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WELCOME *Bruchim Habaim* ברוכים הבאים

Welcome to Heritage Academy Jewish Community Day School. Heritage Academy is a coeducational Jewish Day school committed to excellence in both General and Judaic Studies in Kindergarten through Grade 8. We provide the highest quality General and Judaic Studies education to students throughout the Pioneer Valley. Graduates of Heritage Academy have attended the finest colleges and universities in the United States and abroad, and they have distinguished themselves in the professions, business, the arts, philanthropy and other significant aspects of local, national and

international life. We are thrilled that your child/ren will be a part of our community.

We want to welcome each of your children to Heritage, where you will find small classes with attention given to every child. Our students have consistently scored in the highest quartile on standardized tests and are involved in all kinds of extracurricular activities and sports. The school is accredited by *AISNE* – The Association of Independent Schools in New England and our Head of School has served on numerous accreditation committees. We are members of the RAVSAK Jewish Community Day School Network. We at Heritage Academy embrace the hopes and dreams of children and their parents as we together foster a family-oriented learning community that reflects the spirit of what teachers and parents want for their children.

Head of School - **Dr. Deborah R. Starr**
 Judaic Studies Curriculum Coordinator – **Rachel Wesley**
 Executive Assistant – **Denise Broverman**
 Admissions Director – **Lara Temkin-Pisani**

BOARD OF DIRECTORS

An active Board of Directors comprised of parent volunteers and community members governs the school. For the 2009-2010 year, the Executive Committee of the Board is comprised of:

David Peskin – President
Ben Falk – Vice President
Barbara Levi - Treasurer
Lisa Kessler - Secretary

[Mission Statement](#) - Heritage Academy is a Jewish Community Day School of excellence dedicated to welcoming families from the spectrum of Jewish practice and nurturing children to be life-long learners. In a warm, intellectual environment rooted in Jewish texts, values, and traditions, our outstanding faculty guides each child’s journey of academic, social, and spiritual growth. Heritage Academy students develop critical thinking skills, a passion for knowledge, a love of Israel, and a desire to contribute to their community, the Jewish people, and the greater society.

ADMISSIONS POLICY

Our mission is to provide a high-level Judaic and General Studies education. As a **Community Day School**, we embrace all Jewish children that we can serve well, and welcome them through our doors. Annually, our school enrolls approximately 120 students from all walks of Jewish life. Our families include Orthodox, Conservative, Reform, Reconstructionist, Intermarried as well as non-affiliated Jews.

Prospective Kindergarten students will undergo a Kindergarten screening process prior to acceptance. Prospective students applying in grades 1-8 will submit the following items to the Admissions Director: a completed Application for Admission form with requisite fee, Massachusetts School Health Record, Financial Aid forms (if applicable), previous school transcripts, records of any standardized testing, Special Education reports (if applicable), a visit by the student for a half or full day, and a recent picture of the child. The student will also undergo Hebrew language, English reading, writing and math evaluations..

Heritage Academy does not discriminate on the basis of race, color, ethnic or national origin.

HEALTH POLICY "*Healthy Soul in a Healthy Body.*" (Rambam-Maimonides) (הרמב"ם) "נפש בריאה בגוף בריא"

It is critical that students be well-rested and nourished in order to attain their potential during the school day. Please assist your child by making sure s/he goes to bed at a reasonable hour and eats balanced and nutritious meals and snacks. Information on allergies and medications must also be given.

The school must have on record a medical form filled out by your child's physician, including all current immunizations. Please submit to the office the results of any additional eye or ear examinations given to your child. Information on allergies and medications must also be given.

At the beginning of each year, you will be asked to fill out **an emergency card** so that should the need arise; we can reach you at all times. Emergency Cards are kept on file in the school office. Throughout the year, please notify the school of any additional changes in address, phone or emergency numbers. In addition, please notify the Head of School or

classroom teacher of any family situation that might affect your child's progress.

Outbreaks of *pediculosis capitis* (**head lice**) occur periodically in almost all schools. The Longmeadow Public Schools have a "no-nit" policy, but the Longmeadow Board of Health does not have a formal policy regarding schoolchildren and lice. After consulting with the Longmeadow Board of Health, reviewing health and medical literature concerning *pediculosis capitis*, and reviewing "past practices" at this school, the following policies and procedures will serve to address this health issue at Heritage Academy:

1. The first week of school, Heritage Academy will employ a nurse to inspect the heads of all students in the school.
2. If a student is found to have lice, or evidence of lice, the child's parents will be called and the student will be removed from school by the end of that school day.
3. The affected child's parents will receive medical information as to how to best treat their child's condition.
4. The affected child may not return to class until one of the following conditions occurs: (a) a note from a medical practitioner stating that the child has been treated and it is safe for the child to return to school, or (b) re-inspection during a return visit by the nurse okays the child to be re-admitted.
5. Parents of the classmates of the affected child will be informed of the fact (without violating the privacy of the affected child) and medical information will be distributed regarding precautions.

The above stated policies and procedures are in agreement with the most recent medical knowledge regarding *pediculosis corporis*. Of course all measures will be taken to act quickly, while still being sensitive to the affected child.

State law prohibits the school from administering **medication** of any kind. Should your child need to take any medication, please administer it prior to, and after school hours. If absolutely necessary, a parent or guardian may come into school during the day to administer an additional dose of medication. Please make that arrangement through the office staff.

