5:00 pm to pick up their children may be charged a \$15 per day late fee.

### **Pre 1<sup>st</sup> PICK-UP**

The P1 children will be walked to the carpool area where they will be supervised by the teachers. Pickup will begin fifteen minutes early, at 3:40 PM (Mon-Thurs), and 1:30 PM (Friday). This extra time will allow parents to pick up their children before the 4:00 rush. Parents will have a 20 minute window to arrive and sign out their children directly at the carpool area. Those children who are not picked up by 4:05 (Mon-Thurs) and 2:00 (Friday) will be returned back to class. Parents will then need to walk into the building and sign them out from the classrooms. A \$15 daily late fee may be assessed for those who are continuously late picking up their children after 4:30PM.

### **PARENTS WHO HAVE A 4:30 PM PICKUP:**

The P1 children who are a part of a 4:30 PM carpool will remain with a teacher in the classrooms (they will not be walked to the carpool area at 3:40). Parents are asked to walk in and sign them out on or before 4:30 PM. Due to safety reasons we will not be able to have these children brought to the carpool area. A \$15 daily late fee may be assessed for those who are continuously late picking up their children after 4:30PM.

### **WHO IS CONSIDERED AN ADULT?**

The law dictates that only an adult may sign out the children. In our circumstance an adult is the person responsible or who is capable to take the child home. Unfortunately this excludes older siblings or friends attending Emek. Children will only be released to those pre-designated adults or approved chaperones.

## **CARPOOL**

The safety of our students is priority #1. With that in mind, we have implemented traffic procedures to regulate the flow of traffic and parking.

### **PARKING LOT ETIQUETTE – PRESENT GOOD MIDDOT AT ALL TIMES**

- Reduce speed as you approach the gate.
- Display your parking permit tag on your mirror.
- Follow instructions of the security team and crossing guards throughout the parking and pick-up areas.
- Move with the Flow of Traffic, using the proper lanes for carpool line (right), parking or drive through (left).
- Please do not cut in front of other drives while waiting in the carpool line.
- Do not leave your vehicle unattended while in either moving carpool of lane. If your car is sitting in the carpool line, you must be in it.
- You may NOT drop your carpool off outside the gate.
- Your cell phone may be used only when your car is shifted into full “PARK,” whether in a parking space or in the carpool line.
- Park carefully between the lines to maximize the number of usable parking spots.
- If you are parking, please walk in designated areas to the carport to receive your passengers.
- When walking them to and from the car, please use the designated crossing areas and follow crossing guard instructions.
- Carpool area is a pet-free zone. Please do not bring dogs or other pets to the carpool area.

### **Drive-thru Times:**

Please take a moment to read these few carpool procedures which will assist us in maintaining an easy and well-organized dismissal:

### **PARKING LOT:**

Available to all parents – we strongly recommend you only arrive 10 minutes or less before the scheduled pickup time.

### **DRIVE-THRU LANE:**

Accessible only at selected times. Please see instructions below.

### **AM CARPOOL DROP-OFF:**

- Do not use the open parking spaces along Magnolia. They create a hazard with both the children exiting the cars street side or those drivers attempting to reserve park or make a U-turn for a quick exit. You might be late in the morning or simply wish to save a few minutes, but by doing so you are placing yourself, your children and other people at risk of harm or serious injury.
- Drop-off area should be a quick car exit (it should take no longer than 30 – 45 seconds).
- Parents should not wait and hold up the drop-off line. If your child needs some extra attention (for example, finishing breakfast, completing homework, or if they need some extra time), or if you need to use your phone, please park in one of the open parking slots. Again, DO NOT hold up the line for personal or children needs.
- Be patient and wait for the line to open before moving forward. Do not cut the line, unless directed by one of the crossing guards.

### **PM CARPOOL PICK-UP:**

#### **Monday – Thursday Dismissal:**

**3:40PM** – Pre 1<sup>st</sup> pick up.

DRIVE-THRU LANE: Parents with a P1 pickup (or part of a P1 and 4:00 dismissal) only.

**3:55PM** - 1<sup>st</sup> – 4<sup>th</sup> grade pick up.

DRIVE-THRU LANE: Starting at 3:55, the drive-thru lane will be open to parents who have a 1<sup>st</sup> – 4<sup>th</sup> grade pickup. Parents who are waiting for children in the 4:30 dismissal should not wait in the drive-thru lane, but should either arrive after 4:15 or find an open parking space.

**4:15PM** - 5<sup>th</sup> – 8<sup>th</sup> grade pick up.

DRIVE-THRU LANE: Starting at 4:15, the drive-thru lane will be open for all parents. We do strongly suggest that you arrive on or after 4:15 for this later pickup.

#### **Friday – Early Dismissal:**

**1:30PM** – Pre 1<sup>st</sup> pick up.

DRIVE-THRU LANE: Parents with a P1 pickup (or part of a P1 and 1:45 dismissal) only.

**1:45PM** - 1<sup>st</sup> – 4<sup>th</sup> grade pick up.

DRIVE-THRU LANE: Starting at 1:45, the drive-thru lane will be open to parents who have a 1<sup>st</sup> – 4<sup>th</sup> grade pickup. Parents who are waiting for children in the 2:15 dismissal should not wait in the drive-thru lane, but should either arrive after 2:10 or find an open parking space.

**2:15PM** - 5<sup>th</sup> – 8<sup>th</sup> grade pick up.

DRIVE-THRU LANE: Starting at 2:05, the drive-thru lane will be open for all parents. We do strongly suggest that you arrive after 2:10 for this later pickup.

### **PARKING PERMITS**

Please register your cars and the cars of anyone who might be picking up your child by updating your Parent Locker information. You will be issued 2 parking hang tags. You may transfer the tag to any of the vehicles listed on your permit form. For example: you may allow a grandparent to use the tag while picking up your children, but only if their vehicle is already registered with the office.

### **RIDE SERVICES (UBER, HOP SKIP & DRIVE)**

Car share services such as Uber or Hop Skip & Drive will only be permitted to enter the campus and pick up students with prior written permission by a parent or guardian.

### **STUDENT SIGN-OUT**

Should it be necessary to take your child from school during the school day, the parent, guardian or the parent's assigned individual (who has written permission) must "sign- out" the student on the "Sign-Out Sheet" located at the front desk. If there is a separation or divorce court order related to parental visitation with children, it is the responsibility of the parent to ensure that these documents are provided to the school.

**If you need to have your child leave early, you MUST give advance 24 hours' notice to the classroom teacher via email.** If this is not possible please call the front office and we will do our best to pass on the message to your child. You must call three hours in advance in order to pass on any messages. **The front desk will not call into the classrooms as they will not be disturbed while teaching is in session.** In case of an emergency, an administrator should be contacted to override and give special permission to call into a class to contact your child.

### **TARDY POLICIES:**

Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. You have selected Emek for your children because you cherish the values we stand for. Davening is one of those values- your child will learn the importance of Tefila by your efforts to bring him/her on time to participate. In addition, promptness to class allows the teachers to begin the instruction on time for everyone.

### **Tardy Policy for Elementary School**

Tardiness to class is defined as not being physically in the room at the following times: Pre-1st - 8:45AM and 1st-5th - 8:30AM.

The school day begins with davening for elementary school. After the designated cut off time (see above) all students must be signed-in by the parent or driver at the Front Desk. If you drop-off your child after the designated times above with-out them being signed in by an adult they will NOT be allowed to go into class until after the first recess or next natural break.

### **Tardy Policy for First Period MS Girls' Classes**

In the Middle School girls, first period class begins at 8:00am. If your child is not in class by 8:05 all first period teachers have been instructed to lock their doors. The students will have to wait in the art/music room until their second period, davening. This will ensure the integrity of the class and help prevent the constant disruption from the tardy students.

If the tardy is unexcused, the students will receive a zero for participation that day and for any work completed that day. They will be responsible for catching up on what they missed. In order for the tardy to be excused, you need to notify the teacher or Mrs. Andron the NIGHT BEFORE explaining why the tardy should be excused.

