

Eleanor Kolitz Academy

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Parent-Student Handbook

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Head of School

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TABLE OF CONTENTS

I.	SCHOOL INFORMATION	3
	Telephone Numbers	3
	Goals and Philosophy	4
	History of the Koltitz Academy	6
II.	POLICIES & PROCEDURES	7
	Absences	7
	Academic Honesty	7
	Academic Requirements	8
	Age for Admission of Students	8
	Attendance	8
	Behavioral Expectations	9
	Birthdays	10
	Carpool	10
	Communication	11
	Community Service	11
	Computer Use	12
	Custodial Parents	13
	Dismissal	13
	Dress Code	13
	Electronic Devices	19
	Emergency Closings	19
	Field Trips	19
	Financial Aid Payment Guidelines	20
	General School Rules	20
	Grades	21
	Grievance Procedure	21
	Harassment	22
	Harassment and/or Sexual Relations with Students	23
	Homework/Homework Lab	23
	Illness & Injury	24
	Immunizations	25
	Kabbalat Shabbat	25
	Lockers/Cubbies	25
	Lost & Found	25
	Lunch Policies	26
	Lunch Rules	29
	Medication	29
	Messages	29
	Partners In Education	30
	Playground Rules	30
	Religious Life	30
	Safety	31
	Snacks	31
	Substance Abuse	31
	Textbooks	32
	Visiting School	32
	Weapons Policy	32
III.	CURRICULUM OVERVIEW	33
IV.	MIDDLE SCHOOL POLICIES AND PROCEDURES	
	Homework	35
	Evaluation	35
	Student Resources	39
	Attendance, Absences & Tardies	39
	Non-Classroom Opportunities & Privileges	41
	Middle School Code of Conduct	42

SCHOOL INFORMATION

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Bookkeeper – Mrs. Cindy Gunderfield	302-6902	ekabooks@eka-sa.org
Campus Information	302-6800	
Campus Café	302-6804	
Computer Lab – Mrs. Gail Markson	302-6919	marksong@eka-sa.org
Director of Admissions – Mrs. Nancy Gold	302-6906	ngold@eka-sa.org
G.S. Coordinator, K-3 – Mrs. Judy Scott	302-6945	scottj@eka-sa.org
M.S Coordinator, 4-8 – Mrs. Suzette Castilleja	302-6842	andersons@eka-sa.org
Director of Judaic Studies – Rabbi Aryeh A. Leifert	302-6956	rabbileifert@gmail.com
School Counselor – Mrs. Flora Garb	302-6901	garbf@eka-sa.org
Library	302-6805	
School Office – Mrs. Sigal Russo	302-6900	russos@eka-sa.org
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TEACHERS VOICE MAIL EXTENSIONS & EMAIL ADDRESSES

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GOALS AND PHILOSOPHY

MISSION STATEMENT

The mission of the Eleanor Kolitz Academy (“EKA”) is to maximize the personal, intellectual and spiritual development of each student by providing the highest quality secular and Judaic education in a nurturing Jewish environment that emphasizes mutual respect and the unity of the Jewish people (*K’lal Yisrael*).

The EKA’s goals are to:

- ✧ Educate and challenge students so they are prepared to excel academically.
- ✧ Offer a comprehensive Jewish education that provides a foundation for life-long learning and a strong sense of Jewish identity.
- ✧ Provide an excellent program of moral, ethical and spiritual values that enable the students to become valuable members of society.
- ✧ Provide an environment in which the diverse backgrounds and religious beliefs of all students are respected.

WHAT IS THE EKA?

The EKA is a community Jewish day school, providing its students with an excellent secular and Jewish education. Our students come from diverse Jewish backgrounds - Reform, Conservative, Reconstructionist and Orthodox, as well as unaffiliated. EKA graduates have matriculated to Harvard, Princeton, Yale, Stanford, the University of Pennsylvania, the University of Texas at Austin, Georgetown University, American University, and other top rated colleges both here and abroad.

EDUCATIONAL PHILOSOPHY

The future of the Jewish people depends upon the education of its children. The EKA provides the finest Jewish and secular education and instills in each child a deep love of, and commitment to, Judaism. Our students are taught to have an appreciation of the heritage and traditions of the Jewish people and to learn the values of honesty, respect, cooperation and love of learning.