Any student who is kept home from school with a **fever** needs to be fever-free for 24 hours before returning to school. If your child contracts a **contagious condition**, please notify the school immediately so we can make other parents in the class aware of the situation. Measles, strep throat, lice and conjunctivitis are among some of these contagious situations.

ATTENDANCE

School hours are from 8:00 A.M. to 3:15 P.M., except for specified early dismissal days. The school offers supervision for students beginning at 7:45 A.M. in the auditorium. Students are not to be on school grounds at other times unless they are part of an organized activity such as choir, tutoring, extended day, or clubs. If on a given date late arrival or pick-up is inevitable, please notify the office in advance.

The school establishes a calendar prior to the beginning of each school year. Parents/guardians are expected to honor the calendar established by the school. Sufficient vacation time is provided during the academic year; parents are requested not to schedule vacations or travel when school is in session. Sometimes situations occur whereby the calendar may need to be altered. Advance notice of any change will be made to parents.

If your child will not be in school, please call the office by 9:00 A.M. If your child is absent, it is recommended that you attempt to get any missed work or homework assignments. You may request homework by calling the office before 9:00 A.M. Assignments will be ready at dismissal, and they may be picked up in the office.

Daily school attendance is the only effective way to ensure continued academic progress. School absence is categorized in the following manner:

- **Family Emergency:** such as death in the immediate family and serious or prolonged illness, is always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure the school and teachers will follow in such circumstances.
- **Absence Because of Illness:** If a student is unable to come to school because of illness, the parent/guardian is expected to notify the school office. Student assignments can be picked up in the school office at dismissal time. Students are responsible for

makeup work and tests. One school day will be allowed for makeup work to be completed for each day the student was absent.

- **Absence for Other Reasons:** When a student is absent from school for any reason other than illness or family emergency, it is within the teacher's discretion to permit the student to make up the work that he/she has missed. Parents are asked not to schedule activities or appointments that cause student absence on regularly scheduled school days.
- **Vacations** – Families are discouraged from taking vacations while school is in session. Teachers may require that students make up work missed during vacations scheduled when school is in session. Missed work will be made up in a timely manner (as determined by the classroom teacher).
- **Tardiness:** Students who are not in their appropriate classrooms at **8:00 A.M.** are tardy and must report to the school office for a tardy slip. The office records the number of times your child is tardy and it is placed in the student's permanent record. Because tardiness disrupts the school environment for all students, students may receive a loss of privilege or a grade-appropriate disciplinary consequence for their tardiness. Habitual or excessive tardiness may necessitate a conference with the parents, as well as additional consequences or loss of privileges.

Middle school attendance: In addition to the policy stated above, the following applies to middle school students:

- Students should drop off backpacks prior to 8:00 A.M. Students must be in Tefillah when the 8:00 A.M. bell rings.
- Students will sort out books & supplies and go to lockers during Homeroom. Homeroom follows Tefillah and is prior to first period.
- Students who arrive to school after Tefillah has started must first report to the office for a tardy slip and then proceed directly and immediately to Tefillah. These students must sit in the first row and are not to disrupt Tefillah. Students may be asked to make up Tefillah during snack or recess. Continual tardiness to Tefillah may adversely affect the student's Tefillah grade.

SCHOOL CANCELLATION

On snowy mornings, please stay tuned to TV22 (WWLP), TV40 (WGGB), or CBS- 3 (WSHM) where Heritage Academy will announce any cancellations or delays.

DISMISSAL

Heritage's dismissal policy requires that parents wait for children in cars on line at the front door. Car-pool children are dismissed by group as their car drives up to the teacher on duty at the school entrance. Teachers and staff wish to expedite dismissal, but the top priority is the safety and security of our students. Congestion in the halls and lobby area impede each of these goals. **Therefore, parents should not enter the school at or around dismissal unless they have other business in the school** (conference, coupons, picking up homework assignments.) Students who do not take the bus or go to the JCC must exit the school building immediately once they are excused from the classroom for dismissal. Students should not congregate in the hallways, office or lobby area, even if they are with a parent. **Students going to the JCC are not to go unescorted. They must go with the JCC line.**

Please make every effort not to have your child's medical/dental appointments or recreational activities begin before 3:15 P.M. If your child will be leaving the school prior to dismissal, please send a note or call the office by 9:00 A.M. Students leaving school prior to dismissal must report to the office before leaving school. Parents should go directly to the office to sign their child out of school and wait for their child to be called from the classroom. **Teachers have been instructed not to release students directly to a parent for any reason during the school day.**

Except in cases of illness, students will not be permitted to wait in the office or lobby area for a parent to pick him/her up. Please do not ask teachers or office staff to excuse your child at a certain time so that he/she may wait for you. The office will call your child when he/she has been signed out. If your child has an appointment immediately after school, please make sure you are at **school prior to 3:00 P.M. to sign him/her out.** In order to maintain an orderly and safe dismissal process, students may not be signed out by a parent beginning fifteen minutes prior to dismissal – parents must

wait until regular dismissal (3:15 P.M. or 2:30 P.M. on early dismissal Fridays) to pick up their child.

Written notes, including a parent or guardian signature, are required for any change in the child's normal after-school routine, including **“playing over”** a friend's house. Children who ride a **school bus** will not be allowed to get off at a different stop or ride another bus without prior written permission. Children who do not normally ride the bus may **not** take a friend's bus home to **“play over.”** Any child signed up for an after school program at the Jewish Community Center will be walked across the parking lot to the JCC by a Heritage representative. A note is required to have your child on the **JCC line.**

Parents are respectfully requested **not to enter** the classroom to accompany or remove their children either prior to or after dismissal time. Parents are also requested to refrain from talking to teachers during dismissal time. It is not appropriate to expect a conference with a teacher at a time when a teacher is responsible for the supervision of students.