### **Tardy Policy for MS Boys' Davening**

Davening begins at 7:45 am. If your son is not in davening by 8:00 am, he will be noted as tardy and the Beit Midrash door will be closed. If your child is not here on time he will have to daven in a different room and stay there through the breakfast period. In order for the tardy to be excused, you need to notify their first period teacher or Rabbi Solomon the NIGHT BEFORE explaining why the tardy should be excused.

### **Definition of an Excused Tardy**

An excused tardy is a tardy due to a medical reason (doctor note required) or a family celebration (morning bris or late night wedding or bar/bat mitzvah). Any other situation need to be discussed with an administrator.

### **Tardy Policy for All Other Classes after Arrival**

If a student arrives five minutes past the start of your period without a permission slip from a teacher or administrator you will receive a citation. Every tardy citation is worth two points. An accrual of eight points will result in a detention.



### **ABSENTEEISM / VACATIONS:**

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

### **ILLNESS NOTIFICATION POLICY**

Parents must notify the school within 24 hours when a child is exposed to any communicable (contagious) disease. Examples would include: Chicken Pox, the Flu, Strep Throat, Impetigo, etc.

The school nurse is available from 9 am – 4 pm to assess your child's condition.

Children who are clearly ill, demonstrating fever, vomiting, diarrhea, severe coughing, eye or nose drainage, swollen glands, or skin rashes must stay home until a physician verifies that the student may return safely to school. If a child becomes ill at school, he/she will be made comfortable in the infirmary until a parent or designated caretaker arrives.

Children with lice will be sent home to be treated. The student must be nit-free (documented by a reputable head lice removal company) before returning to school.

### **VACATIONS**

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 lower or failing grades. Excessive absence or tardiness can result in repeating a grade, summer remediation, or non-renewal.

If for some reason you must take off time during the school year please make sure you notify the teachers and administration at least one week in advance. Teachers will not be responsible for providing more than one week's worth of missed work. Students are responsible to make-up any missed work. It cannot always be reasonable to "catch a student up" after a lengthy absence.

### **OFFSITE APPOINTMENTS**

Medical, Dental, Orthodontic, Physical Therapy, Occupational Therapy, Speech Therapy, Psychologist, Optometric...et cetera. If at all possible, outside school appointments should be scheduled before or after school. Many practitioners are now available for evening and Sunday hours.

If it is absolutely necessary for your child to come in late or to be excused early for an appointment, he/she must submit a signed doctor's note to the office and receive a pass before proceeding to class.

\*\*Parents must always accompany the child at sign-in and sign-out for late arrival or early departure.

### **AFTER SCHOOL ARRANGEMENTS**

We realize that carpool considerations may necessitate that students who are dismissed from school at 4:00 p.m. may not actually be picked up until 4:30 p.m. Only elementary children who are in 4:30 p.m. carpools may remain at the annex for “free play”.

### **AFTER SCHOOL PROGRAMS**

All after school programming will begin after the Chagim. Current programs offered free of charge to our students include Mishna and Mishmar. Ace Enrichment, an award winning after-school program provider, offers a number of exciting programs throughout the year. More information will be available through parent locker. \*\*\* Please Note that the Ace Enrichment programs require enrollment and additional fees.

### **PARENTAL SCHOOL VISITATION**

Emek is always happy to welcome parents and guests to visit classes; however, we request that you please pre-arrange your visit with one of the administrators and the teacher before you arrive. Once this has occurred, you will be required to check in at the front desk (new security features) and obtain a temporary visitors pass.

Parents are not to enter classrooms or classroom hallways without prior permission. Unexpected Visitors disrupt classroom learning. Also bear in mind that when visiting or attending a school function, you are to abide by Emek’s on-campus dress expectations for both men and women. Your cooperation in this regard is essential.

### **OUTSIDE EDUCATIONAL PROFESSIONALS**

Parents looking to bring in outside educational professionals (such as ed. therapist, etc.) must first consult with administration and school counselor prior to arranging the visits. There are specific Confidentiality and Release forms that must be completed before entering the classroom.

### **PARENT VOLUNTEERS**

We welcome parents to help and volunteer both in the classroom and during class field trips. Parents who would like to be counted as volunteers need to first get a one-time background check through live-scan (California state mandate for anyone working with children) and an in-house volunteer training where we’ll discuss the correct procedures and protocols while working with other children.

Parents assisting with driving and chaperoning on class trips will need to get their license checked through the DMV and sign off a specific expectations and guidelines while taking children off campus.

Parents who have not formally been designated as chaperones on the class field trip may NOT attend. Please do not show up at the field trip site as it creates a safety and supervision issue.

## **DRESS CODE**

Our dress code has been chosen for practicality as well as to reinforce the proper atmosphere for a *Ben Torah* or *Bat Yisroel*. As a traditional Jewish school, the apparel must reflect *tzniut* (modesty) and respect for others. The idea of modesty should be reflected in many different areas of our lives, including apparel, speech, and behavior, as well as in our attitudes toward our fellowman, ourselves and our relationship with HaShem (G-d). *Tzniut* emphasizes moderation and the idea that individuality should be determined by the effort, abilities, and character traits of each person, rather than by the physical appearance of the clothing worn or the way the hair is styled. *Tzniut* demands of us a neat, clean and exemplary appearance.

This year, Emek has selected a new school uniform that has been implemented school-wide. The uniform complements our logo and accents our school colors. The uniform serves a dual purpose. It creates a sense of uniformity among the students and it helps our students feel a sense of pride in our school. Students who come to school out of uniform will be held back from class until a parent provides the correct uniform attire. Repeat offenders will require a parent meeting with the administration to discuss the proper uniform expectations.

## **GIRLS:**

**All Girls:** Skirts must cover the knee while seated. Socks should be visible above the shoe. Leggings and Tights are permitted.

- **Accessories:** Modest jewelry may be worn. One necklace. One bracelet. One pair of stud earrings ONLY. Dangling earrings present a safety hazard.
- **No Makeup** may be worn; however, light sunscreen should be applied every day.
- **Clear nail polish** ONLY may be worn.
- **Hair clips and headbands** may be worn if of a modest nature. Colorful strings or feathers may not be worn or woven into the hair. Cornrows and colored streaked hair may not be worn.
- **Tattoos**, even temporary, are not permitted. Students should not draw or write on their bodies.
- **Shoes:** See "All Students" section.

**PG – 3<sup>rd</sup> Grade:** Pre-first through third grade girls have the option of either the new plaid skirt or new uniform jumper. Blouses must be white or blue (light or dark) with a collar and must bear the Emek logo. Sleeves may be shorter - just above the elbow. No cap sleeves.

**4<sup>th</sup> – 5<sup>th</sup> grade-** Girls in these grades may also wear either the uniform skirt or jumper. They may wear either a white, light blue or navy long sleeved shirt **bearing the Emek logo**.

**Middle school:** Middle school girls wear the uniform skirt which must fall below the knee and cover the knee when seated. Blouses must be solid white, black or blue (light or dark) with a collar, covering  $\frac{3}{4}$  of the arm to just below the elbow and **must bear the Emek logo**. Top button ONLY of the uniform shirt may be unbuttoned. All shirts must be comfortably fitted – not tight or form revealing.

## **BOYS:**

- Kippah and Tzitzit are mandatory and should be worn each day at all times.
- Uniform trousers may be navy (all grades) or gray (for middle school). They need not be purchased from Campus Club Uniforms but must be of the same twill material. **No jeans, cargo, skinny pants, or sweatpants (including the cotton like stretch pants with drawstrings or pants with a gathered ankle cuff).**
- PB and 1B students may wear shorts in hot (over 80 degrees) weather.
- Collared shirts in solid white or blue (light or dark) are permitted and may have short or long sleeves.