The school’s curriculum and methods are based on current knowledge of the special developmental needs of its students. They are also designed to provide the tools for future learning. The General Studies program provides quality education in reading, language arts, mathematics, social studies, and science. The Judaic Studies program provides instruction in Torah and other Jewish texts, Hebrew, Jewish traditions, prayers and observances, Jewish history and literature, and Jewish values. It recognizes that the wisdom of our ancestors continues to have meaning and application for us today.

Children must develop spiritually, emotionally, academically, socially, and physically to achieve meaningful and productive lives. Our learning environment is nurturing, challenging, and conducive to the exchange of information and ideas, enabling our students to achieve their fullest potential. We maintain an educational partnership between our teachers, parents, and students through which all members work together to further enhance the experience of our students.

The EKA community promotes cooperation and harmony among all students in the school, as well as a sense of unity with all the Jewish people (*K’lal Yisrael*). We endeavor to instill in our children a deep sense of love, respect, and commitment to the land of Israel, the people of Israel and Torah. We foster and promote among our pupils the qualities of love and loyalty to the United States, respect for its laws, a commitment to its democratic values and a sense of responsibility.

FACILITIES

The EKA's home is located at the Harry and Jeannette Weinberg Campus of the San Antonio Jewish Community ("the Campus"). Its facilities include spacious classrooms, a science lab, computer lab, art and music rooms and a modern playground. The EKA shares the Jewish Community Center ("JCC") gymnasium and has access to the JCC tennis courts, playing fields and pool. The Campus provides the school with a cafeteria, library and auditorium.

FUNDING

The cost of educating a child at the EKA is not covered by tuition alone. The school receives generous funding from the Jewish Federation of San Antonio, which provides funds for programming and tuition assistance. Additional funds from fundraising are essential to the EKA. These funds generally come from parents, supporters in the Jewish and general communities, and from businesses. All parents are expected to support the school's fundraising efforts to the extent they can. The success of the EKA is its continuing positive impact on the San Antonio Jewish community and beyond.

GOVERNANCE

The Board of Trustees of the Eleanor Kolitz Academy represents a broad cross-section of the Jewish community, including EKA parents. The Board consists of individuals who commit their time, effort and resources toward assuring the continued standard of excellence at the EKA. With an active committee structure, the Board sets the school's general policies. The Board is also responsible for the school's fundraising efforts. Fundraising activities include the annual Gala, typically held in early December.

Board members are required to serve on at least one working committee, as well as to generally support the fundraising effort. The Board encourages each family at the EKA to assist in fundraising activities, as all of the children at the EKA benefit directly from these efforts.

The standing committees of the Board are: Finance, Policies & Procedures, Fundraising, Committee on Trustees, and Marketing. In addition, ad hoc committees may be formed from time to time. All parents are encouraged to volunteer to serve on a Board committee. Information regarding volunteering may be obtained from the school office. Your help and participation is needed and appreciated.

HISTORY OF THE EKA

The EKA was founded in August 1972. It opened its doors in the education wing of Congregation Agudas Achim under the name of the Solomon Schechter Day School. One rented room had more than enough space for its first grade class of seven children.

By 1978, the student body had grown to 53 children in first through fifth grades. A new location with more classrooms, a library, and administrative offices was found on the north side of the city. To be consistent with a community day school philosophy, it took on the name of the Jewish Day School of San Antonio.

With more than 75 students in kindergarten through fifth grade, the school found a more comfortable home in 1980 at Robbins Elementary School, now Robbins Educational Mall, in the northeast section of San Antonio.

1985-1986 was the school's *Bar Mitzvah* Year. It was unique in several ways. The school moved into a new building on the grounds of the old Jewish Community Center on Rampart. Within a year, the name of the school was changed to honor a modern day Israeli hero, Jonathan Netanyahu, who lost his life rescuing hijacked passengers in Entebbe. The school was known as the Jonathan Netanyahu Academy for thirteen years.

In the fall of 2000, the school received a generous gift from Sandi and Bob Kolitz, and, in memory of Bob's mother, the school was renamed the Eleanor Kolitz Academy. Eleanor Kolitz grew up and lived in San Antonio. She worked hard to stress the importance of family, education and Judaism in her children and is a role model to the children currently enrolled at the Eleanor Kolitz Academy.

