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HEBREW
ACADEMY

SHA ~ LIGHT THE WAY

5782

2021- 2022

HOME & SCHOOL: WORKING TOGETHER HANDBOOK
TO BE READ ALONG WITH THE COVID-19 PROTOCOL GUIDELINES
UPDATED FOR 2021 -2022

*"The Home can do little without the School,
but the School can do nothing without the Home."*

- Rabbi Samson Raphael Hirsch zt'l



Mission Seattle Hebrew Academy

An Early Childhood through 8th Grade Modern Orthodox Jewish Day School

We provide our students, families and community a school of excellence,
founded on love of God & Torah and inspiring academics
within an atmosphere of Kavod HaTalmid, student dignity.

We develop students of character and integrity
through the pursuit of Torah knowledge and secular studies,
connection to the State of Israel and commitment to our
Ashkenazic and Sephardic heritage.

We prepare future generations to lead lives of service and mitzvot
and to perpetuate our Torah and traditions in Seattle, Israel and worldwide.

PROJECT SHALOM



SHA's Project SHALom: Vision Statement

Project SHALom is grounded on the foundation of
Torah and evidence-based practices.

It is our framework to foster celebratory practices that promote and
support academic excellence through social and emotional learning.

SHA expects students to be Ready, Responsible and Respectful and
to feel with Empathy, act with Kindness and build Community.

והוי מקבל את כל האדם בסבר פנים יפות

Receive every person with a kind countenance

Pirke Avot 1:15

Creating CommUNITY

SHA students and families represent a rich variety of backgrounds, neighborhoods and family traditions. It is our responsibility to build community in our classrooms, playgrounds and beyond – honoring every family – whatever their religious practice, their place on the Jewish spectrum or their political affiliation. It takes a partnership between home and school to create a culture of respect. We expect families to speak kindly of fellow parents and of SHA staff to their children and to always model our shared Jewish values of human dignity and respect. Our tradition mandates us to receive every person with a kind countenance - “receiving” in the sense of how we think of, treat and relate to “the other”.

SHA continues to work towards the aspiration of being an inclusive community of learners. SHA believes that all learners have a right to an education that meets their needs. One way that SHA strives for this goal is to follow a multi-tiered system of support (MTSS). MTSS is a framework that organizes academic, behavioral instruction and supports, into different levels, or tiers, based on student need, in order to help all students be more successful in school. This system is fluid and provides students with accommodations and modifications to achieve - whether they are below or above grade level. Additionally, this system of support offers all students an opportunity to learn how to be respectful and supportive with each other - given the diversity of learning differences within our own community.

מרבה ישיבה. מרבה חכמה.

“The more sitting down to study, the more wisdom.”

Pirke Avot 2:7

Attendance

Consistent school attendance plays a critical role in academic achievement. All classes begin at 8:20 am. SHA is ready to receive students as of 8:00 am. When students do not arrive on time it can alter the child’s entire day. Students that are on-time daily and ready to learn are positioned for a positive day at school.

- Parents are expected to make sure their children attend school every day, except in the instance of sickness or family emergency.
- If a student is going to be absent, please call the school office as soon as possible. In the event of a pre-planned absence, such as a family trip, it is the responsibility of the parent to provide written notice to the school at least 10 days before the expected absence. While teachers cannot replicate the classroom experience for a child who is absent, with prior notice, they will make every effort to provide make-up work.