### **Shirts must bear the Emek logo.**

- Socks: should be worn every day and visible above the shoe.
- Male students should not wear visible jewelry of any kind, including charity bracelets.
- Body art, even temporary, may not be worn at any time on campus.
- Hair should be neat and trim, cut above the shirt collar, leaving the halachic peyot (sideburns). The hair may not be spiked, streaked, or dyed. Haircuts needs to be even across the top and sides with no visible 'step'. The look needs to conform to the school norms and will be up to the discretion of the administration if there is a need to fix any unsuitable hairstyles. It is our expectation that boys will receive an appropriate haircut within 24 hours of being informed of a problem in this area.
- **Shoes:** See "All Students" section

## **ALL STUDENTS:**

- Clothing should be neat and clean.
- Campus Club Uniforms sells embroidered school sweatshirts and sweaters. These garments are not mandatory. Students may continue to wear solid color, striped or checkered sweatshirts. **No large logos, pictures, blatant advertising or writing of any kind may be worn on outerwear.** Uniform shirts must be worn under sweatshirts.
- Physical Education (PE) outfits may only be worn during PE activities.
- Hats or caps are allowed during school ONLY in the play yard for sun protection and must be removed indoors.
- Shoes for PE should be standard sneakers or sport shoes. No sandals, crocs or flip flops.
- We are allowing a transition year where students may wear the iron-on patch with the school logo that was implemented last year. However, the office will not be selling any new patches. **All students will be required to have the school logo (either patch or directly embroidered) as part of the school uniform.**

## **PARENTAL SUPPORT FOR THE EMEK STUDENT DRESS CODE**

Parental support of the school's dress code is vital. Emek is truly a special place, not only because of the wonderful cooperative spirit of its students, parents and faculty, but also because it is an institution in which Torah is studied, Tefilot are offered and serious, enjoyable learning takes place.

The environment created and sustained within the Emek campus and building sends a clear and sensitive message about the religious values and teachings of the school. It is also an environment comprised of families from many backgrounds and levels of observance. We realize that not every Emek family is ready to take on all the aspects of a fully Torah observant life. Most are working their way, step by step, adding mitzvot to their lifestyle, day by day. However, the Torah concept of *tzniut* asks all of us to be sensitive to the highest standard of modesty in dress and behavior. This is best achieved in a full partnership with our parent body.

We respectfully request full cooperation from parents and visitors when getting out of their car to walk around in the carpool area, when entering the school building, and when walking through the campus. Please wear appropriate personal attire. Dress should be modest so as to reinforce the policies presented to our Emek children and required of our faculty.

- Women should not wear sleeveless, low cut shirts, short-sleeved tops or midriff baring garments. Try to keep the elbows covered.
- We request that skirts or dresses, to just below the knee, be worn instead of pants. In an emergency, there are a few skirt wraps at the front desk.
- Sleeveless, athletic tank tops are not appropriate attire under any circumstances for men or women. In an emergency, there are a few shoulder wraps at the front desk.
- Tight, form-fitting clothing is not appropriate for either men or women.
- Men are to wear Kippot (yarmulkes) and should wear a shirt with short or long sleeves.
- There is a special kippah bin in the front office if you need one. Please replace the kippah.
- When you are volunteering in the classroom, lunch room or attending a school event, please realize that you serve as a role model for all the children, especially yours. Both men and women must be sensitive to attire.

**THANK YOU** for your assistance and cooperation with the Emek dress code and its application. We thank you for respecting the beautiful Torah atmosphere the whole community works together to create.

## **COMMUNICATION**

It is critical that the school and parents maintain open lines of communication, and that all members of the Emek community feel that they have someone to turn to with concerns, suggestions and issues. The following administrative personnel are available at the main school number: 818-783-3663.

- |   |                         |
|---|-------------------------|
| • Head of School                              | Rabbi Mordechai Shifman |
| • Principal                                   | Rabbi Levi Solomon      |
| • General Studies Principal                   | Mrs. Michelle Andron    |
| • Assistant Principal                         | Mr. Tim McCarthy        |
| • Director of Family Programs                 | Rabbi Moshe Tropper     |
| • Middle School Girls Mechanechet             | Tova Union              |
| • Middle School Boys Student Life Coordinator | Rabbi Moshe Segal       |
| • Principal's Assistant                       | Edie Green              |
| • Registrar                                   | Esther Malka            |
| • Executive Assistant, Head of School         | Michelle Gurstein       |
| • CFO   | Ken Feinberg            |
| • Admissions and Marketing Director           | Sandra Rbibo            |
| • Human Resources                             | Sue Howell              |
| • Front desk/ receptionist                    | Sharon Artzi            |

If you have not resolved an issue with your direct administrator or need further dialogue, please reach out to our head of school, Rabbi Shifman. Communication with Rabbi Shifman should be directed thru his Executive Assistant, Mrs. Michelle Gurstein at #2006.

**EMEK HEBREW ACADEMY  
TEICHMAN FAMILY TORAH CENTER  
GRADES PRE1 - 8TH  
WHOM DO I CALL?**

<u>CONCERN</u>	<u>CONTACT</u>	<u>EXTENSION</u>
<b><u>ADMINISTRATIVE QUESTIONS</u></b>		
<b><u>ACADEMIC GROWTH</u></b>		
Specific Subject Area / Overall Growth	Classroom Teacher	see phone list
Torah Studies	Rabbi Solomon	3318
General Studies	Mrs. Andron	2209
<b><u>CLASSROOM MANAGEMENT</u></b>		
Specific Expectations	Classroom Teacher	see phone list
Overall Concern - Torah Studies	Rabbi Solomon	3318
Overall Concern - General Studies	Mrs. Andron	2209
<b><u>CURRICULUM POLICY FOR THE CLASSROOM / SCHOOL</u></b>		
Torah Studies	Rabbi Solomon	3318
General Studies	Mrs. Andron	2209
<b><u>STUDENT ACTIVITIES / AFTER SCHOOL CLUBS</u></b>		
<b><u>STUDENT SOCIAL GROWTH</u></b>		
	Rabbi Dovber Chaiton	
	Classroom Teachers	see phone list
	Mrs. Bregman	2016
	Mrs. Statman	2222
<b><u>RELIGIOUS GROWTH</u></b>		
	Classroom Rebbe / Morah	see phone list
	Rabbi Solomon / Morah Union /	
	Rabbi Segal	See phone list
<b><u>BEHAVIORAL PROBLEMS</u></b>		
<b><u>AT SCHOOL:</u></b>		
Initial Call	Classroom Teacher	see phone list
Lack of Improvement	Mr. McCarthy	3317
	Mrs. Bregman	2016
Behavioral Strategies	Mrs. Statman	2222
<b><u>FAMILY CRISIS</u></b>		
	Mrs. Statman	2222
<b><u>RESOURCE INTERVENTION / FOLLOW-UP</u></b>		
<b><u>CLASSROOM TESTING</u></b>		
Coordinator / Resource Assistance	Mrs. Bregman	2016

<b><u>TEACHER PERFORMANCE</u></b>			
	Initial Call - Torah Studies	Rabbi Solomon	3318
	Initial Call - General Studies	Mrs. Andron	2209
	Unresolved Concerns	Rabbi Solomon	3318
<b><u>MEDICAL CONCERNS</u></b>			
		Sharon Mainstain, R.N.	2015
<b><u>FINANCIAL OFFICE</u></b>			
<b><u>REGISTRATION</u></b>			
	Initial Enrollment	Mrs. Sandra Rbibo	2004
	Fees / Form Completion	Mr. Kenneth Feinberg	2002
<b><u>SCHOLARSHIP PROCESS</u></b>			
<b><u>SCHOLARSHIP APPEAL</u></b>			
		Esther Malka	2008
<b><u>ACCOUNTING</u></b>			
		Mr. Kenneth Feinberg	2002
<b><u>FACILITY MANAGEMENT</u></b>			
		Giovanni Barillas	
<b><u>PUBLIC RELATIONS</u></b>			
		Mrs. Sandra Rbibo	2004
<b><u>FUNDRAISING / DEVELOPMENT</u></b>			
		Mrs. Sandra Rbibo	2004
<b><u>SCHOOL PHILOSOPHY</u></b>			
		Rabbi Shifman	2000
<b><u>ECHO</u></b>			
	Contents and Ads	Edie Green	2221
<b><u>LUNCH PROGRAM</u></b>			
	Place Order	Via ParentLocker	
	Questions / Comments	Orange Delite (Lunch Vendor)	



### **OFFICE TELEPHONE USE / MESSAGES**

The school telephone is for **EMERGENCY USE ONLY**. Students will not be allowed to use the phone unless it is a bona fide **EMERGENCY**. Messages called into the school will be delivered as quickly as possible, but we ask your understanding and patience. Please attach a note to your child's lunch box or backpack with any special reminder for that day. All calls to teachers will go directly to voicemail. Your call will be returned as quickly as possible.