The Eleanor Kolitz Academy is accredited by the Independent Schools Association of the Southwest. The curriculum meets and exceeds state standards. Reading and writing programs are stressed. The kindergarten, first and second grades utilize a hands-on mathematics program as well as traditional textbooks. In 2003, the EKA inaugurated the Ilan Ramon Program for Science, Math, & Technology, in honor of Israel's first astronaut who perished in the Shuttle *Columbia* tragedy. The program provides a vertically aligned curriculum in science, math, and technology, including hands-on and field experience for both Middle School and elementary students. The school's Music, P.E., Computer, Library and Art specialists work cooperatively with the entire faculty to create and foster an interdisciplinary approach to education.

The curriculum is designed to give each child the opportunity to achieve the fullest development of his/her potential. With an emphasis on small group learning, the school creates a motivational environment where learning is an exciting, fulfilling experience.

The Judaic Studies staff includes rabbis and native-born Israeli teachers, who are well versed in Hebrew language, Bible, Jewish history, laws, customs, and prayer. Through its Judaic curriculum, the school emphasizes those elements that unite all Jews. The school strives to develop in its students a sense of commitment to "*K'lal Yisrael*" - the community of Jews throughout the world and across history.

The Eleanor Kolitz Academy is a constituent agency of the Jewish Federation of San Antonio and is grateful for the help and support from the Federation, the Jewish Community Center, Jewish Family and Children's Service and the entire Jewish community.

POLICIES & PROCEDURES

ABSENCES

1. When a student is ill and will not be present for the entire school day, parents should notify the school office before 10:00 a.m. If you plan to pick homework up or want it sent with another child. Teachers will make every possible effort to send assignments for students to the office by dismissal time. However, some teachers may have already left for the day. Assignments can be picked up in the office by a parent or by another child. When possible, assignments may also be sent by email at your request.
2. Leaving school for appointments during the school day is discouraged. If unavoidable, please send a note to your child's teacher. His/her teacher will then notify the office. When a child leaves school during the day, his/her parents must check him/her out through the school office and check in upon return. At no time will a teacher release a student directly to a parent from a classroom. Assignments will be given to the student who is then expected to make up any work he/she might have missed while gone.
3. The school **does not endorse, recommend or encourage extended absences.** Extended family trips should be planned to coincide with scheduled holidays and vacation dates which are published in advance. It is very difficult for students to keep up with their school work when they miss several days in a row. Students who miss sections of testing due to a vacation may not be allowed to make up those sections missed.
4. It has been our experience that when teachers are asked to prepare work to be done while the student is on a family trip, the work is not done. When requested and whenever possible teachers will provide some homework for the student to complete while away from school for extended vacations away from school for three or more days. The student will be given two days for every day he/she is absent to complete the work, independent of the actual number of days the students was absent. If work is not completed within this time period, the student will receive a zero for that class. The student is also required to complete current work during this time.
5. If a test is scheduled for the day of the student's illness, he/she must be prepared to take it upon his/her return.
6. In the event of a disabling illness, special arrangements to make up work should be made with the student's teachers and the administration.
7. Students with excessive absences may not be promoted to the next grade level at the end of the year. It is our policy that a student may not be given credit for a class unless the student is in attendance a minimum of 90% of the days the class is scheduled to meet. If a student is in attendance less than 90% of the days the class meets, the student will lose credit unless each and every class is made up in an acceptable manner, such as attending Summer School. Unusual, extenuating circumstances would be a basis for appeal of this policy.

ACADEMIC HONESTY

The following guidelines are meant to clarify the teachers' expectations with respect to student work:

1. Examinations: Giving or receiving information upon which a student is being tested before, during, or after a test is an act of academic dishonesty and is impermissible. Taking a test from a teacher is not permissible.

2. Homework: Some teachers grade homework; others do not. Some regard it as practice; others as creative work. Sometimes, collaboration is encouraged while at other times, students are expected to work alone. Teachers will explain homework policies clearly and in detail at the beginning of each course. If students are uncertain about whether collaboration on homework is acceptable, they should speak to that teacher for clarification.
3. Acknowledgement of Sources: Teachers will expect students to reveal exactly what part of a paper is original and what is built on outside sources. When using material from other sources (print, Internet, or otherwise), the student must acknowledge those sources. Teachers will clarify their expectations at the beginning of each course and before major assignments. If students are still unclear how to proceed, they should talk to the teacher.
4. Violation: As with any other school rule or policy, students who violate these academic policies will face disciplinary consequences. A “0” will be given when a student’s teacher has determined that the student was engaged in some form of academic dishonesty. It may also be grounds for not being nominated to the National Junior Honor Society or immediate dismissal from the NJHS.