- Students who are involved in after school sports must be in attendance to participate in practices or games.
- Vacations - Seattle Hebrew Academy strives to preserve instructional time for our students and teachers. While a student can make up assignments, there is no substitute for the classroom experience. We encourage families to arrange vacations during scheduled school vacations and holidays. If a student misses school for a vacation, parents must complete the “Pre-Planned Absence Form”, students need to ensure that teachers are given adequate notice to sign it and students must then submit it to their advisor. Parents are to contact the school at least ten days prior to expected absence. It is the student’s responsibility to communicate with teachers prior to the trip to plan for work. Upon return, the student is responsible for submitting missing work in a timely way agreed to by the specific teacher.
- Make-Up Work - Students are responsible for making up work that they have missed due to illness or other absences. Middle School Students should use the Parent Locker Site to guide their make-up work. Lower School Students/Parents should reach out to their grade level teams to obtain missed work/assignments. Students should refer to teacher syllabi for details, but in general should have as many days as they were absent to submit missed work and/or schedule a make-up assessment/lab, unless other arrangements have been made with teacher. Students who miss the day a long-range project is due will need to return with the project/paper or an alternate assignment, as discussed with the teacher. Students who request work in advance of a pre-planned absence should return to school with the work completed. It is best practice for students to check in with individual teachers after an absence. Students who miss school are expected to make up missing work.
- Falling Behind - Middle School Students falling below academic expectations are required to attend Study Hall period and meet with a teacher to set a plan for catching up. Should a student’s GPA fall lower than a “C” average or has an “F” in any subject this student may be placed on Academic Probation, and meet with teachers, parents and the Learning Center team to determine a support plan. Additionally, repeated behavioral issues/concerns may also be grounds for Academic Probation. This restricts the student’s ability to participate in extracurricular activities including sports and trips. Students may be taken off probation when he/she has shown academic / behavioral improvements and has worked to raise his / her grades. Lower School Students who are not meeting grade level expectations will meet with the parents and our Learning Center to determine a support plan.
- Tardy Policy - Students who arrive late or are picked up early must be signed in or out by their parent. This is in the interests of keeping all our students accounted for and safe. MS Only: Three unexcused tardy marks will result in detention.
- Early Dismissal - If a student needs to leave campus early for an appointment, parents must send a note to the office the day of the appointment, or earlier if possible. Notes should be turned into Susan Matalon. Parents may also email or call Susan.
- Illness - If a child is too ill to be in class (i.e. fever of 100 degrees), the parent (or other adult authorized by the parent) will be called to pick the child up from school right away.

דְּבָרֵי חֲכָמִים, בְּנִחַת נִשְׁמָעִים
“Words spoken softly by the wise are heeded”
Kohelet 9:17

Communication

SHA uses Parent Locker for our Learning Management System in K – 8. Teachers will communicate via Parent Locker, post assignments, projects, field trip notifications and more. Students can utilize their teachers’ pages regularly to access classroom resources and track their progress. This resource is helpful if students are absent from school.

The EC uses Brightwheel as a communication tool where parents sign in electronically, track their child’s progress throughout the day, naps, pictures, and more.

- We expect students, staff, and parents to use a respectful tone in all exchanges.
- We ask that parents read information sent from your child’s teacher and from the school and respond promptly. Please be sure to keep our office informed of any changes in your contact information.
- We all aspire to be ideal role models for our children. When children hear adults speaking respectfully to each other they understand and behave in-kind.
- SHA staff members are expected to return phone calls and emails from parents within one school-day.
- Time and effort is put into creating our weekly newsletter, classroom newsletters, Friday Folders, and on Brightwheel. Reading all school communications regularly will bring you up to date on all the latest from SHA.
- Teachers will be respectful of your time and give plenty of advance notice before scheduling events, assigning special projects, or setting up school trips.
- Trust and boundaries are essential to healthy communication. Respecting each other’s Shabbat and holidays as holy times, and non-work times, enables all of us to experience true respite. Let us commit to using the most appropriate times and venues for school conversations whenever possible.

בְּגָדֵי-קֹדֶשׁ לְכָבוֹד וּלְתִפְאֶרֶת
“holy garments for splendor & for beauty”
Shemot 28:2

Dress Code

Students must arrive at school appropriately attired in compliance with the SHA Dress Code. SHA believes that it is the responsibility of parents to notice and help students come to school properly dressed. It never feels good to call attention to a students’ dress. Please partner with us on this sensitive issue. We pledge that we will make sure that we will support adherence from our end. Please know, that there may be a few accommodations made for individual students on account of private extenuating circumstances - please help your child to understand these exceptions.

- K - 2 Boys - pants or tailored shorts, joggers, no sweatpants, kippas
- 3 - 8 Boys - pants; no sweatpants, kippas, collared shirts
- K - 2 Girls - modest to-the-knee length skirts & dresses, pants allowed, no sweatpants
- 3 - 8 Girls - modest to-the-knee length skirts, dresses and tops with modest sleeves & necklines no low-cut tops or cap sleeves, leggings are permitted
- General: comfortable and safe closed-toe shoes, sneakers are required for gym, boys wear kippot and tzitzit

לא-יָמוּשׁ סֵפֶר הַתּוֹרָה הַזֶּה מִפִּיךָ, וְהָגִיתָ בוֹ יוֹמָם וְלַיְלָה, לְמַעַן תִּשְׁמֹר לַעֲשׂוֹת, כְּכֹל-הַכְּתוּב
בוֹ: כִּי-אֲזַ תַּצְלִיחַ אֶת-דִּרְכְּךָ, וְאֲזַ תִּשְׁכִּיל.