Upon consulting your calendar you will note **early dismissal** has been scheduled prior to most holidays so that families and teachers may adequately prepare for the upcoming holiday celebration. Please note that this time is 1:00 P.M. Students will eat lunch in school. In addition, when the daylight hours are shorter, from mid-fall until the beginning of spring, students will be dismissed on Friday afternoons at 2:30 P.M. to allow sufficient time to prepare for Shabbat.

SAFETY & SECURITY PLAN *Take ye therefore good heed unto yourselves.” (Deuteronomy 4, 15.)*
"ונשמרתם מאוד לנפשותיכם" (דברים ד, טו)

The school has installed a security system. All doors to the school will remain **locked** while school is in session. Only the front doors will be open from 7:45-8:15 A.M. to allow for arriving students, and again from 3:00-3:30 P.M. for dismissal. At all other times, the front doors to the building will remain locked, and those wishing entry must be “buzzed in” by the office staff.

STUDENT CONDUCT POLICY “*Rabbi Elazar ben Shammua used to say: Let the honor of your student be as precious to you as your own; and the honor of your colleague as the respect due your teacher; and the respect towards your teacher as your reverence for G-d.*” (Pirkei Avot 4, 12)

" רבי אליעזר בן שמוע אומר: יהי כבוד תלמידך חביב עליך כשלך, וכבוד חברך כמורא רבך, ומורא רבך כמורא שמים" (פרקי אבות ד, טו)

The goal of any student conduct policy is to assist the student in developing self-discipline that is consistent with good moral principles. All school rules reflect an attitude of respect and acceptance of self, of others, of all property, and of G-d.

Teachers work in cooperation with the Head of School and other administrative staff to ensure that everyone in the school community respects the students' right to learn and the teachers' right to teach. On the first day of school and throughout the year, teachers will explain and discuss the rules of conduct and civility for the school and their particular classes. Parent cooperation to help establish and reinforce proper conduct in school and at school events is essential.

Students are expected to be courteous and respectful to one another, to all school personnel, to volunteers, and to school visitors at all times and in all areas of the school, including classrooms, hallways, chapel, library, auditorium and restrooms. Rules regarding conduct are in effect at all school programs and events, whether during the academic day or not, and whether on or off school grounds (i.e. field trips, extended day, the JCC). There are seven positive rules that are used throughout the school:

- Respect yourself and others.
- Use school property appropriately.
- Keep hands, feet and objects to yourself.
- Be on time.
- Come prepared to learn and participate.
- Stay on task.
- Be ready to work and play with all other students

Minor offenses will be dealt with by appropriate loss of privilege or a disciplinary consequence. Should a discipline problem persist, or if a serious discipline problem arises, the parent/guardian will be notified. In these situations, it may be necessary to set up a conference with the Head of

School or other administrative personnel. Major offenses and continual disregard for conduct rules may result in a behavior contract, probation, in-school or at-home suspension, or administrative withdrawal.

When a parent or guardian wishes to discuss a behavior issue relating to a student, the **teacher should be approached first**. If the matter cannot be satisfactorily settled with the teacher, the parent should make an appointment with the Head of School.

SEE: Bullying/Verbal/Physical Misconduct policy on page 9

STUDENT DRESS CODE *It hath been told thee, O man, what is good, and what the Lord doth require of thee: only to do justly, and to love mercy, and to walk humbly with thy God.*(Micah 6, 8).

It is important that students be dressed in clothing that reflects attendance in a Jewish Day School. The purpose of the dress code is to promote a positive school climate, to minimize competition for creative fashion, to reflect a sense of modesty within the Jewish tradition, and to promote safety and proper hygiene among the students. Clothing also should reflect weather conditions since students may be outside during recess and after lunch. In order to create a safe, respectful and positive educational, social, and spiritual environment, Heritage Academy students are expected to adhere to the following dress code:

All **shirts** should cover the entire upper torso and shoulders. **Tank tops** or shirts that expose a student's midriff are not appropriate. **Undershirts** should not be worn as outer garments. **Shirts** should not have references to sex, drugs, alcohol, musical groups or anything determined to be offensive by the Head of School. **Collared shirts** on boys are preferred. **Shorts and skirts (in grades 3-8)** should at least reach the knee. Pants should sit on a student's waist, not below (both boys and girls take note.) Bras, bra straps, and underwear should not be exposed. Clothing must not be torn, ripped or frayed. Tight-fitting or over-sized clothing is not permitted. As a matter of student safety and classroom hygiene, **closed-toe shoes** are preferred. **Sandals** are allowed, weather permitting, but must have a back strap. **Flip-flops** and other similar pool shoes are not permitted. Students dressed inappropriately may be given substitute attire by the Head of School or sent home to change.

Students must dress appropriately for PhysEd. Skirts, dresses, and sandals are not appropriate for PE; **tank tops are also not permitted.** Students must wear closed-toe shoes and socks. Sneakers or rubber soled shoes are preferred for Physical education classes. *Students will not be excused* from participating in PE because of inappropriate dress or shoes.