ACADEMIC REQUIREMENTS

PROMOTION

It is the EKA’s desire that the students experience success, accept responsibility for their own work, and make the transition from year to year as easily as possible. Therefore, in order to pass one grade to the next, a student must have a passing grade in **all** of his/her core subjects (depending on the grade level) on the cumulative year-end grade as well as having completed the required number of *Chesed* hours.

1. Students and parents will be notified through progress reports as to whether a student is at risk of failing.
2. The school will meet with parents to discuss steps that need to be taken to pass the course.
3. The student may require tutoring, remedial assistance or counseling. It is the responsibility of the parents to provide such tutoring and assistance.
4. Failure in any subject will require work to be made up with either a school-approved tutor or an approved summer school program.
5. Tutoring and summer school is at the parents’ expense.
6. Upon satisfactory submission of the required work and/or proof of attendance in a required program, the student will be notified of promotion.
7. In the event that the student does not satisfactorily complete the required work, the student will repeat the entire year in which the course was failed.

AGE FOR ADMISSION OF STUDENTS

Students who seek to enter Kindergarten must be five years of age by September 1. Students who seek to enter first grade must be six years of age by September 1.

ATTENDANCE

1. The school day begins promptly at 8:00 a.m. Students should arrive between 7:45 a.m. and 7:55 a.m. so that they have ample time to store their backpacks in the appropriate place, enter the

room, and walk with their class to the library for “Morning Moments” (grades 1-5) and for Tefillah (grades 6-8) on Monday and Thursday, which begin at 8:00 a.m.

2. Whenever your child arrives late or leaves early from school, it is essential that he/she check in with the office and be dismissed from the office.
3. Excessive absences and tardiness are detrimental to the educational program of the EKA. If a student has accumulated more than two absences in a row, the parent will receive a call from the teacher.
4. The school day for Kindergarten students ends at either 3:00 or 3:30. Dismissal for Grades 1-8 is at 3:30 p.m.
5. In order to protect our students and ensure security, children will not be dismissed prior to their dismissal time unless parents have made special arrangements in writing prior to dismissal.
6. When a student is picked up early, he/she must be signed out by the parent; otherwise, parents are requested to wait until dismissal to pick up their children.
7. It is very important for children to be in school the entire length of the day. It is very disruptive for your child and his/her classmates when students come late or leave early. Please keep tardiness and early departures to a minimum.

BEHAVIOR EXPECTATIONS

“Yafa Torah Im Derech Eretz” – Study and Learning are enhanced by sensitivity and respect toward others.

The EKA encourages students to develop self-discipline based upon the guidelines of Jewish ethics and a positive self-image. Emphasis is upon “being a Mensch” – displaying refined, respectable character.

Breakfasts and lunches with the Head of School are held throughout the year to recognize students who exemplify the behavior standards of “being a Mensch,” displaying refined and respectable character, as determined by their classroom teachers.

In an effort to strengthen the partnership between parents, teachers and students, the EKA has sought to establish clear-cut guidelines for appropriate behavior in school. Students are expected to follow school rules and to assume responsibility for their behavior. They are expected to treat all adults and peers in the school with respect. Teachers and parents are facilitators in the process of helping students behave properly and interact with others in a respectful manner.

Disciplinary matters are usually handled by the teacher. More serious or repeated infractions will be reported to the Department Head or Coordinator and if the behavior continues then referral will be made to the Head of School. In any disciplinary action, children will be treated with concern for their personal dignity and sense of self-worth; in turn they will be expected to respect the rights and property of others. Students must understand the consequences of their actions, thus, any disciplinary action will be a logical consequence of the infraction.

Under no circumstances will a child be permitted to interfere with the learning of others, or to indulge in teasing, abusive, cruel, violent, or aggressive behavior.

For serious matters, conferences with parents will be held. There may be a probationary period where behavior is closely monitored. Suspension or expulsion for serious offenses may be imposed.