This book of the law shall not depart out of your mouth, but you shall meditate therein day and night, that you may observe to do according to all that is written therein; for then you shall make your ways prosperous, and then you shalt have good success.

Joshua 1:8

Homework

SHA believes that homework is an extension of class; interesting, engaging, and practices and reinforces what was learned that day. Homework helps to build good habits for time management, studying, and ensuring understanding of what was taught in class. Please help to set your child up for success by providing them a workspace that is free of distraction.

- Homework assignments are designed to help students to practice, maintain, complete, remediate or enrich classroom activities. Assignments are designed according to the individual needs of the student so that s/he can work successfully at home with minimal parental assistance.
- Please support your child by reviewing what needs to be done each day and helping them to find time, materials, and a quiet space to complete the work.
- In LS homework should be no more than ten minutes per grade level in Grades K-5, in addition to reading 20 minutes per night.
- In MS homework is no more than ½ hour per subject, per night and homework is not given in all classes. Please refer to your child's syllabus for details regarding homework and late policy.

אם אין דרך ארץ. אין תורה.
If there is no respect, there is no Torah.

Avot 3:17

Project SHAlom Vision Statement

Project SHAlom is grounded on the foundation of Torah and evidence-based practices. It is our framework to foster celebratory practices that promote and support academic excellence through social and emotional learning.

SHA expects students to be Ready, Responsible and Respectful
and to feel with Empathy, act with Kindness and build Community.

Project SHAlom and Expected School-Wide Behaviors

- School staff will teach, promote, and reinforce these ideals in a positive way.
- If a student's behavior shows that they need more support or instruction in following these expectations, we will be in touch with you so that we can work together to design a plan to foster success for your child at school.
- Parents will pick up students who engage in behaviors that are unsafe.
- SHA has a zero tolerance for bullying and disrespectful behavior on campus, or at any school-related activity.

Student Behavior

At SHA, there are several structures in place to support students, both in EC and K-8. To help nurture the social and emotional well-being for our youngest students, EC has adopted Conscious Discipline. SHA's core values are being Ready, Responsible, and Respectful, to act with Empathy, build Community, and act with Kindness. To help nurture these, Social and Emotional lessons are taught weekly in K-8 through the Second Step Curriculum, The Social Institute, Zones of Regulation all of which SHA has enhanced, adjusted and layered with Pirkei Avot, Ethics of the Fathers, in order to integrate these programs fully with Jewish values and teachings.

Responsibility Centered Discipline (RCD) is another level of support that SHA began to implement three years ago, focuses on responsibility, self-awareness, and self-regulation. It trains teachers how to communicate with students effectively using the "Give 'em Five" method. Teachers will offer students a statement of support, remind them of the expectation, where they saw the breakdown, the benefit of meeting expectations, and a closure / plan of what is next. This method also teaches students where the breakdown occurred, and how to change it next time. Students will learn to take responsibility for their actions and learn to become more self-aware through the process. This process of RCD is practiced daily. For RCD to truly help our students learn and grow - parents must partner with us in this process. You will be notified by classroom teachers, the

counselor, or Director of K-8 regarding processing conversations that will need to be followed-up with at home.

Behavioral incidents present an opportunity for student growth - when they are supported by the appropriate interventions such as; check in/check out, behavioral plan, and other behavior strategies as suggested and implemented by SHA.

Each incident or consequence should be used as a "teachable moment" which is fundamental to a positive approach to discipline. The goal is prevention of a recurrence of negative behavior by helping students to learn from their mistakes.

Minor infractions may include, but are not limited to:

- misuse of materials, running in the hall, inappropriate language, throwing materials, inappropriate physical contact, calling out, refusal to do class/homework, disrupting behaviors, rudeness, dressing out of code, technology violation, unkind behaviors

Major infractions include, but are not limited to:

- intentional physical harm, bullying, property damage.

Depending on the nature of the incident, natural or logical consequences will apply.

Fidget Policy

In order to use any type of fidget in the classroom, it must be approved by both the teachers and parents. Fidgets will be collected from students if they become distracting or noisy. Fidgets should not be seen or heard. If they become an issue, students will be asked to meet with the school counselor or director to create a learning contract, and students may lose the right to bring a fidget if it impedes learning for anyone.

Respect

Students, parents, and staff should demonstrate mutual respect and empathy. Students are expected to listen, and follow, teachers and adults.

