



**The Leo Bernstein Jewish Academy of Fine Arts**

# **Official School Handbook**

**2017-2018**

**1401 Arcola Ave**

**Silver Spring, MD 20902**

**[lbja.org](http://lbja.org)**

**301-592-8433**

Hours of Operation

Monday-Thursday 8:45 AM-4:00 PM

Friday- 8:45 AM-2:40 PM

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## Director's Letter

Dear LBJA Parents & Students,

Welcome to LBJA. We are excited to start the school year. We are looking forward to all our wonderful programs and activities that we will be sharing together.

Please review this handbook to make sure you are up-to-date with all the proper school policies, procedures, and guidelines. We hope that you will take the time to also review this handbook with your children.

We are looking forward to an amazing school year!

Best Regards,

*Helen Goldberg*

[directorhelen@gmail.com](mailto:directorhelen@gmail.com)

Purpose of the Parent Teacher Handbook

The Leo Bernstein Jewish Academy of Fine Arts Family Handbook provides families with valuable information regarding school policies, procedures and programs. As a private Jewish Day School, we are able to enjoy a warm, family-type environment. Working together as a community, we strive to provide the best possible general and Judaic education available for those we treasure most – our children.

### School Vision

The Leo Bernstein Jewish Academy of Fine Arts (LBJA) is a Jewish community day school that inspires Jewish children to embrace the knowledge and faith of their heritage. We give our students the tools to become committed and responsible members of society. We teach a love for Torah and the State of Israel and empower our students to seek knowledge with confidence and enthusiasm in an educationally challenging and supportive environment. Through an integrated Secular, Judaic and Fine Arts curriculum, we emphasize music and art education.

### Volunteering

All LBJA parents should be driven to commit to contribute equally to supporting our community. Each parent is expected to complete a minimum of 10 volunteer hours. This includes all parents and guardians, as volunteering should be seen as a service to the school and your children. There are many opportunities to volunteer. The hours can be done all at once, or spread throughout the year. If you do not wish to fulfill this requirement, a contribution of \$150 is mandatory. There are many opportunities available for volunteering. A log of volunteer hours will be available online through a Google Doc.

## Licensing

We hold a private educational institution license from the office of Licensure and Regulatory Services in Montgomery County. We are inspected annually to ensure that all their standards of operation are met.

## Non Discrimination Policy

The Leo Bernstein Jewish Academy of Fine Arts strives to create a safe and welcoming learning environment for students, staff and community members. The Leo Bernstein Jewish Academy will not tolerate any type of unlawful discrimination, harassment or bullying, in any of its educational or employment activities.

Treating each other with respect is a core component of the school mission. At the Leo Bernstein Jewish Academy of Fine Arts we believe that respectful communication and interpersonal relationships is the key to a warm and welcoming school environment.

The Leo Bernstein Jewish Academy does not discriminate with regards to race, color, or national/ethnic origin in administration of its educational and admission policy. The admission of students, however, is limited to members of the Jewish faith.

## Security Policy

All Leo Bernstein Jewish Academy of Fine Arts students, parents, and faculty must adhere to the security policy as well as the attendance policies set forth in this handbook to assure the safety of the student body as well as the LBJA community.

All parents visiting LBJA classrooms or activities must report directly to the LBJA office first and sign into the visitor log.

### Morning Security

All parents and guardians are responsible for following proper drop-off and pickup protocol. If a child is late to school, they must be escorted to the office by a parent or legal guardian to assure the safety of the child.

### Daytime Security

Teachers and staff are expected to monitor the students closely. Students should remain with their groups at all times. We discourage loitering around the building, by anybody, including family members, for the safety of our students.

### Afternoon/Evening Security

All students must be picked up from school in a timely manner. If a child is not picked up on time the parent will incur a monetary penalty based on the current aftercare rates. All children that are not picked up by 4:10 will be put into aftercare to ensure their safety.

### Student Responsibilities

Students must arrive to school prepared with;

1. Homework
2. Lunch and snack.
3. School supplies
4. Books

Each student must arrive dressed appropriately, and arrive at class promptly. Students are not permitted to walk around unsupervised, either in the halls or in classrooms.