The school reserves the right, after reasonable process and careful consideration, to affect the immediate withdrawal of any student whose presence in the school is judged by the school administration to be detrimental to that student, to other students, or to the school's best interests.

BIRTHDAYS

Birthdays are special days in a child's life. The EKA will happily share this day with your child. Guidelines are listed below:

1. **No birthday party invitations**, presents, or party favors may be exchanged at school unless every child in the class is included.
2. Parents may arrange a simple treat for their child's class, by contacting the Campus food service in advance and consulting with your child's teacher for appropriate times. A *pareve* snack should be delivered. Alternatively, you may send a prepackaged kosher *pareve* snack for the entire class to share with the student if it has an acceptable kosher symbol (please see Page 28 for those symbols that are acceptable for the EKA).
3. Another meaningful way to recognize your child's birthday is to buy a book for the library honoring your child. If you are interested in doing so, please contact the office for further information.
4. When you plan birthday parties for your child, please consider that a party planned during Shabbat or on a Jewish holiday will exclude those children who observe Shabbat with their families. Likewise, when developing the menu, please also consider those students who keep kosher.
5. When mailing invitations to birthday parties, please be sensitive to children's feelings. Do not exclude one or two children from the class.

CARPOOL

1. During carpool dismissal, students will sit in their designated spots until they are dismissed.
2. Parents should pick up their students in the carpool line. Due to safety and limited space, parents are asked not to come inside to pick up their children.
3. Students will only be released to individuals listed on their transportation forms. Therefore, anyone who drives your child's carpool must be listed on all the carpool members' transportation forms. Substitutions will not be allowed without parental consent. Please notify the office early in the day regarding any changes to your child's regular carpool.
4. For the carpool line to run smoothly and safely, all cars should line up in the order in which they have arrived beginning in the location closest to the main entrance. **IF YOU NEED TO LEAVE YOUR CAR, PLEASE EXIT THE CARPOOL LINE AND PARK IN THE PARKING LOT.** Drivers should proceed forward as the carpool line advances and should not begin conversations with teachers or others in the carpool line. Teachers working the carpool line will assist each child in opening and closing car doors.
5. For safety and legal purposes, every child must have a seat belt and no child 12 and under may sit in the front of a vehicle containing an airbag.
6. Please do not pull out of the line to pass other cars. Children's lives are endangered when this happens.
7. For the safety of all students and so that they may be properly supervised, please refrain from engaging teachers in conversations about your child. They will be happy to arrange a mutually convenient time when they can give you their undivided attention.

COMMUNICATION

1. **Parents are asked not to go directly to a child's classroom, as it is disruptive to both the child and the class.** All communications to students during the school day should be handled through the school office.
2. Requests for parent-teacher conferences or any communication to a teacher should be made in writing to the teacher, by telephone to each teacher utilizing his/her voice mail, or by email. Each teacher has his/her own voice mail extension and email address listed on page 3 of this handbook. Please do not send oral requests through your child.
3. When questions or problems arise concerning your child or his/her work, please call the teacher at school allowing him/her a reasonable amount of time to return your call. Remember that if you call during the school day, the teacher may not be able to return your call until after school or the next day. Time-sensitive messages need to be sent to the office and the teacher will be notified.
4. EKA teachers are committed to their students and to their work at school; however, all have additional commitments as well, and cannot always be immediately available to parents. A teacher's private time at home should be respected. They should only be contacted at home if they have given their phone numbers to you.
5. In observance of Shabbat and other Jewish holidays, staff members have been asked not to make school-related phone calls on Friday night, Saturday, or any other Jewish holidays. Please do not make phone calls to teachers at home at those times.
6. When parents plan to be out of town, it is extremely important that the school be notified. A written note containing the names of those individuals in charge of the home, carpool arrangements, and telephone numbers where parents may be reached must be sent to the office before parents leave.
7. If a family problem arises which will affect your child's attitude, performance, or emotional disposition at school, such as death or illness in the family, parent absence, separation, or divorce, please notify the teacher and the Head of School immediately. Of course, every reasonable effort will be made to maintain confidentiality given the circumstances.
8. The first minutes of the school day set the tone for the entire day, and teachers are expected to give their full time and attention to their students. Please do not walk your child into school and engage his/her teacher in conversation. It will be far more productive to contact the teacher at another time and set a specific time to meet where he/she can give you his/her full attention.
9. If a question or problem concerning your child is not resolved after contacting the teacher, please contact the Coordinator for those grades.
10. The main method of communication throughout the school year is the *Ram Recorder*. Please be sure to ask your child for this newsletter on Fridays and read it carefully for any important information it might contain. An electronic copy will also be emailed home.
11. Many teachers send home a class newsletter to keep you up-to-date with the class program. This will be discussed with you at the start of the year.