Assemblies / Field Trips / Special Activities

Assemblies, field trips and special activities, are all an important component of the SHA curriculum, which enable us to build school spirit, share meaningful experiences, and grow together as a community.

Special Events

(Plays, Chaggigat Siddur or Chumash, etc.)

Direct siblings may be invited. Other students requesting permission must give prior written or emailed parent permission.

Field Trip / Activities

Students are expected to act in accordance with SHA's school behavior expectations when on field trips or participating in other school activities and be model ambassadors of SHA at all times.

חמירא סכנתא מאיסורא

Regulations concerning danger to life are more stringent than ritual prohibitions.

Talmud Chulin 10a

Health, Safety and Well-being

Immunization Policy

We do not accept children who have been exempted from immunizations by their parent or guardian (Personal/Philosophical), unless that exemption is due to an illness (Medical) protected by the American With Disabilities Act (ADA).

You must provide signed documentation from a Medical Doctor for an exemption to be approved and to begin attending SHA.

All students are required by Washington State law to supply the school with health records of immunization upon entering school. All health information forms, and immunization records should be up to date and sent directly to the attention of the Office Manager. The Health Department requires parents to ensure that their child(ren) are properly immunized. Please make sure that the office has current immunization records for your child(ren).

Medications

If a student needs to take medication during the school day, the medicine must be given to the Office Manager. All medicine must be labeled clearly with the student's name and directions from their doctor. If a student will be taking medication through the school year, a letter from their doctor must be kept on file in the office. The Office Manager will administer this medication. Students are not to have any medication (even over the counter medications such as Tylenol) in their possession at school. Parents are requested to keep all medical information updated in the school office.

Kashrut @ Lunch

SHA's kashrut policy for snacks and lunch asks families to pack only kosher foods and to not mix dairy and meat. As of last year, on account of Covid restrictions and our children being acculturated to never share any food and seating set at a distance from one and other – SHA introduced the option to bring meat lunches to school. This will continue this year.

Healthy Eating

We want our school to be a healthy environment. We need your help. Please limit the number of sugary treats you send for your child, and consider more fruits, vegetables, protein, and whole grains. On a birthday or other celebration, you may bring in a snack for your child's class. We ask that you choose a snack that is healthy and limit portion size. Please coordinate with your child's teacher in advance.

Peanut and Tree Nut Policy

SHA's peanut policy is reevaluated on a yearly basis with parameters reflecting students at risk and lunch schedules. This year we have an increase in severe allergies in our student body. Due to this, we will be readopting a "No Peanut Policy" throughout the grades; EC - K-8.

Lice

SHA has a "NO NIT" policy. "Lice Knowing You" conducts lice check twice a year; at the start of the school year and after Passover break. If your child has a case of lice during the school year – contact Susan immediately. Getting rid of lice is manageable. Please be in touch with "Lice Knowing You" at 206 654-5423 is a great resource of information for treatment, home cleaning protocol and other FAQs.

Security

It is critical that all parents and staff consistently maintain all SHA security standards and protocols.

- All parents, staff and visitors to SHA are assigned name badges which must be worn always in the building. All visitors to the building must sign in and out.
- Do not let anyone into the building that you do not know.
- Help us keep our school safe by letting staff know immediately of any suspicious persons or activity on campus.
- Only our Front Desk staff person, may grant entry to outsiders into the building. Students are trained to not open the doors of the school for anyone.
- SHA loves visitors. Please let us know that you are bringing visitors to the SHA campus before arrival so that our front desk will be aware of the guests.

Parking Lot Expectations

Let's keep our kids safe!

- The speed limit is 5 mph as you enter the parking lot.
 - Washington State law prohibits a cell phone while driving; this **includes** the **SHA parking lot**.
 - When dropping children off, pull into the designated drop-off areas and have passengers exit the car on the curb side only.
 - Close your driver door before letting your child out.
 - Help us keep the flow of traffic moving. Do not block the road by stopping to talk to other drivers on the street side of their cars or block the road waiting for a space in the drop-off lane.
 - Do not leave your car unattended.
 - Please pick-up your children only in designated areas.
- Finally, thank you for observing our "No Idling Policy."