### **STUDENT PHONE USE**

No cell phones or electronics may be brought to school without prior permission being acquired **by a parent from a principal**. If one is brought by accident, it needs to be left with one of the principals and parents will be notified. Any phone or other technology brought without prior permission **will be confiscated** and returned directly to a parent at the discretion of the principal or head of school **after a minimum of a week**. A second offense will require the technology to be held by the school for a **minimum of 30 days before it can be reclaimed by a parent**.

### **PROPER SPEECH**

All of us in the Emek community must do our utmost to avoid *lashon harah*, rumors and gossip. This is fundamental to the character, reputation and ethical mission of the school. Please check out any information you hear with those who can be of help, the rabbis or executive administrators, in confirming or dispelling rumors, myths, and misinformation.

The community we build at Emek, which is based upon good *midot*, concern and caring for others, embraces all our students, faculty, administrators, board members, and families. We must work together and assure that our *bain adam lachaveyro*, our relationships with each other, will exemplify the highest level of middot, proper respect and attitude. We also view every member of the Emek family as a goodwill ambassador to the community at large, and as such, we must do everything to direct concerns or questions from community members to the appropriate school official. Use appropriate channels for communication.

### **TECHNOLOGY: GROUP CHAT AND SOCIAL MEDIA**

Parents are expected to monitor their children's use of group chats (such as 'Whatsapp' service) and texting between individuals. Often things are said and shared that have both a negative effect on the social and academic environment.

No Emek student should have access to a social media account. This includes such services like Facebook, Youtube, Twitter, Instagram, Snapchat, and others. Parents who allow their children access to smart phones or the internet need to supervise their children and help us enforce this rule. Any student who is found accessing social media will have to meet with the administration along with their parents to decide on a proper consequence. We will protect the reputation and presence of Emek Hebrew Day School Teichman Family Torah Center from any and all abuse by Emek community members as well as the general public. As a community we owe this respect to our past, current, and future Emek students, faculty and families in addition to those who have worked so hard to found and maintain a great Jewish day school here in the San Fernando Valley.

Parent class “whatsapp” or other chat groups are a good tool for communication and discussion, providing it is used in a constructive manner. This is not the forum to share personal concerns, gossip or school related rumors. We encourage parents to speak directly and in person with the administration if you need to bring certain concerns to our attention.

### **KASHRUT STANDARDS: LUNCHES AND SNACKS**

We have included a list of internationally recognized kashrut symbols on the following page. Please use this as your guide to food and snacks allowed on campus.

Throughout the school year, lunches and snacks from home may be either meat, parve or dairy.

Please do not provide both meat and dairy products in your child’s lunch box on the same day (such as a dairy snack with a meat sandwich).

When your child is buying a meat lunch, please be careful not to provide a dairy snack for the afternoon. Also, kindly remind your children not to share lunches and/or snacks as the mixing of meat and milk may occur.


No hot water is available in the lunch room area. Do not send dry soups, etc. The use of hot water by the children presents a safety issue and insurance liability.


Be aware that students do not have refrigeration available to them. Packing foods like sushi can endanger their health. On warm days, mayonnaise can also be a problem.

Events held by Emek Community members must hold to the highest kashrut standards so that all invited guests will feel welcome.


\*\*\*\*It is unacceptable, in view of Emek’s support and observance of Torah law, to consume non- kosher food and to serve such items to other Jews. Every Emek family is expected to respect this fundamental religious concept. When in doubt about how to achieve this and to ascertain the kashrut status of items and facilities, please call Rabbi Shifman or Rabbi Solomon before finalizing your celebration plans.


Here is a helpful guide to kosher symbols:


 The "O/U" The Union of Orthodox Jewish Congregations; Rabbi Menachem Genack (212) 613-8241


 The "O/K" The Organized Kashrus Laboratories; Rabbi Don Yoel Levy (718) 756-7500

 The "STAR K" / "STAR D"; Vaad Hakashrus of Baltimore; Rabbi Moshe Heineman (410) 484-4110


 The "CHOF K" Kosher Supervision Service (201) 837-0500


 The "KAJ" Beth Din of K'hal Adath Jeshurun (Breuer's) (212) 923-3582


 Beis Din of Crown Heights Vaad Hakashrus Rabbi Yossi Brook (718) 604-2500


 Kashruth of The Central Rabbinical Congress; Rabbi Yidel Gruber (718) 384-6765


 The Vaad Harabbonim of Flatbush Rabbi Meir Goldberg (718) 951-8585


 The "NK" National Kashrus; Rabbi Yaacov Lipschutz (845) 352-4448


 Rav of Nitra-Monsey Rabbi M.M. Weissmandl (845) 352-1807


 VAAD Vaad HaKashrus of the Five Towns; Rabbi Moshe Chait (516) 569-4536

 Debraciner Rav Rabbi Shlomo Stern (718) 853-9623


 The "cRc" Chicago Rabbinical Council / The "TEXAS K" & International Kosher Supervision Rabbi S. Fishbane (773) 465-3900


 The "OV" Kosher Inspection Service of The Vaad Hoeir of Saint Louis; Rabbi Sholom Rivkin (314) 569-2770

 The "COR" Kashruth Council - Orthodox Division; Rabbi M. Levin (416) 635-9550


 The "K-COR" Vaad Harabonim of Greater Detroit and Merkazi; Rabbi Beryl Broyle, Rabbi Joseph Krupnik (248) 559-5005

 The "SCROLL K" Vaad Hakashrus of Denver; Rabbi Moshe Heisler (303) 595-9349


 United Mehadrin Kosher; Rabbi Asher Zeilngold (651) 690-8300


 The "DK" Vaad Hakashrus of Dallas, Inc. (Formerly Dallas Kashrut Council) Rabbi David Shawl (214) 750-8223


 Va'ad Harabanim of Greater Seattle Rabbi A. Brun-Kestler (206) 760-0805


 Atlanta Kashruth Commission; Rabbi Reuven B. Stein (404) 634-4063


 The "MK" Montreal Vaad Hair; Rabbi Niznik, Rabbi Peretz Jaffe (514) 739-6363


 Orthodox Rabbinical Council of British Columbia; Rabbi Levy Teitelbaum (604) 275-0042


 The "RCC" Rabbinical Council of California; Rabbi Avrohom Union & Rabbi Nisim Davidi (213) 489-8080


 The HEART "K" Kehila Kosher; Rabbi Avromon Teichman (323) 935-8383

 The CALIFORNIA "K" Kehilla Kosher (Igud Hakashrus of Los Angeles)


 The "KSA" Kosher Supervision of America; Rabbi Binyomin Lisbon (310) 282-0444


 Rabbinical Council of Orange County & Long Beach (562) 426-4894

 Va'ad Harabanim of San Diego (858) 535-1196


 Vaad Hakashrus of Northern California Rabbi Ben-Zion Welton (510) 843-8223


 BELZ The Bais Din Tzdek of K'hal Machzikei Hadas 011-972-2-538-5832


 Rabbi Moshe Y. L. Landa (Rav of Bnei-Brak) 011-972-3-618-2647


 Bais Din Tzedek of the Eida Hachareidis of Jerusalem 011-972-2-624-6935

 AGUDAH The Beth Din Zedek of Agudath Israel 011-972-2-538-4999

 S.I.K.S. Ltd./ Services International Kosher Supervision; Rabbi Moshe Saadoun 9722-651-5361

 The London Beth Din Court of the Chief Rabbi; Rabbi J. Conway 011-44-208-343-6333

 Kedassia; The Joint Kashrus Committee of England; Rabbi M. Scharf 011-44-208-800-6833

 The "MK" Manchester Beth Din; Dayan O. Westheim 011-44-161-740-9711

Some Other Kosher Certifiers

Rabbi Zevulun Charlop (212) 960-5344  
Rabbi Aaron Teitelbaum (Nirbater Rav) (718) 851-1221  
Orthodox Rabbinical Board of Broward & Palm Beach (O.R.B.) (305) 534-9499  
Rabbi Aharon Simkin (818) 368-2254

## **HEALTH at SCHOOL**

### **SMART SNACK INITIATIVE – CANDY POLICY:**

Emek Hebrew Academy promotes a healthy-food attitude at school lunch times and snack time. Studies have shown that what children eat can greatly impact their ability to concentrate and learn in the classroom. Because students consume at least two-thirds of their calories at school, schools have a responsibility to provide healthy foods and beverages that promote student nutrition and better learning.