COMMUNITY SERVICE

(Chesed)

The EKA strongly believes that we have a commitment to the greater community. In order to nurture an appreciation of this value and so that students may take an active role in their communities in the future, all students in Grades 1-8 are required to complete **pre-approved Chesed** hours as part of their promotion to the next grade level or graduation from the school. Volunteering one's time does not automatically qualify as *Chesed* hours.

The following hours are to be completed by the end of each grade's year:

Grade 1	1 hour	Grades 5	5 hours
Grade 2	2 hours	Grades 6-7	10 hours
Grade 3	3 hours	Grade 8	18 hours
Grade 4	4 hours		

A suggested list of appropriate activities will be distributed to the students at the start of the year.

COMPUTER USE

Students must follow the guidelines below when using the school computers:

Grades K-8

1. Students must respect other individuals' right to private property, and not trespass in, copy, and/or change the contents of other people's folders.
2. Students should not alter the computer network and/or settings (including displays and shortcuts) of a computer without permission.
3. No private or personal software may be installed on a school computer without the permission of the computer teacher or any teacher. Students may not install copyrighted software onto a school computer.

In addition, there are also policies that students need to follow in order to use the Internet:

1. Students must be polite and act responsibly while using the Internet.
2. Students must use appropriate language.
3. Students may use the Internet to access only educationally relevant materials. They may not access game sites or other non-academic sites. If students do so accidentally, they should leave the site immediately and notify the teacher.
4. Students may not access chat rooms (except Grades 4-8 who may access Gaggle Chat).
5. Students may not give their name, address or phone number and/or agree to meet anyone they meet on the Internet.
6. Students may not use the Internet for commercial purposes such as buying and selling items.
7. Students may not download software without permission.
8. Students may not access non-school email at school (students in Grades 4-8 receive a school email account).

Grades 4-8

Gaggle Email, Blog and Chatroom Use

1. I understand that all school e-mail is monitored for content and will send and receive e-mail at school on only my school e-mail account. I understand that I may not use my "home" email at school.
2. I will respect the privacy of others. I will not pretend to be someone else when sending or receiving messages.
3. I will not give out my "Gaggle.net" email address to register at websites from a school computer or a computer outside of school. (This includes instant messaging, contests, signing up to use a website, etc.)
4. I will use appropriate language and kind words in my emails.

5. I will not post a photo of another person, without permission of that person, and if asked to delete a picture, I will.
6. Students may not transmit inappropriate messages or pictures or derogatory information about another student.
7. I will use appropriate language and not use unkind and inappropriate language in the Chatroom or on my Blog.

CUSTODIAL PARENTS

Any student enrolled by a single parent into the school is subject to the following guidelines:

1. The school reserves the right to require any documentation necessary to assure the school that the parent enrolling the child is indeed the custodial parent.
2. The child will only be dismissed to the parent enrolling the child unless the school is provided with written instruction signed by both parties stating otherwise or in the event of an emergency in which case the school will follow the information provided on the student's emergency information card.
3. In the event of a change in custodial status, please provide either written instruction of both parties, or certified copies of court documents executed by a judge.

DISMISSAL

Kindergarten students are dismissed at 3:00 p.m. and Grades 1-8 are dismissed at 3:30p.m. Please be punctual in picking up your children at dismissal time. If you find you are delayed, please notify the school office at 302-6900.

Students not picked up by 3:50 p.m. will be assigned to the Homework Lab and supervised by the teacher in charge. Parents will then be billed for Homework Lab. Homework Lab is over at 5:00 p.m. After 5:00 p.m. parents will be billed \$1 per minute until they arrive to pick up their child. This charge will appear on a statement mailed to you. All students assigned to Homework Lab will be charged. Even if a child is picked up at 4:00, parents will be charged for the full Homework Lab hour. Additional information on Homework Lab can be found on page 23.