Students must not harm others physically or verbally. We do not tolerate any disruptive or harmful behavior.

Toys from home, including tablets are not allowed to be brought to school. Anything deemed a distraction will be held by the office until the end of the day.

### Parent Responsibilities

#### **Parents must drop off and pick up students on time.**

- Please make certain that your child gets a good night's rest and eats a substantive breakfast.
- Parents are also responsible for setting aside a dedicated space and time for daily homework and study.
- Help children as necessary to come to school prepared with all work complete.
- Working cooperatively with the school and administration is for the benefit of your children.
- Payment must be on time. Each parent must make arrangements with the LBJA office, including payment times and methods.
- In the event of illness, the affected child/children may not be sent to school. The office must be notified of the illness and teachers will be notified of that absence.
- School regulations require a list of allergies to be sent by the parents, to be kept for reference. All health conditions requiring regular medication must be communicated by the parents to LBJA. Any changes in this medication are to be sent to the LBJA office by the parents or the child's doctor.
- The LBJA office must be notified in the event that a car pool or aftercare arrangement changes.

**Permission slips, forms, and homework must be signed and returned promptly.**

## Procedures

### **Morning arrival**

1. All students should be dropped off at school by a parent, legal guardian, or designated carpool driver. Students may choose to walk to school provided that they have written permission from their parents.
2. All payments for lunch, aftercare, early bird, or other activities must be delivered by the designated adult to the LBJA office in a timely fashion. If the student is delivering any payments for any reason please enclose the money in a clearly labeled envelope. Students must deliver all payments to the office manager.

### **Late Arrival**

1. All students must be present in school by 8:45 A.M. If a student arrives later than 9:00 A.M. the parent, legal guardian, or designated carpool driver must sign in at the LBJA office.
2. All parents and legal guardians must notify the office if the child is going to arrive later than 9:30 A.M. If the child is going to be tardy for medical reasons or a doctor's appointment the office must be notified.
3. Every late child needs to be signed in at the LBJA office.

### Early Pickup

1. All students must be signed out of the office by a parent or guardian if they need to leave early for any reason. Leaving before 12:00 P.M., and not returning, will be considered an absence.
2. As to a child's absence or tardiness, please alert the LBJA office as soon as possible.
3. Students may not leave the school facilities under any circumstances without a parent or guardian present.

### Dismissal Changes

1. All parents will be notified of any dismissal changes. Dismissal changes may occur in the event of a natural or man-made tragedy or disaster.
2. If a student must be picked up by someone other than their parent, legal guardian, or designated carpool, the LBJA office must be notified via email at least one hour prior to dismissal. In the case of an emergency, parents may call the office to notify.
3. Parents will be required to visit the office in the event of an early pickup and sign out their child for the day.

#### After School Activities

1. Afterschool activities will begin at 4:10, and end at 5 P.M.
2. All students must be picked up from the activities in a timely manner.
3. Students should arrive on time to afterschool activities.
4. You will be contacted via the LBJA office regarding any special equipment that may be required for the activity.
5. Should a club or activity be cancelled parents will be notified via phone or email. Make up clubs will be offered at the end of each 8 week session.

#### Before and After Care Policies

1. All parents must bring payment for before or aftercare directly to the LBJA office.
2. Payment arrangements must be made prior to a child's attendance in morning/aftercare.

#### Parent Communications

All parents are required to maintain regular and civil communications with the LBJA office. It is important to respond to calls from the school in order to receive up to date information about your children, inclement weather

conditions, emergencies, payments, and activities. Parents should also regularly check emails and respond accordingly.

### Phone Calls

1. In the case of an emergency or disciplinary incident where the student must be picked up immediately, each parent will be called twice. If the parents do not pick up the phone or do not call back within ten minutes then the emergency contacts will be called.
2. All phone calls between the parents, guardians, and LBJA staff should be calm, respectful, and private.

### Email

1. Parents and guardians may receive communication about events, news, volunteer hours and billing through their email. It is important to regularly check emails to assure there is no missed information from LBJA.
2. Parents will be provided a list of teacher emails at the beginning of the school year as the preferred method of correspondence. In the event that a parent would like to communicate with their child's teacher, the teacher will respond to the email within 48 hours.