Effective immediately all candies, drinks (such as soda or sports drinks) and foods that contain sugar as the first ingredient on the ingredient list will not be allowed on campus. If a child brings it to school it will be taken away and a parent will need to pick it up.

In order minimize the consumption of birthday treats and maximize learning time, birthday parties will be celebrated the last Friday of each month. Details will be arranged by the class teachers.

Under special circumstances (siyums, project kavod awards, mishloach manot exchange, etc.) treats will be provided by the classroom teacher with prior permission from an administrator.

\*\*Reminder we are a peanut free school and nut sensitive (depending if there are certain students who are severely allergic to certain nuts in that particular grade).

### **MEDICATION**

If your child is on regular, daily medication, please notify the principals and teachers with a written note as a child's behavior can be affected by medication.

If your child must take medication during school hours, we need written permission from you to administer medication, as well as the doctor's written instructions. The Tylenol/aspirin release form is on the Emergency Card.

The medication should be in its original container and include: the child's name, doctor's name, prescription number, complete instructions, issue date and expiration date.

Prescriptions, including inhalers, should be left with the front office and will be stored in the Nurse's station.

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, Tylenol or an inhaler) in their possession or in their locker.

## **BIRTHDAY PARTIES AND CELEBRATIONS**

When planning birthday celebrations, Emek asks that you invite every student from the class. Please do not leave a child out of the fun. No invitations may be distributed at school. Please use email or regular mail.

Small parties of no more than 4 or 5 students are permitted but not encouraged. Please remind students who participate in these small parties not to openly share their experience with their peers. Sensitivity in this area will promote stronger class relationships.

Class lists are available at the front desk. Addresses and emails are in Parent Locker. Keep in mind that all events to which Emek students are invited should uphold the Torah values Emek embraces. We strongly ask for your cooperation in the following specific areas:

- Kashrut. All food at birthday or class parties must be catered or provided by an approved and reliable rabbinical supervision. Please do not cater in-house!
- Single gender only – Boys Only OR Girls Only. No Co-ed events.
- Tzniut and Appropriate clothing for the activity for both boys and girls.
- Entertainment should be wholesome and tzniut. Please ask the Administration concerning any movies to be shown or music to be played. Proper and sufficient supervision for the size of your group.

Parents should feel a sense of responsibility to their fellow Emek parents and child(ren)'s peers to maintain and perpetuate the ideals of the Emek community. Parents should feel comfortable to call the host family with any questions concerning an event.

If you are utilizing a separate party room in a non-kosher facility (laser tag, for example), great care must be taken to inform parents of your precautions to preserve the kashrut of the party. Parent hosts must diligently ensure that the children do not have access to non-kosher food sold elsewhere in the facility.

## **CLASSROOM BIRTHDAY CELEBRATIONS**

Dates must be arranged in advance with the teacher for the last Friday of each month. This party will recognize all students who have birthday's that month. Birthday treats brought to class must carry appropriate *hechsherim* (kosher symbols).

**\*\* Please bring only PARVE or Cholov Yisroel Dairy treats so that all children may partake.**

## **BAR and BAT MITZVAH POLICIES**

This “rite of passage” from childhood to halachic legal majority (Jewish “adulthood” in terms of privileges and obligations) represents a significant milestone for your whole family. As a member of the Emek community, your commitment to the values and philosophy of your chosen school applies not only within the school building itself but also in all outside arenas, especially those which impact spiritual growth and development.

Undertaking a chesed project or completing a section of the Torah can be organized to coincide with this special day and to underscore the nature of the occasion. Emek’s faculty and staff are eager to help make your child’s Bar/Bat Mitzvah experience not only special but also truly meaningful and memorable. We realize that your extended family will be coming together to celebrate with you, and that they may have certain expectations of the type of event they will be attending. It is your responsibility to remember that this day belongs primarily to your child. The event should reflect the dignity and hard work he or she has invested.

So that all invited members of the community (for example, your child’s Rebbe or Morah) should feel welcome and comfortable at your celebration, please be especially careful to uphold the kashrut and modesty standards set forth in the Family Handbook. Food should be provided by a properly hechshered kosher proprietor. In terms of modesty, there should be appropriate dress, no mixed dancing, and proper music selection.

It is important to plan these events with an inclusive perspective so that no child is left out for any reason. Parents should be able to send their children to your event with confidence, knowing that the Emek community standards will be respected. Remember that one of the underpinnings of the Emek education is that the character of the person, their behavior and middot, is of primary focus and offers the true “measure of a man.” Let your child shine and not be overshadowed by the tinsel and trappings of a “fancy” family party.

Please understand that the Emek morning minyan where the boys always daven is the proper venue for the celebration of laying Tefillin for the first time. We encourage you to hold the event here at school. When held off campus, the learning schedule is disrupted, and there are always issues of students who do not return promptly to class. The issue of liability for the students while off campus as a group, but not supervised by a school official, is a problem.

Each family and b’nei mitzvah is required to meet with either Rabbi Shifman, Rabbi Solomon or Morah Union during the year – before the event is planned. There are many questions to be discussed and plans to be made. Please call Michelle Gurstein in the school office at your first opportunity to set a date for the meeting with Rabbi Shifman. Also, please speak with Edie to put your simcha on the Bar/Bat mitzvah calendar. Although the school does not assume responsibility for any possible scheduling conflicts, you can help avoid difficult student dilemmas by making certain you don’t conflict with a previously scheduled simcha. We look forward to assisting you in reaching this very important milestone.

## **LOST AND FOUND**

Lost and found articles are collected and stored in the carpool shelter. Over the course of the school year, please check the lost and found for your child(ren)'s belongings. After June 30, all remaining items are donated to the uniform exchange or charitable organizations.

## **PTA AND PARENT AMBASSADORS:**

Emek is fortunate to have wonderful teachers, parents, students, and staff all working together to create an outstanding learning environment for our children. This combined effort is why we are able to provide an excellent education in both Torah and Secular studies. Emek is a place where our children are taught to the highest standards, protected with care, and loved like they are family.

What makes the difference between an ordinary and an extraordinary school year is the coordinated efforts of an outstanding faculty and staff, working closely with dedicated, involved parents. Emek has always been blessed by both. Your involvement in and support of the PTA may prove to be one of the best investments you can make in your child's education.

In addition to helping to fulfill the ordinary, yet vital day-to-day needs of our school, the Emek PTA also specializes in helping to fund, develop, and support many of the extraordinary programs and activities that make Emek a truly exceptional educational experience. The PTA funds scholarships, classroom supplies, play equipment, and a vast number of improvements. Feel free to contact the PTA by email at [pta@emek.org](mailto:pta@emek.org)

**Parent Ambassadors:** Every class has a group of parents who serve as liaisons between the parent body and the school. Parent Ambassadors are responsible for creating and managing the WhatsApp groups, communicating important information, welcoming new families, hosting beginning of the year parlor meetings, assisting the teacher with coordinating events in the classroom and field trips. If you would like to become a parent ambassador, please email Sandra Rbibo at [srbibo@emek.org](mailto:srbibo@emek.org).