Jewelry, makeup, nail polish, hairstyles, and hair color must be appropriate for our school environment. Students may not write or “tattoo” on their skin or clothing. Students may not color their hair with unnatural hair colors or style their hair in inappropriate fad hairstyles (as determined by the Head of School.) If a student’s manner of dress, including hair style, is found to be interfering in the learning process for that student or other students, then the student will be told to conform to appropriate dress for Heritage Academy. Students may not wear **snow boots** or **snow pants** during class or school activities, unless specifically permitted by the teacher.

Kippot are required for boys **at all times** (and allowed for girls) and should be provided by the home. The school cannot be responsible for supplying kippot on a regular basis. No hats or caps other than kippot should be worn in school.

Erev Shabbat attire – In order to enhance the spirit of the approaching Shabbat, we recommend that all students wear special attire on Fridays. Boys may wear a white or blue shirt and dark or khaki pants. Girls may wear a white or blue shirt or blouse; skirts, dresses or dress pants are preferred. For boys and girls, jeans are not recommended; shorts are not preferred except on Fridays with extreme temperatures.

SCHOOL PHONE

In order to keep the phone clear for school business, please do not call the school to talk with your child. Your child will **not be allowed to use the office phone to call home for missing homework or lunch, or to arrange after school plans**, etc. Please call the office when you need to leave a message for your child’s teacher, your child will be out sick from school that day, or any other pertinent school business. **Students should never use a school phone without permission.**

CELL PHONES

Students are not allowed to use personal cell phones during school hours without teacher permission. All personal cell phones must be OFF and placed out of sight and reach during the entire school day.

Students who violate this rule:

- | | |
|-------------------------|--|
| 1 st Offense | Cell Phone will be taken from the student and a parent will need to come to school to retrieve it. |
| 2 nd Offense | Cell Phone will be taken from the student and a parent will need to come to school, again, to retrieve it. The student is no longer allowed to bring a cell phone to school. |
| 3 rd Offense | Cell phone will be taken from the student and it will not be returned. |

SCHOOL SUPPLIES

Please supply your child with a **book bag** in which to carry his/her books and papers. An **assignment notebook** will be provided to students in grades 3-8. Please check his/her work and assignment notebook regularly. **Book covers** will be required on all textbooks distributed by the school. Teachers may require additional pencils, crayons, erasers, notebooks and folders. Teachers will let you know what your child needs during the first few days of school or through an August letter.

Children in **Kindergarten** are expected to bring the following items to school in a bag labeled with their name on it: a change of underwear, pants, socks, and a paint smock (an old shirt with sleeves cut down works well).

KASHRUT POLICY and FOOD in the SCHOOL

The term Kosher, when applied to foods, means “fit” or “proper” for consumption according to Jewish law. Kosher foods may be divided into three categories: meat, dairy and pareve.

Meats (including fowl) are Kosher when they are: 1) from a prescribed animal, 2) ritually slaughtered, 3) from those sections of the animal which may be eaten, 4) soaked and salted and 5) not eaten with dairy products.

Dairy includes milk and all dairy derivatives not mixed with meat products. **Parve** foods are those things which are neither meat nor dairy, and which can be eaten with both. All fruits and vegetables are considered Pareve and Kosher. Fish are Pareve and Kosher when they are from a prescribed species (i.e. trout, which possesses fins and scales).

Kosher Meat, Dairy and Pareve products must be prepared free of non-Kosher substances. For this reason it is very important to know the exact ingredients of any food product that is to be eaten. It is best to buy products under rabbinic supervision. There are three types of supervision: 1) those foods prepared under the supervision of a specific Rabbi, 2) those foods prepared under the supervision of a rabbinic institution (i.e. the Vaad Harabanim (VH) of Massachusetts, or the Union of Orthodox Jewish Congregations (UO)), or 3) those foods sold by "Kosher stores" under the local supervision of the Springfield Vaad Hakashrut. Products such as fish, cheese, white bread, cakes, cookies, peanut butter, jelly, yogurt, potato chips and pretzels require rabbinic supervision. Just look for a rabbinic supervision sign on the package or container. The K is not a reliable mark because it is not copyrighted. Some brands that are kosher are *Freihoffers, Drakes, and Entenmanns*. Some of the reliable rabbinic supervision signs are:

Questions of what is and what is not Kosher are frequently difficult to answer. All food brought in to school for class parties or celebrations, should be pre-checked by the child's Judaic Studies teacher. If doubts arise, please double check with the Jewish Life Director, or your Rabbi. For a more comprehensive list of products and establishments under supervision, Kashruth Handbooks are available upon request from the office.

LUNCH and SNACKS *"Where there is no food there is no Torah; and where there is no Torah there is no food."* (Pirkei Avot 3, 21)
"אם אין קמח אין תורה. אם אין תורה אין קמח" (פרקי אבות ג, כא)

Heritage offers a **Hot Lunch program**. Menus are sent out in advance for you to choose. Menus and checks must be returned by the date listed on each menu. If you send lunch, please send a Kosher Dairy or Pareve lunch and beverage to school with your child. **NO MEAT PRODUCTS MAY BE BROUGHT IN FROM HOME.** If your child will not be in school and has

ordered lunch, please call the office by 9:00 A.M. to receive credit for lunch on that day.