### Website

1. Parents may check the school website for enrollment information, photos and school news.

### Social Media

1. Social media is a powerful tool for communication. Please follow the LBJA Facebook page for exciting news about the school year.
2. It is important that all parents and students using social media treat each other with respect. Cyberbullying will be addressed using the same stringency and policies as in-person bullying.

3. Parents must conduct themselves with respect on social media. Posting negative content about LBJA, LBJA staff, or LBJA teachers is not acceptable.

### Emergency Contacts

1. All students must have an updated emergency contact list submitted to LBJA before the start of the school year. If the contacts change at any point during the school year the parent or legal guardian is responsible to alerting the LBJA office of the change.
2. All emergency contacts should understand that they may be contacted at any point during the school year should the student have a medical emergency or be picked up from school for behavioral consequences. They may also be contacted in the case of a manmade or natural disaster.
3. All emergency contacts may be contacted if the parent fails to pick up the student from school 15 minutes past dismissal.

### Behavior and Bullying

#### **Student School Rules:**

1. Listen and follow directions
2. Keep hands, feet, objects in your own space
3. Use kind words and appropriate speech
4. Be in school on time and be prepared for the day
5. Be respectful of yourself and others
6. Be respectful of school property.

### Behavioral Consequences

The following is a guideline for behavioral consequences. Please note that we take into account developmental factors and other considerations. Logical consequences will be implemented in a timely manner. For most behavioral consequences the teachers will address them in class and then communicate them to the parents. Students will be sent to the office if

behaviors persist. In extreme cases students will be sent to the director's office immediately.

1<sup>st</sup> Time in Office: Teacher will contact parents

2<sup>nd</sup> Time in Office: Conference with parents, teachers, and administrators.

3<sup>rd</sup> Time in Office: Intervention by behavior specialist or in school/out of school suspension.

Violent Behavior: Immediate out of school suspension until student goes through psychiatric evaluation (and is deemed safe to return to school) or expulsion.

### Bullying Policy

LBJA has a no tolerance policy for bullying. Any student found engaging in bullying behaviors may result in suspension or expulsion. Bullying is a serious issue that will be addressed immediately. All students, parents, teachers and staff members will report issues of bullying to the LBJA director immediately.

#### **Bullying Includes:**

1. Teasing and name calling
2. Physical violence
3. Spreading rumors
4. Threatening others
5. Breaking or taking items from others
6. Ridicule
7. Cyberbullying (see next section)

### Cyberbullying

Cyberbullying can have the same negative effects as in-person bullying. Cyberbullying can take place over email, social media, text or other digital outlets. With the rise of social media, cyberbullying has become a more

common occurrence. For these reasons LBJA will treat cyberbullying with the same severity as in person bullying.

### LBJA Dress Code

Students are expected to stay well within the intent of the dress code. Clothing must be of an appropriate size and fit. Students may not attend class unless they are in conformance with the dress code. Where questions arise, administration discretion will be exercised. All judgments are at the sole discretion of the LBJA staff. Parents and guests are asked to dress in a manner befitting a Jewish day school when they enter the building.

#### **Boys**

**Kippot:** All boys must wear a kippah at all times. Clips are required for all kippot that don't stay on by themselves. All boys should have three extra kippot in their backpacks.

**Tops:** Button down shirts or shirts with a collar – long or short sleeved patterns are acceptable. No commercial logos or sports designs are allowed.

**Bottoms:** Long pants or dress shorts mid-thigh or longer.

**Tzitzit:** All boys must wear tzitzit and kippot every day.

#### **Girls**

**Tops:** Long or short sleeve blouses, or collared shirt. No designs or logos. Patterns are acceptable.

**Bottoms:** Knee-length or longer skirts of any color.

**Dresses:** Jumpers with a shirt underneath are permitted. Dresses with sleeves, but with no spangles, see-through material, tulle, or sequins

Shorts or leggings must be worn under skirts.

**Footwear** (for boys and girls)

Sneakers, loafers, boots. No flip-flops or pool shoes are permitted.