## **MIDDLE SCHOOL INFORMATION:**

### **TEST/QUIZ POLICY**

Two tests may be given daily with a maximum of four tests per week with the exception of end-of-year finals. Tests will be posted on the test calendar in ParentLocker. There is no limit to the number of quizzes students may have. A quiz is defined as an assessment of material taught in three periods or less.

### **LOCKERS**

Students in grades 6-8 may “rent” (non refundable) school locker space. It is required that students keep their lockers locked, clean, and do not store old food inside. Fresh food kept in the lockers must be sealed to prevent bug infestations. Any student found to be tampering with another student’s locker (i.e. playing with the lock or code, etc.) will lose his or her locker privileges for the school year.

### **HONOR SOCIETY**

This year we are creating an **Emek** honor society for both Torah Studies and General Studies. In order to become a member of the honor society, one must maintain a cumulative average in each department of a 95%. In addition, one may not have any detentions, N’s or U’s on the report card.

### **GRADUATION HONORS**

This year at graduation we will honor and recognize those students that have maintained Honor Society status for both semesters of their seventh and eighth grade year. Students will be noted during the senior awards luncheon and will be asked to stand in recognition of the honor at graduation. In addition, there will be a special middos award which will be voted by peers and teachers that will be given at graduation. All other awards and recognition will be presented at the senior awards luncheon.

### **STUDENT COUNCIL and YEARBOOK STAFF**

Student Council and Yearbook Staff are privileged positions which demand that the member models proper behavior for the other students. Any Student Council Officer or Yearbook Staff member who receives a detention, a U, N or I, a failing grade on their report card, or has poor attendance/ AM tardiness, may not be eligible to run for these positions. Students who are elected or chosen must maintain the above condition or will automatically be removed from office.

### **SENIOR TRIP**

The senior trip is a privilege to be earned, not an automatic right. Therefore, if a student’s behavior or grade during the year has led to a “U” or if there have been detentions or suspensions, the privilege of going on the trip may be rescinded.



## **SCHOOL HOMEWORK POLICY:**

Homework is designed to continue the learning process by providing an extension of activities begun in the classroom by the students under the guidance and direction of their teachers. Homework also helps develop good work habits, responsibility, self-direction, and organizational skills. In addition it is a way to provide parents with an opportunity to become informed about and involved in the child's learning.

The parents/guardians of a child should help the student develop good home study habits by setting aside appropriate time periods; showing an interest in and willingness to review their assignments; providing a suitable space for study; helping students to budget time between long-term and short-term assignments; and by encouraging their child to seek individual assistance from teachers when assignments are difficult.

## **ELEMENTARY SCHOOL:**

Depending on the teacher, you may receive a packet at the beginning of the week to be completed throughout the week at your discretion. Other teachers will post homework nightly and alternate days. M/W is general studies nights and T/Th is Torah studies nights. Math and reading or Hebrew kria practice may be assigned nightly (5-10 min).

P1<sup>st</sup>: Written homework optional up to 5 minutes per day.

1<sup>st</sup> Grade: 10 minutes per day.

2<sup>nd</sup> Grade: 20 minutes per day.

3<sup>rd</sup> thru 5<sup>th</sup>: 30-40 minutes per day.

No written homework to be assigned over weekends, holidays and vacations.

## **MIDDLE SCHOOL:**

In order to maximize student learning and growth it is vital for students to be reading and reviewing their schoolwork on a nightly basis for both their Torah Studies and General Studies. Therefore, we have decided to alter our homework policy to ensure that the teachers are assigning an appropriate amount of homework. No mandatory homework will be assigned over holidays and extended vacations (other than assignments associated with that Jewish Chag).

**6th -8th grade:** 60 minutes per night for Torah and General Studies combined, plus another 15 minutes set aside for reading (Kria and English).

\*Please note that at times the work for students in the accelerated classes may exceed the 60 minutes due to the rigor of the curriculum. However, please notify the respective teachers if your child is spending more than 75 minutes on homework on a regular basis.

## **GENERAL POLICIES and PROHIBITED ITEMS**

**Plagiarism** is prohibited at our school as it is an act of fraud and includes all of the following:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.

**Money:** There is no need for elementary students or younger middle school students to carry large sums of money or other valuables on campus. If it is absolutely necessary to carry money to school, please call the office or send a note. The office will hold the money for your child until the end of the school day.

**Athletic Equipment or Toys:** Skateboards, roller skates, roller blades, and “shoes with wheels” are to be left at home. Do not bring baseballs or bats.

**No Weapons:** ZERO TOLERANCE POLICY. Bringing weapons of any kind (toy or real) on to campus will result in immediate suspension and possible expulsion.

**Items that cause disruption to the learning or environment (such as stink bombs, party poppers, silly string, etc ..)** – will result in a immediate suspension.

**No FIRE in any form – no lighters, matches, blow torches, etc.** ZERO TOLERANCE POLICY. Bringing weapons of any kind (toy or real) onto campus will result in immediate suspension and possible expulsion.

**NO Gum or Candy** on campus.

**NO Glass:** Glass containers are breakable and should not be used. The school recommends reusable plastic containers for all drinks and lunches.

**Drinks:** No soda, energy or colored Sports drinks are permitted.

**Electronics:** ZERO TOLERANCE POLICY: Cell phones, iPods, iTouch devices, Radios, CD players, tape recorders/players, video cameras, TVs, Game Boys, and similar electronic items are not to be brought to school or carpool. Items found will be confiscated. (See “Telephone” section)

**Cards:** Sport cards, Pokemon, trading cards or any new fad that may distract from the educational program may not be brought to school.

**Selling Items in School:** The school doesn't permit students to personally sell food, toys or other similar items.

Parents must come to the office personally to recover any confiscated items.

## **BULLYING and HARASSMENT**

The school is committed to fostering a caring, friendly, and safe environment that promotes kindness and acceptance, and embraces differences among individuals for all of our students so they can learn in a relaxed and secure atmosphere.

Bullying and harassment of any kind is unacceptable at our school. Bullying or harassment, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment. Emek also prohibits cyber-bullying or harassment (creating websites, instant messaging, text messaging, e-mails, chat rooms, using camera phones, or other forms of technology to engage in harassment or bullying). If bullying or harassment does occur, all students should be able to report incidents, knowing that it will be investigated and dealt with promptly.

We are a **TELLING** school. This means that all students share responsibility for keeping the school environment free from bullying and harassment. This also means that we expect anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of, an incident of bullying or harassment, to report the incident, as indicated below, immediately.

### **WHAT IS BULLYING?**

**Bullying** is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are **bullied** and who **bully** others may have serious, lasting problem. Bullying includes, but is not limited to:

**Emotional** – Tormenting (i.e. hiding books or another student’s papers, school work, back pack, lunch box, etc., playing keep away ‘jokes”, etc), threatening, teasing, intimidating others, etc.

**Relational** – Harming or threatening to harm relationships or acceptance, friendship, group exclusion.

**Physical** – pushing, kicking, hitting, punching, biting or any display of physical violence with malicious intent.

**Verbal** – name-calling, taunting, threatening, ridiculing, sarcasm, spreading rumors, teasing, etc.

### **WHAT IS HARASSMENT?**

Harassment includes, but is not limited to: insults, jokes, and other verbal, graphic or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, ethnicity, citizenship, or disability. Harassment also includes unwanted, offensive, inappropriate touching. These words are not always meaningful to younger children. Therefore, in explaining the concepts to your child, you should stress that the school needs to know whenever anyone at school makes your child feel uncomfortable.

In that regard, you should remind your child that it is not nice or permitted to call other students by naughty or mean names or to tease them in ways that are hurtful. It is also not permitted to grab or touch another student’s ‘private parts,’ to pull down another child’s pants, to look up a girl’s dress, or to open the door intentionally on a student using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes,

draws or plays with other children.