Students are expected to exhibit proper table manners and decorum during lunch. Students are also expected to respect dietary restrictions and eat only on the appropriate tablecloths. There is instant hot water and microwave ovens available for students in grades 3-8. For students in grades K-3, please send a light **Kosher snack** and/or drink with your child for both A.M. and P.M. For students in grades 4 and up, they should bring one snack to school a day. No glass containers please. Nutrition and proper eating habits are very important for K-8 students. Student lunches and snacks should have nutritious value. Please limit the number of sweets and sugary foods and drinks your child brings to school. Heritage staff and teachers will monitor the nutritious value of lunches and snacks. Should a concern arise, parents will be contacted to discuss the student's eating habits. Students are not permitted to exchange snacks or lunches. No gum chewing will be allowed on school grounds.

HOMEWORK

Throughout the year, children in grades 1 and higher will be receiving regular homework assignments. We ask for your cooperation in monitoring these assignments and helping your child develop responsible study habits. Please check your child's homework assignment daily. Homework is meant to reinforce what your child has learned and not to push him/her to the point of frustration. If your child is experiencing difficulty in completing an assignment, offer guidance. Homework that is too difficult independently may be doable with parental guidance. If your child still cannot manage the assignment, have him/her put the assignment away and take it up with his/her teacher on the following day. Further information regarding homework is distributed on *Back to School Night*.

FIELD TRIPS

Field Trips provide experiential learning for our students. The trips complement the grade level curriculum and all teachers schedule them. Oftentimes, parents are called upon to be volunteer-drivers on these trips. Parents whose child weighs less than 40 pounds are required to leave a booster seat in school for their child if another parent is driving.

TZEDAKAH "R. Assi further said: Charity is equivalent to all the other religious precepts combined." (Babylonian Talmud: Tractate Baba Batra-The Third Gate, 9a)

" אמר רב אסי שקולה צדקה כנגד כל המצוות " (בבא בתרא ט"ז)

The Mitzvah of Tzedakah (charity) is one of the very special Jewish values that we want to impart to our children. Tzedakah will be regularly collected on Fridays and distributed to worthy, local causes. In addition, sometimes a class or the whole school will hold a special tzedakah project and your child will be asked to participate. You will be notified of this through "kidmail."

COMMUNICATIONS

Communication between home and the school is one of the highest priorities we have at Heritage Academy. Close cooperation is needed to help our children, and we want to keep all lines of communication open. Our success is directly linked to the partnership Heritage enjoys with its parent body. If you have a question relating to your child's class, **please see the teacher first.** To contact a teacher by phone, please call the office. The teacher will return your call within 24 hours. Please do not ask a teacher to leave his/her class to come to the phone. Please do not call a teacher at home.

If the matter is not resolved, make an appointment to see the Jewish Life Director or the Head of School. A parent's last course of action may be with the Board President. Please remember that the school and classrooms are the teacher's workplace, and therefore all issues should be handled in a professional and respectful manner.

Weekly memos, notices, events of the month, any changes to the school calendar, bus notices, and special events will be sent on Mondays (or the first day of the week if there is no school on Monday) via "**kid mail.**" Kidmail will be sent to parents via an **e-mail listserv** in an effort to reduce costs associated with photocopying, paper, and postage. On the Parent Directory form, please list one parent email address that is checked regularly as you will need this information to stay informed. In addition, the **Heritage Times** will be sent to you also via the listserv—approximately 3 times a year. This will have timely articles and updates on what each class or "special" are doing.

All **visitors** must first report to the office. You are welcome to visit your child's class, but you must first make an appointment with the classroom teacher.

Report cards will be distributed via US mail during the year. Specials grades (Music, Art, Physical Education, Computer, and Library) will only occur during the second and third reporting periods. If you do not receive a report card, please contact the office or your child's teacher immediately. If you have any questions or concerns regarding your child's academic progress, please talk to your child's teacher.

Parent/teacher conferences are held twice a year. Please consult the school calendar. If, in addition to the twice-yearly regularly scheduled **conferences**, you should desire an additional conference, please contact the teacher. Teachers are very happy to have conferences at times that are mutually convenient. **Please be mindful that teachers have been instructed not to delay or interrupt class to meet with parents for impromptu conferences, however brief. Unscheduled discussions interfere with their teaching or other supervisory responsibilities.**

LOST & FOUND "Thou shalt not see thy brother's ox or his sheep driven away, and hide thyself from them; though shalt surely bring them back unto thy brother... And so shalt thou do with every lost thing of thy brother's, which he hath lost, and thou hast found." (Deuteronomy 22,1)

" לא תראה את שור אחיך או את שיו נדחים והתעלמת מהם, השב תשיבם לאחיך"
(דברים כב, א)

A lost and found box is in the auditorium on the stage. Please label all articles of clothing including boots, hats, coats, sweaters, and mittens. This will allow you to better locate missing items. To limit the loss of money or other valuables, please do not send any large sums of money or valuable jewelry to school. **No radios, iPods, computer games, or toys are allowed in school unless specifically permitted by the teacher.** Students may not listen to CDs or tapes during school, including during Computer classes.

BIRTHDAY PARTIES/AFTERSCHOOL ACTIVITIES

No birthday parties will be permitted in school, except in Kindergarten. In older grades, a special snack can be sent in by parents to celebrate their child's birthday in school. This can be arranged with the teacher prior to your child's birthday. Please avoid holding birthday parties, as well as other afterschool functions, on Shabbat and other Jewish holidays so that all children may benefit and be included. Invitations to parties may only be distributed in school if all children in a class are invited and only after being submitted to the Head of School for review. Please observe the laws of Kashruth if serving food. In an effort to be an "inclusive school" we encourage parents to invite all classmates to birthday parties and Bar/Bat Mitzvot.