### **Prohibited Clothing**

- Sleeveless tops of any kind
- T-shirts or other tops with logos or writing
- Sweatpants or sports shorts
- Clothes with holes
- Flip flops, pool shoes, crocs, wheeled shoes, high heels
- No excessive dangling jewelry or jewelry that distracts from the learning environment

### **Change of Clothing**

All students must keep a change of clothing that adheres to the school dress code in their cubby at all times. This must be changed according to seasons or as children grow so that the clothing fits and is appropriate, if ever needed.

### **Infractions**

If a student comes to school without proper attire, the student is referred to the LBJA director. The first option is to use the change of clothing in the student's cubby. If there is not an appropriate change of clothing, administration will call the student's parent or emergency contact and request that appropriate attire be dropped off immediately. The student may return to class to wait for the clothing. If clothing is not dropped off, the next day the student's parent must sign the student into school in the LBJA office and show that the student is wearing clothing that adheres to the dress code.

### **Holidays and Special Occasions**

On holidays such as Purim, Spirit Week, Dr. Seuss Day, or specially designated occasions, the dress code may be lifted and students may be permitted to wear casual or "specialty" clothing. Parents will be notified in advance of these occasions.

## Technology

LBJA recognizes that technology is an important part of our world. However, it can also serve as a distraction in a learning environment. Students that use electronic devices or other toys in the classroom without the permission of the teacher are subject to face disciplinary actions.

**Students may not bring cell phones, laptops, music players, handheld gaming devices or other electronics into the classroom. If a student needs an accommodation for any electronics due to learning differences, the parent or legal guardian must provide all corresponding documentation to the teachers and LBJA office.**

### **Confiscation of Electronic Devices**

Any student using electronic devices in class or in an inappropriate manner will be subject to behavioral consequences. If the student refuses to put away the device, the teacher may confiscate the device until the end of class or the end of the school day. Any devices confiscated until the end of the day must be picked up from the LBJA office by the parent or legal guardian.

### **Use of Electronic Devices Outside of Class**

LBJA advises against the use of electronic devices during lunchtime or recess in order to encourage student interaction. **Please note that LBJA is not liable for any missing or broken devices.**

## Inclement Weather

**We do not always follow Montgomery County Public Schools regarding decisions about delayed opening or school closing. Our decisions are based on weather, road, and parking lot conditions.**

LBJA has various procedures in place to ensure the safety of our students. Each year the staff and student body will practice fire drills and safety drills in order to learn the proper procedures for each scenario.

**Staff and Teachers will monitor local alerts and weather conditions and notify parents in the event of an emergency.**

**Copies of the fire and emergency plans will be posted in the LBJA office for reference.**

**In the event of an emergency evacuation parents will be contacted with the location of the students.**

## Kashrut

### **Kashrut Policy and Birthday Parties:**

Kashrut is taught in school as it is an important Jewish concept. We approach this with sensitivity as there are many different levels of Kashrut observance practiced by our families. Our goal is to ensure that each child and family is comfortable at our school, whatever their background may be. All foods, including snacks and baked products must have an acceptable Kosher certification. No homemade foods may be distributed in school, even if the family has a kosher home. Most grocery stores carry kosher items. Some of the accepted certifications include:



If you would like to sponsor your child's birthday or special occasion consider a donation of \$18 or more. We will acknowledge this with a beautiful certificate. Please inform the teacher a week in advance of the birthday in order to incorporate it into the schedule. Birthday party

invitations held outside of school may only be distributed in school if every class member is invited.

### **Kashrut Outside of School:**

We pride ourselves in being inclusive and in having a diverse Jewish community ( Klal Israel). We aim to be inclusive to all children and respect their level of religious observance. *Derech Eretz*, respecting thoughtfully all of our students and families, should extend beyond our school walls. Any birthday party or social event should give all of our guests an opportunity to fully participate and feel welcome. The level of kashrut expected in class should be observed on these special occasions. Please do not distribute invitations to members of a class unless it includes the entire class.