## **DISCIPLINE PLAN and ENFORCEMENT**

### **PATHWAYS TO SELF CONTROL**

The following pathways are based upon the Responsive Classroom method that Emek teachers have been trained in. We believe all children can be kind, respectful, caring citizens who are accountable and responsible for their actions. Children learn and practice self-control and social skills when:

- There is a safe, challenging, joyful learning environment.
- Students feel respected, successful and share a sense of belonging.
- All staff and families teach, model and reinforce expected behaviors.

#### **Pathway 1: Creating, Modeling, and Practicing the Rules**

Emek staff and students collaborate to develop classroom and school rules. The rules help us take care of ourselves, each other and the school environment. Throughout the day, we model, practice and reinforce our rules.

#### **Pathway 2: Reminding and Redirecting**

Reminders and verbal redirections are the primary means of guiding students at Emek. When a rule is forgotten or broken, staff will speak directly and respectfully to the student about the behavior

#### **Pathway 3: Logical Consequences**

Logical consequences are used when it takes more than a simple cue to stop a behavior or fix a problem. Logical consequences help children regain self-control, reflect on their mistakes, and make amends for them. Logical consequences should be respectful of the child, relevant to the situation and reasonable. Logical consequences that we use may include:

- **"You break it, you fix it"** - Children are expected to repair when they break whether intentional or not.
- **Loss of Privilege** is the temporary removal of a privilege to help a child understand the connection between privileges and responsibilities.
- **"Take a Break"** in the classroom is a brief time away from the class activity to allow a student to gain self-control.

If the misbehavior continues during or immediately following "taking a break," the student may "take a break" in a nearby classroom (Buddy teacher's room) for a short period of time. Once the student is back in his/her classroom and resettled, the teacher and student will talk together about what caused the problem and how it can be prevented in the future. The teacher will inform the parent if a student has taken a break in a buddy teacher's room.

Logical consequences are not seen as punishments, but as additional forms of redirection. The teacher checks in with the student to make sure he/she understands the reason for the logical consequence.

#### **Pathway 4: Further Intervention**

If student behavior warrants it, the administration will intervene. This may involve:

- **Creating a positive behavior support plan:** Positive behavior support plans will identify specific strategies and interventions to help the child develop self-control. These plans will be reviewed on an individual basis.
- **Parent conferences:** Set-up parent conference with principal and/or school therapist.
- **In-School suspension:** If progress is not being made in-school suspension may be enforced.
- **Home Suspension:** Home suspension will be implemented for any form of physical altercation.

The purpose of these types of intervention is to help the student regain self-control, problem-solve, plan and rehearse how to re-enter the class and deal with similar situations in the future. Once the student is back in his/her classroom and resettled, the teacher and student will talk together about what caused the problem and how it can be prevented in the future. The teacher will inform the parent if a student is sent to the office.

**It may be appropriate to skip earlier pathways and go directly to Pathway 4 for a serious or unsafe behavior issue such as physical altercations, endangering oneself and others, vandalism and theft.**

#### **Pathway 5: Expulsion**

If there is insufficient improvement in the child's behavior and attitude toward school within a reasonable period of time, the child will be asked to leave Emek. All actions taken and the reasons for expulsion will remain part of the child's permanent record.

Pathways to self-control are developed, explained and practiced with students in all grades. In the majority of situations, reminding and redirecting are all that are necessary to guide students.

Emek has a complete school-wide discipline plan. If you are interested in reading it please click on the link below:

#### **SCHOOL-WIDE DISCIPLINE PLAN:**

<https://www.dropbox.com/s/5r2arbz2f7e5n6u/Discipline%20plan.pdf?dl=0>

#### **MIDDLE SCHOOL CITATION SYSTEM:**

<https://www.dropbox.com/s/822uxyj32isyws6/MS%20Discipline%20%28citation%29%20plan.pdf?dl=0>

## **EMEK LIBRARY INNOVATION LAB**

Students at Emek are privileged to have a full-time, professionally staffed, state-of-the-art Library Innovation Lab which includes an excellent book collection, fully stocked Makerspace for creative project-based learning, computers, Ipads, virtual reality devices, robotics and many other S.T.E.A.M kits & resources. Our recently remodeled Library Innovation Lab features 3D printers, a laser cutter, and game-based coding & tech exploration. We also have a Sewing & Fiber Arts Studio and a recording studio for video production.

Our Extra Challenge program, open to all students, develops the talents of all of our students with independent creative projects that encourage a growth-mindset through Design Thinking.

The behavior standards and policies as outlined in the Emek Discipline Code are in effect in the library and will be enforced. Please review these rules with your children.

- Students in 1<sup>st</sup> – 8<sup>th</sup> grade may check out a reasonable number of books on their own responsibility.
- If library materials are damaged or lost, a replacement and processing fee will be charged. There are no overdue fines, but students are expected to return or renew books on time.
- Students are welcome to use the Makerspace or read in the Library Innovation Lab any recess that class is not in session. It is also open after school until 5:00, Mon. – Thu. for 1<sup>st</sup> – 8<sup>th</sup> grade.
- Parents are always welcome in the library and may volunteer or check out books for the whole family.
- No food or drink is allowed & backpacks must be kept outside the library.
- All students must ask permission before using the computers, Ipads or other devices, tools, or kits. Students must also have permission to use the internet and no internet games are allowed.

Student participation in publicly published books and videos are covered under the general photo release form.

## **APPROPRIATE INTERNET USE POLICY and CONTRACT**

Emek's instructional computer program allows for restricted use of the internet. Before any student is permitted use of a school computer, the enclosed contract must be signed by both the student and parent and returned to the school office. Contract is at the end of the Family Handbook. Emek continues to offer students and staff access to the Internet using our high speed T1 lines and within the parameters of significant firewalls to prevent inappropriate access.

Students may access the vast resources of the World Wide Web from any workstation on the campus including the computer labs, the classroom computers, and the library. Use of the Internet will be an integral component of their computer course. Our goal in providing this service is to promote educational excellence through the use of this unique tool.

The Internet is a network consisting of millions of computer users in nearly every country on the globe, connecting to thousands of computers located throughout the world, creating a large and diverse electronic network. Using the Internet allows students to conduct research, find homework help, and communicate with a variety of students, teachers, scientists, and people from all walks of life.

The purpose of this document is to articulate Emek's Internet access expectations, obtain informed parental consent to allow student access, and to state and obtain a user's agreement to comply with the Emek Appropriate Use Policy (AUP).

### **The User Agrees to the Following Terms and Conditions:**

The user agrees to act responsibly and with good behavior while using any computer or communications system or Emek's wired or wireless network services. The user agrees to follow all school rules for behavior and communications. Access is a privilege, not a right. The Internet is provided for users to conduct research.

**The user agrees to abide by the generally accepted rules of "netiquette"** and conduct him or her(self) in a responsible, ethical, and polite manner while using any Emek Hebrew Academy Teichman Family Torah Center computing and communication resource.

**The user agrees not to use** the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.

**The user agrees not to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.**

**The user agrees NOT to install or use ANY software** on Emek computers including, but not limited to, games, chat, clients, email clients, instant messaging, and other non- authorized applications or utilities, without the expressed permission of the instructor and the MIS Department. Downloading of software from the Internet is permitted only for software that falls within the scope of a class assignment and only with explicit permission by the class instructor and the MIS department.

**The user agrees NOT to tamper with or attempt to illegally access or "hack" any Emek computer**

**resources, or change configurations.** Intentionally damaging ipads, computers or computer networks is unacceptable. The intentional creation or spreading of a computer virus will not be tolerated.

**The user agrees to abide by all patent, trademark, trade name, and copyright laws.**

Plagiarism in any form will not be tolerated. All sources must be cited.

**Security on any computer system is a high priority.** If a user feels he/she can identify a security problem in Emek's computer systems, he/she agrees to notify a staff member immediately. The user agrees not to demonstrate the problem to others. The user understands and agrees that using someone else's password or trespassing in another's files without written permission is prohibited, and that attempts to logon to the networks as anyone other than himself/herself is unacceptable.