Dismissal Procedures

- Please be on time for dismissal.
- SHA Staff will be stationed in the Parking Lot to collect carpool names upon arrival - parents please remain in your cars.
- EC drivers will be directed to pull up along the yellow curb areas directly parallel to the school building, then they will let the EC staff person know who they are picking up. EC teachers will bring out EC students whereupon sign-out will occur on Brightwheel.
- K - 8 drivers will be directed to pull into the upper parking lot, at the crosswalk area they will let the K-8 staff person know who they are picking up and will be directed into one of three lanes to wait for their children.
- K - 8 students will be dismissed individually from their classrooms when notified of the arrival of their carpool.
- There will be K-8 teachers with K-8 students in classrooms until their carpool arrives.
- SHA staff will be stationed along the stairs, at the top of the stairs and through the parking lot crossing areas.
- Do the best you can to stick to your carpool schedule - in the event of a carpool change be sure to call or email Susan Matalon.

Electronics and Cell Phone Use

- MS Students must check their cell phones in the "Cell Hotel."
- If your non-Middle School child has a cell phone, please let Kerri know.
- All devices must be turned off prior to placing them in the "Cell Hotel."
- Each student will have their own designated space and may pick up their phone after school at dismissal.
- Violations of this policy will result in confiscation and returned at the end of the day after a phone call home. A second violation will require the parent to pick up the phone and meet with Kerri.
- Public cell phone use detracts from our learning environment. If you need to make a call while in our building, we will be happy to help you find a private space.

Technology Needs

If students need IT support for their Chromebooks, they must email the help desk and our IT Team will respond and help fix the problem.

Acceptable Use Policy

As per the Acceptable Usage policy signed by students and parents at the beginning of the school year, all use of electronic devices on school grounds and all use of SHA electronic resources must be for educational purposes. Some examples of educational uses of technology include using the Internet for research, checking grades on Parent Locker, creating multimedia projects, reading eBooks, typing notes, word processing, and using calculators and graphing software. Some examples of non-educational activities that are not allowed at

school include playing games, texting friends or family, checking social networking sites, and surfing the web. Not adhering to the technology agreement or acceptable use policy will result in immediate consequences.

Technology Security and Safety

- SHA has several safeguards in place to ensure safe online searches on all chromebooks and school issued devices. Should an unsafe or inappropriate search be launched by your child you will be notified.
- The school is not responsible for lost, stolen, or damaged personal electronic devices. Students who bring personal devices to school do so at their own risk.
- It is essential that students do not adjust or change the school's computer settings. Using technology in a harmful and unsafe manner is not allowed and is subject to disciplinary action.
- SHA has a zero-tolerance policy for cyberbullying. Please refer to the technology agreement for details.

Technology Etiquette

Technology use at SHA must not distract from the learning environment. Students may not wear headphones unless given permission by a teacher to complete an academic task. Serious violations of the acceptable use policy can result in a student's access to technology during the school day to be restricted, either temporarily or for the rest of the school year.

Internet Use

- Students may only use the internet for school-sanctioned activities during school hours. Use of email is not permitted without explicit permission of the teacher.
- Students are expected to follow the same rules for respectful and appropriate language with their classmates on-line both in and out of school. School consequences may be applied regarding any behavior on or off-line that causes a disruption to the learning environment.
- Parents are responsible for monitoring their child's use of social media. Please speak to your child about how to stay connected in a respectful way.

אל תפרוש מן הצבור
Do not separate from the community
Pirke Avot 2:4

Party Time

Part of realizing our shared goal of building a caring SHA community extends beyond the four walls of our SHA campus. It extends to Shabbat invitations, playdates and into the arena of our children's celebrations - from birthday parties to Middle School Bar and Bat Mitzvahs.

Thoughtfulness regarding adherence to kosher laws and inclusiveness is strongly encouraged. All food offered at a party with SHA guests should be kosher. Baskin Robbins sells kosher ice cream cakes as does Safeway,

some local home bakers bake stunning (and delicious) cakes for purchase and we are happy to provide you with their contact info.

There have been some teary Monday mornings in the class and in the playground because of real and perceived exclusions. We all want and need to feel appreciated, included and accepted; it is essential to our well-being.

Understandably, budget and children's ages inform decisions about guest lists. Your sensitivity in this regard is appreciated. If it is not feasible to include all students in the class or all of one gender, please consider a smaller gathering with two or three classmates to not cause hurt feelings.

HOME & SCHOOL: WORKING TOGETHER HANDBOOK

"The Home can do little without the School, but the School can do nothing without the Home."

- Rabbi Samson Raphael Hirsch zt'l

*We acknowledge that we have read the "Working Together Handbook"
and will support the policies
and practices in place.*

We are committed to partnering together!

Parent Name & Signature

Date

Student Name & Signature