PARENT TEACHER ORGANIZATION

Heritage Academy is fortunate to have a vibrant, active PTO that fosters a positive connection between school and parents. Some of the many activities that the PTO runs or helps sponsor are Back to School Night, Book Fair, Chanukah candle distribution, the Model Seder, as well as many class field trips. This support is made possible through PTO sponsored fundraisers. There are many opportunities to help out in your child's class and during these school activities. Please become an active member of the PTO. (Dues are charged.)

VOLUNTEERISM *"And all who are involved faithfully in the needs of the community- may the Holy One, Blessed is He, pay their reward and remove from them every affliction, heal their entire body and forgive their every iniquity, and send blessing and success to all their handiwork , along with all Israel their brethren . And let us say: Amen."* (Siddur, Shabbat morning service)

" וכל מי שעוסקים בצרכי ציבור באמונה, הקב"ה ישלם שכרם, ויסיר מהם כל מחלה, וירפא לכל גופם, ויסלח לכל עוונם, וישלח ברכה והצלחה בכל מעשה ידיהם עם כל ישראל אחיהם ונאמר אמן" (מתוך תפילת שחרית לשבת)

As noted under the PTO, there are many opportunities to help out at Heritage – such as reading in a classroom, participating on a field trip, cooking for the Model Seder, or helping with a school fundraiser. We recommend that all volunteer efforts that involve school business reflect sensitivity to Jewish tradition and practice. Therefore, please make no

phone calls or conduct any school business from candle lighting on the Eve of Shabbat or holiday until the festival concludes on the following day. Additionally, it would not be in the spirit of Heritage Academy to gossip or speak unnecessary degrading comments about others while doing work for the school. Should you wish to volunteer your time or services, please speak to the classroom teachers, or the Head of School.

DONATIONS/TRIBUTES

Donations can be made to the school in honor of a specific event or in memoriam. This is a simple way to help the school and, to honor or pay tribute to someone. Call the school office 567-1517 to make a donation. The school has packs of cards that can be purchased 5 for \$50. If you prefer the office process the card, the minimum donation is \$18.00. Please see our Head of School for additional ways to give to the school.

STUDENT CONDUCT POLICY

The student conduct policy consists of well-defined regulations and consequences for student behavior. The students' right to learn and the teachers' right to teach are of primary importance. Interference in this process will not be tolerated.

Disciplinary Probation

A student's continual misbehavior may result in the student being placed on a behavior contract or disciplinary probation. The faculty and the Head of School will determine the length of probation and notify the student and parent/guardian of the reasons for the terms of the probation. During the probation and at the end of the probation, the parents will be informed of the student's progress. Except for Homework Club, students on probation will not be allowed to participate in extra-curricular activities and clubs, including student council and choir, during the term of the probation. At the conclusion of the probation, the Head of School, in consultation with the student's teachers, will determine whether sufficient improvement in behavior has occurred. If insufficient progress is noted, the Head of School may consider other actions.

Bullying/Verbal/Physical Misconduct

Harassment is conduct that is sufficiently severe, persistent, or pervasive so as to create an adverse, hostile or abusive educational environment at school. The act of harassment and bullying is in direct violation of Judaic values and the Open Circle behaviors upheld in the school. Any report of harassment involving students will be investigated and necessary action taken immediately.

Much misbehavior could be called “Peer Conflicts,” but below follows when they cross the line into “Bullying”:

1. In a normal peer conflict, both parties are emotionally involved. Both experience painful or uncomfortable emotions; they are hurt, upset, angry, frustrated, disappointed, outraged, etc. In a bully situation, it is usually only the victim who feels emotional pain. In contrast, the bully might feel satisfied, excited, or nothing at all (flat affect).
2. In a normal peer conflict, both parties have some power – sometimes equal power, which is why arguments, disagreements, and differences of opinion can seem to last forever. In a bullying situation, there is always a power imbalance. The bully has all or most of the power; the victim has little or none.

For these reasons, adult intervention with bullying is necessary. This is not “interference.” It is helping young people with a problem they are not equipped to solve on their own.

Therefore, an investigation into bullying will be done by the teacher and Head of School (or next-in-charge when the Head of School is out of the building).

If it is determined that bullying behavior (or physical misconduct) did occur:

Grades K – 2

- A. An educational approach will be taken in that the student will be made aware that he/she is exhibiting bullying behavior (or physical misconduct) and bullying behavior (or physical misconduct) will not be tolerated. The student’s parent(s) will be informed.

- B. In the case whereby a student is not exhibiting any progress, and it has been determined by *The Derech Eretz Committee* (Head of School, Admissions Director, Jewish Life Director, Resource Room teacher, and classroom teachers) that the student is undermining the educational and social climate at the school, the student will be put on a two-week *Probation Plan*. The parents(s) will be informed and need to sign-off on the *Probation Plan*. The *Probation Plan* will state that no bullying behaviors (or physical misconduct) will be tolerated at all. At the end of the probation period, if the student has been successful, a new two-week *Probation Period* will begin, and continued to be renewed as the student meets with success. If the student is not successful, the student will be counseled out of Heritage Academy, because the school is unable to address and correct the student’s needs. Additionally, the education and emotional well-being of other students is being undermined.

Grades 3 – 5

1st Offense: An educational approach will be taken in that the student will be made aware that he/she is exhibiting bullying behavior (or physical misconduct) and a second occurrence will not be tolerated. The student’s parent(s) will be informed.