**Emek makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing.** The user who signs below agrees that Emek assumes no responsibility or liability for any loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Emek specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**All communication and information accessible via the computer resources shall NOT be regarded as private.** The user agrees and consents to allow Emek personnel to review any and all files, data and messages to ensure that users are using the system responsibly at any time with or without notice.

*Any violation of the Appropriate Use Policy will result in disciplinary action. Such action might include suspension or revocation of Internet privileges, suspension or expulsion from school, and/or legal action. Users are subject to all local, state, and federal laws and understand that illegal activities may be reported to the appropriate law enforcement authorities. The user agrees to report any violation of the AUP observed by the user to Emek staff immediately.*

## **SIGNATURE PAGES and CONFIRMATION FORMS**



**\*All signature forms are submitted electronically at the time of registration.**

**PARENT AGREEMENT:** \*\*\*\*PLEASE: Please check off and sign this document, confirming that you have read and understood the following guidelines. Document may be emailed back to: [info@emek.org](mailto:info@emek.org) OR printed, signed and dropped off at school.

**FAMILY HANDBOOK:**

I acknowledge that I have read the Emek Family Handbook; my children have read or have had it read to them, and I agree to abide by the policies and procedures contained therein.

**DRESS CODE:**

We have reviewed the Emek dress code and agree to comply with its stipulations, both as students who must follow the code and as parents who must support the code, psychologically and physically.

**ANTI-PLAGIARISM PLEDGE:**

- I promise that: when I am writing an essay, book report, history paper or any other kind of researched and written work that I will do the following:
- I will give the author credit by naming him or her when using or paraphrasing the words or materials written by the author in a report of my own.
- I will enclose exact material in quotation marks and include the name of the author in the material.
- I will rewrite in my own style and language when I paraphrase the materials of another. I will not simply rearrange the words of another person, claiming them as my own.
- I will double-check the accuracy of any quotation I use and any citation I make.
- I will enclose in brackets those words I add or change in a quotation.
- I will not change the meaning of words written by another to a different meaning of my own.
- I will provide an accurate "Works Cited" page of sources I use, showing an alphabetical listing of entries which include the name of the author, the title of the work, place of publication, publisher, copyright date and any other information that is required.

**DISCIPLINE PLAN:**

We have carefully read the school rules, the Emek Discipline Code and the PATHWAYS to SELF-CONTROL which will be used to insure appropriate student behavior. My child(ren) will follow the school rules, and we as parents will support and work with the school to make sure that our child(ren) behave in the proper manner. I agree that if there are questions about grading, classroom procedures or class related discipline problems, I will:

**A:** Call the teacher to discuss the situation, and then

**B:** Call the appropriate principal if there has been no resolution to the issue.

**☐ PHOTO RELEASE AND WAIVER:**

I hereby grant EMEK HEBREW ACADEMY TEICHMAN FAMILY TORAH CENTER and its legal representatives the irrevocable right and unrestricted permission to use and publish photographs or video images of my child(ren), or in which they may be included, for any purpose authorized by EMEK, including but not limited to: website use, editorial publications, catalog and advertising use. This grant includes the right to modify and retouch the images in their discretion and understand that the circulation of such materials could be worldwide and that there will be no compensation to me for this use. Furthermore, I understand that I will not be given the opportunity to inspect or approve the finished products or the advertising copy or the printed matter that may be used in connection therewith. In granting this permission to Emek Hebrew Academy Teichman Family Torah Center and its legal representatives, I am fully and without limitation releasing it from any liability that may arise from the use of the images.

**☐ INTERNET USAGE:**

I hereby give permission to my child(ren) to use the Internet while supervised in class or for school project or research.

**☐ LIBRARY / INNOVATION LAB CONTRACT:**

We have read and agree to follow the rules for the Emek Library.

**PARENT AGREEMENT:**

Father's First Name: \_\_\_\_\_ Mother's First Name \_\_\_\_\_

Father's Last Name: \_\_\_\_\_ Mother's Last Name \_\_\_\_\_

Signatures: \_\_\_\_\_

**STUDENT AGREEMENT: (Signatures)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**VEHICLE REGISTRATION FOR ACQUISITION OF PARKING PERMIT**

**DRIVER and VEHICLE INFORMATION: USE ONLY IF YOU CANNOT UPDATE on PARENT LOCKER**

<u>NAME</u>	<u>EMEK TAG #</u>	<u>TYPE</u>	<u>COLOR</u>	<u>YEAR</u>	<u>LICENSE</u>

Two tags will be issued to your family. If lost, a new one will cost you \$5.00 and must be procured immediately from the front office. Tags will be sent with blue cards in August if you have updated your information

## **MANDATED REPORTING GUIDELINES**

Child Abuse and neglect are defined by Federal and State laws. The Child Abuse Prevention and Treatment Act (CAPTA) is the Federal legislation that provides minimum standards that States must incorporate in their statutory definitions of child abuse and neglect.

**Definition:** Child abuse is defined as the severe mistreatment of a child.<sup>1</sup>

- **Physical Abuse:** Any non-accidental physical injury to the child and can include striking, kicking, burning to biting the child, or any action that results in a physical impairment of the child.
- **Emotional Abuse:** injury to the psychological capacity or emotional stability of the child as evidenced by an observable or substantial change in behavior, emotional response, or cognition or as evidenced by anxiety, depression, withdrawal or aggressive behavior.
- **Sexual Abuse:** the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other persons to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct.
- **Neglect:** deprivation or withholding of adequate food, clothing, shelter, medical care or medical treatment including mental health, or supervision.

### **Reportable Situations:**

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Child exploitation, child pornography and child prostitution
- Extreme corporal punishment resulting in injury
- Willful cruelty or unjustifiable punishment

**Who must report:** The following individuals are legally mandated reporters:

- Child caretakers, teachers and principals
- Health practitioners

<sup>1</sup> CAPTA definitions retrieved from Child Welfare Information retrieved from:  
[www.childwelfare.gov/systemwide/laws\\_policies/statutes/define.cfm](http://www.childwelfare.gov/systemwide/laws_policies/statutes/define.cfm)  
ALEINU Family Resource Center: 210-247-0324

**MANDATORY REPORTING GUIDELINES TO WHICH EVERY EMEK FACULTY AND  
STAFF MEMBER IS OBLIGATED BY LAW:**

To Whom Do You Report: Report to Child Protective Services (800-540-4000), to local law enforcement, such as the police or Sheriff's department (Juvenile Sex Crimes Unit), or child welfare agency.

When to Report: A telephone report must be made immediately to one of the above named agencies when the reporter oversees a child in his/her professional capacity or within the scope of his/her employment and has knowledge of, or has reasonable suspicion that the child has been abused. A written report (Department of Justice Form SS 8572) must be sent within 36 hours after the telephone report has been made.

Individual Responsibility: Any individual who is named in the reporting law must report abuse. If the individual confers with a supervisor and a decision is made that the superior file the report, one report is sufficient. However, if the supervisor disagrees, the individual with the original suspicion must report.

Anonymous Reporting: Mandated reporters are required to give their name. Non-mandated reporters may report anonymously. Child protective agencies are required to keep the mandated reporters name confidential unless a court orders the information disclosed.

Immunity: Any legally mandated reporter has immunity when making a report. No individual can be dismissed, disciplined or harassed for making a report of suspected child abuse.

Liability: Legally mandated reporters can be criminally liable for failing to report suspected abuse. The penalty for this misdemeanor is up to six months in county jail, a fine of not more than \$1000 or both. Mandated reporters can also be civilly liable for failure to report.

Notification Regarding Abuse: You are not legally required to notify the parents that you are making a report; however, it is often beneficial to let the parent know you are reporting to preserve a future relationship.

As an employee of Emek Hebrew Academy, I understand that I am a legally mandated reporter. I have clarified any information listed above which I did not understand. I have been notified of and understand the specific internal reporting policies of my school. I am now aware of my reporting responsibilities and am willing to comply.

*The above information is supplied for your information concerning the State of California's policy on Child Abuse to which Emek is subject to comply.*