### Lunch and Snacks

**It is expected that children arrive in the morning after eating a healthy and substantive breakfast.**

Lunch is an important part of the school day. There is a direct correlation between proper nutrition and academic success. We request that all children come to school with sufficient snacks and a substantial lunch to sustain them throughout the school day. Please provide a well-balanced lunch containing nutritious foods. We encourage you to keep sweets to a minimum as it often disrupts learning when students indulge in foods that contain sugars, food coloring, fillers and such. While these foods may be considered safe by the FDA, there are some studies that suggest a change in learning readiness.

Lunches brought from home must be Kosher-dairy or pareve only. Wednesdays are the exception, when a Kosher meat lunch is accepted.

Allergies & Nut Allergies: All parents and staff will be made aware of student allergies.

### Hot Lunch

On Monday, Wednesday, and Friday hot lunch will be available for purchase for all students. Parents may sign up in advance or on the same day. An email will be sent to the parents prior to the start of the school list outlining details regarding the hot lunch program. Parents must call the office to alert the office manager of any payments brought in student backpacks.

**All sign ups must be submitted through the LBJA office and all payment must be brought directly to the LBJA office manager or via Facts Management. Please note that the teachers do not have the hot lunch list.**

### Academic Policies

Academics are at the core of our mission at LBJA. All students are required to complete and turn in their work in a timely manner and cooperate with their teachers and peers.

### Homework

Homework assignments are assigned at the discretion of the teachers. Please return assignments in a timely fashion. Parents should be aware of all tests and student assignments. All questions regarding testing must be communicated to the teacher via email. If your child is struggling with completing assignments, please inform the teacher in a timely fashion. Tutoring is available through LBJA for certain subjects for an additional cost.

### School Supplies

All students must be prepared for class with all required school supplies. Parents are highly encouraged to label all supplies and personal belongings with the student's name. LBJA will not be held liable for any missing items.

There will be a lost and found table at the end of the year as well as a lost and found bin located in the LBJA office.

### Make Up Tests and Assignments

All make up tests and assignments will be available at the discretion of the school teachers and administrators. Late assignments will be accepted at the discretion of the teachers and administrators. Parents will be informed of any academic accommodations.

### Health

#### **Medical & Vaccine Records**

LBJA requires all medical records to remain on file in the office. Parents must provide medical records before the start of the school year. Up-to-date vaccine information is required for all students.

#### **Emergency Health Information**

- All parents and legal guardians must provide at least two emergency contacts for their students.
- In the event of a medical emergency the LBJA director or office manager is designated to call 911
- All allergy lists will be provided to the teachers and administrators regarding any student allergies or intolerances.
- The LBJA office manager will be authorized to administer medication to students. All parents and legal guardians will be notified should the child need to take medication for any reason.
- If a child takes regular medication all parents must meet with the LBJA office manager to arrange a schedule and give permission.

#### **Student Illness Absences**

If a child is absent due to illness please notify the school before the start of the school day. Extended absences will require a doctor's note.

### **Head Lice**

1. Parents must report all instances of head lice to the LBJA administration.
2. In the event that an LBJA student contracts head lice there will be a schoolwide lice check.
3. All students that contract head lice may only be permitted back to school after a clean check.

### Admissions and Tuition

#### **Tuition Contracts**

All parents or guardians are required to sign contracts regarding tuition amounts. Please note that the contracts will contain additional information about tuition payments.

#### **Tuition Payments**

Timely tuition payments are required of all parents and guardians. Please submit payments through our tuition payment plan FACTS or by check.

**All payment concerns must be dealt with through the LBJA director or office manager. Please note that other parties affiliated with LBJA cannot make any payment adjustments or accommodations.**

#### **Fees & Activities**

All fee and activity payments must be paid to the LBJA office in a timely manner. Fees and activity fees are non-refundable.

Students renting a violin must make a **\$75 violin rental** payment up front, or through FACTS. Violins must be returned at the end of the school year.

## Payment Enforcement

All tuition and fee payments must arrive on time. Please note that report cards will not be released until all payments for the student are submitted to LBJA.

Leo Bernstein Jewish Academy of Fine Arts

Handbook Signatures

I have read and reviewed this LBJA student handbook from start to finish. I will abide by the rules and regulations set forth by this handbook throughout the 2017-2018 school year.

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Parent Signature/s

Print- Parent Name

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Date