2nd Offense: The student will receive an *In-School Suspension* for one day. The student’s parent(s) will be informed.

3rd Offense: Due to the fact that the student is undermining the educational and social climate at the school, the student will be put on a two-week *Probation Plan*. The parents(s) will be informed and need to sign-off on the *Probation Plan*. The *Probation Plan* will state that no bullying behaviors (or physical misconduct) will be tolerated at all. At the end of the probation period, if the student has been successful, a new two-week *Probation Period* will begin, and continued to be renewed as the student meets with success. If the student is not successful, the student will be counseled out of Heritage Academy, because the school is unable to address and correct the student’s needs. Additionally, the education and emotional well-being of other students is being undermined.

Grades 6 – 8

1st Offense: The student will receive an *In-School Suspension* for one day. The student’s parent(s) will be informed.

2nd Offense: Due to the fact that the student is undermining the educational and social climate at the school, the student will be put on a two-week *Probation Plan*. The parents(s) will be informed and need to sign-off on the *Probation Plan*. The *Probation Plan* will state that no bullying behaviors (or physical misconduct) will be tolerated at all. At the end of the probation period, if the student has been successful, a new two-week *Probation Period* will begin, and continued to be renewed as the student meets with success. If the student is not successful, the student will be counseled out of Heritage Academy, because the school is unable to address and correct the student's needs. Additionally, the education and emotional well-being of other students is being undermined.

Lastly, if a student in any grade physically attack(s) another student, he/she will be sent home for the remainder of the school day. A parent will be called to pick the student up.

Physical Misconduct

Any student who hits, kicks, bites, scratches, or shoves another student in a manner that could or does result in injury will be sent home. Recurring major incidents of these sorts will follow the above stated procedure, and may include the requirement of intervention by a health professional.

Misconduct Involving Property

Any student who steals, vandalizes or misuses the property of another student, a faculty or staff member, or the school itself may receive an in-school suspension, placement on a behavior contract and possible disciplinary probation. Major incidents of these sorts may necessitate an at-home suspension or other more serious disciplinary action.

Inappropriate Language

Since Heritage Academy is a K-8 school in which all the students share one building, it is very important that all students set an appropriate example with regards to their speech and behavior. Students are expected to refrain from using profanity or vulgar language on school grounds, especially in the classrooms, hallways, restrooms, and auditorium. Students who continually fail to curb inappropriate language will face disciplinary action.

Grade Policy and Report Cards

Grades are based on class performance, tests, projects, homework, and class work. Numerical and letter grade explanations are printed on the report cards.

- It is the student's responsibility to make up work missed when absent, including class notes (if required by the teacher). One school day will be allowed for makeup work to be completed for each day the student was absent.
- Students who are able to anticipate an absence or who leave school early for any reason other than serious illness or family emergency are expected to see their teachers for their assignments.
- Homework is turned in to the teacher during class time. If missed work is not turned in one day after being late, the student will receive a zero for the assignment.
- A student's effort, degree of participation, preparedness, attentiveness, positive attitude, and respect for teachers, peers and property are graded in Work Habits and Derech Eretz on the Report Card, according to the scale 1 (always) to 4 (never).
- Progress reports and Parent/Teacher Conferences provide additional information to parents.
- Modifications to the homework and grade policies may be appropriate at the direction of the school's Resource Specialist.

Academic Dishonesty

Cheating is a serious offense. Students who are involved in a cheating incident will be given a zero for the assignment. Re-occurrences may result in disciplinary probation and suspension. The following list contains some examples of behavior that can be considered cheating:

- Copying another person's work, in whole or in part, and turning it in as one's own work. Both the person copying and the person whose work is being copied may be in violation.
- Receiving unfair assistance from another student, a parent or other relative, or a friend when the assignment was meant to be done independently.
- Receiving unfair assistance during a quiz or a test, whether through the student's own efforts or with a classmate.
- Plagiarizing work from the Internet or other published material.

- Having prior access to an upcoming quiz, test, or assignment, whether obtained from a previous student or “found.”

SHE’AT CHESED “On three things the world is sustained: on the Torah, on the (Temple) service, and on deeds of loving kindness.” (Pirkei Avot 1, 2)

"על שלשה דברים העולם עומד: על התורה, ועל העבודה ועל גמילות חסדים" (פרקי אבות א, ב)

Middle School only - In order for Heritage Academy to best fulfill the Mission of the school “enabling students to gain the knowledge and experience to become active participants in their Jewish community and their community at large,” it is now required that all 6th through 8th graders complete a Chesed Requirement by doing voluntary acts of loving kindness in the greater community.

The Jewish Life Director will work with students to set up these volunteer activities, as well as track students’ volunteer hours.

The following are some agencies, organizations, and/or sites that students might be interested in serving to help fulfill their Chesed requirement:

Baystate Medical Center – pediatric floor
 MSPCC – Massachusetts Society for the Prevention of Cruelty to Children
 United Way
 Jewish Nursing Home
 Soup Kitchen
 Rachel’s Table
 Sarah’s Closet
 Junior Congregation in area synagogues
 Tutoring students within the school

Lockers

Students who are assigned lockers may use their lockers to store supplies, backpacks, coats, and lunch bags.

Students are not to damage or deface the locker’s interior or exterior, and are not allowed to use locks. The use of Scotch tape is strongly discouraged. Students should use lockers at the appropriate times, such as before school, during recess, and before/after lunch. All lockers are kept unlocked.

APPENDIX A – Acceptable Use Policy for the Use of Computers/Internet

Computing, data storage, and information retrieval systems are designed to serve the students, faculty and staff of the school community. Network and Internet access is provided to further the legitimate educational goals of the school. The school provides computing and network resources for the use of students, teachers, and others affiliated with the school. However, the equipment, software, and network capacities provided through the school computer services are and remain the property of the school. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance-learning projects.
- Listservs and newsgroups may be used to gain access to current information on local, state, national and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. **Some unacceptable practices include:**

Transmission of any material in violation of any US or state law, including copyrighted material, threatening, harassing, pornographic or obscene material, or material that is protected under trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author if created through school/institution e-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons, or the transmission or use of email or other computer messages that are sexually explicit constitute harassment, which is prohibited by Heritage Academy. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

Pictures, video or audio taken in school may not be posted to the Internet without prior approval from the Head of School (i.e. Facebook, MySpace, YouTube, etc.) Persons making postings without obtaining prior permission from the Head of School may be asked to remove the posting. Refusal to do so will result in disciplinary action which may include suspension or expulsion from school. Appeals may be brought to the President of the Board for review.

The uses for personal, financial, or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.

Vandalism is prohibited. This includes any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempt to breach security codes, and/or passwords will also be considered a form of vandalism.

The creation, propagation, and/or use of computer viruses are prohibited. The forgery, reading, deleting, copying or modifying files and/or data to other users is prohibited.

Deleting, examining, copying, or modifying files and/or data of other users is prohibited. Willful destruction of computer hardware or software, or attempts to exceed the parameters of the system are prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping e-mail messages that shall have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources. Access to the school's email and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempt to access another person's e-mail or similar electronic communications, or to use another's name, e-mail or computer address or workstation to send e-mail is prohibited and may subject the individual to disciplinary action
- All users understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.
- The school reserves the right to access e-mail to retrieve school information and records, to engage in routine computer

maintenance, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

- Any information contained on a school computer's hard drive or computer disks that were purchased by the school are considered the property of the school.

This agreement applies to stand alone units, as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

APPENDIX B – Sexual Harassment Policy

All persons have the right to be free from sexual harassment; therefore sexual harassment in any form is strictly forbidden in school, on school grounds, or at school/student related activities.

I. Definition of Sexual Harassment

- a. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical contact or communication of a sexual nature when (1) submission to that conduct or communication is made a condition of obtaining services; (2) used as a factor in decisions affecting one's education; or (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's education or creating an intimidating, hostile, humiliating or sexually offensive educational environment.
- b. Sexual harassment is not, by definition, limited to prohibited conduct by a male towards a female. A male, as well as a female, may be the victim of sexual harassment, and a female as well as a male may be the harasser. Further, the victim does not have to be of the opposite sex from the harasser. The victim does not have to be the person to whom the unwelcome sexual conduct is directed. Finally, any adult may be the victim of sexual harassment by a student.

II. Reporting

- a. Any student who believes he/she is a victim of sexual harassment should talk to his/her teacher, the Head of School, or another adult in the position of authority in the school as soon as possible. Students should avoid trying to solve the problem of sexual harassment alone.
- b. All persons shall promptly report knowledge and actual or reasonably suspected sexual harassment to the Head of School or another person in authority.

III. Examples

- a. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that is unwelcome, may constitute sexual harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness.
 - 1. Demanding sexual favors accompanied by threats; engaging in reprisal, physical touching or not; as a result of an individual's refusal to engage in sexual behavior.
 - 2. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies or prowess
 - 3. Contact with any sexual part of another's body (e.g. touching, patting, pinching)
 - 4. Touching any non-sexual part of the body (e.g. shoulder, etc.) after that person has indicated that such touching is unwanted
 - 5. Displaying sexually suggestive objects, pictures, cartoons
 - 6. Unwelcome leering, whistling, brushing against the body, sexual gesture, suggestive or insulting comments
 - 7. Inquiries into one's sexual experiences
 - 8. Discussion of one's sexual activities
- b. All students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliating against individuals for cooperating with an investigation of a

sexual harassment complaint is unlawful and will not be tolerated by the school.

IV. Reprisal

- a. Reprisal, threats, or intimidation of the victim or a person who provides information regarding a claim of sexual harassment will be treated as a most serious offense, which may result in a recommendation of permanent separation from the school community through expulsion from school.
- b. After investigation, if there are reasonable grounds to believe sexual harassment has occurred, the Head of School shall notify a student's parent/legal guardian if the student is the victim of, or is accused of, sexual harassment.
- c. Parents/legal guardians are strongly encouraged to report incidents of sexual harassment to the Head of School
- d. Frivolous Complaints – When a complaint of sexual harassment is unfounded, frivolous, or maliciously fabricated, the complainant shall be subject to a range of disciplinary and corrective actions.
- e. Report to Police – Depending upon the seriousness and frequency of incidents, the Longmeadow or Massachusetts State Police may be contacted by the school administration.

V. Sexual Harassment Investigation

- a. When we receive the complaint, the Head of School will promptly investigate the allegation in a fair and expeditious manner, including notifying the person who has been accused and permitting a response. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances. Our investigation will include a private interview with the person filing the complaint and with any witness(es). We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the student filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

- b. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending contact and, where it is appropriate; we will also impose disciplinary action. In addition, the Head of School may take immediate steps at his/her discretion to protect the complainant, students and employees pending completion of the investigation of alleged sexual harassment.