If a staff member believes that a student is about to be dismissed to an individual who does not appear to be fit or competent to safely drive or care for that student, the teacher or staff member will not be allowed to release the student to that individual. The student will be taken to the school office and another adult on the student's emergency information card will be contacted to arrange for alternative transportation home for the student.

DRESS CODE

Educators have found that students who are appropriately dressed and well groomed have a more wholesome attitude towards school, perform better, and help establish a conducive learning environment. The EKA expects its students to dress in a manner that demonstrates pride in being well groomed and respect for Jewish values of modesty.

The dress code outlined below must be followed for school and all school-related activities, both on and off campus. It is the parents' responsibility to observe that the child is properly dressed and groomed before he/she leaves for school. The Administration will determine the appropriateness of

a student's appearance and decide whether to deny entry to school or make an exception to the dress code.

FAQ'S ABOUT UNIFORMS

Why do we have uniforms?

Research has shown that wearing uniforms minimizes competition that can exist amongst students, in terms of dress. There is no judging of fellow students based on clothing choices or name brands. It also insures the ease of selection for both parents and children. Children should be able to concentrate on learning rather than attire. The EKA wants to encourage school spirit and pride and have a definitive uniform apart from all other private schools in the area.

How can I be an individual if I have to dress like everyone else?

Individuality comes from within. It does not need to be reflected in one's choice of clothing. It is hoped that EKA students will want to make a statement about "who they are" by their actions and accomplishments, not by the outfits they wear.

Why does the Middle School have different uniforms?

It is important for children who are entering a new phase in their schooling, to be able to reflect this change in terms of a distinct uniform. Because expectations are different for Middle Schoolers, the uniform helps them to see themselves as the older kids in the school. Pride is a recurring theme in terms of uniform selection. The Middle School deserves to have a sense of pride in reaching the upper level of EKA's academic "ladder." Therefore, the uniform reflects a shift towards maturity.

Are cargo pants/skirts acceptable?

No, they are considered too casual for school, but are fine to wear on Spirit Day.

What outerwear may be worn indoors?

Only a white or navy sweatshirt, sweater, or cardigan without writing or logos.

Where can uniforms be purchased?

Our preferred supplier is Parker Uniforms. However, if an item complies with the dress code, it can be purchased from any source.

Where can I find definitive guidelines for correct uniforms?

The EKA Parent-Student Handbook.

Isn't the school being excessive by contacting a parent for uniform non-compliance?

Of course, the school regrets having to make such a call. To maintain the integrity of school policies, it is incumbent on all students/parents to abide by the uniform code set forth in this Handbook. Doing so will avoid uniforms becoming an issue. Uniforms are in place to insure *uniformity* in dress amongst the students. All aspects of the uniform are mandatory. Therefore, the

students will be informed if they are not meeting the uniform standard and the parent will be notified in order to rectify the situation.

Who is in charge of implementing the uniform dress code?

The Administration, teachers, and staff are responsible for this.

Who is required to wear the school uniform?

All students in grades K-8 are required to wear the school uniform, which can be purchased through:

Parker Uniforms, 2108 NW Military Highway 210-530-0087

Students are expected to be in full uniform every day in school, and parents will be notified by phone or in writing of any dress code infractions. If not corrected in the allotted time, parents will be required to bring a change of clothing to school to enable their child's admittance to class.

Only EKA hoodies, navy blue, or white sweaters may be worn in the classrooms. Other jackets, coats or hats may not be worn in the building.

Hair must be neat, clean and well-groomed. Boys' hair must not be below the collar of the shirt, it must be cut above the ears and out of the eyes so as not to impede eyesight.

MONDAY-FRIDAY,

GIRLS' UNIFORM (Grades K - 5)

Blouse	White collared shirt (with or without navy trim) or white turtleneck.
Skirt/Pants	Navy skirt, skort or shorts (no shorter than 3 inches above the knee, whether one is sitting or standing) or navy pants, or jumpers.
Socks	White or navy only. No-show socks are not acceptable.
Shoes	Closed shoes, sneakers, leather shoes (Mary Janes) or saddle shoes. No flip flops, sandals, high-heeled shoes, and heeled boots or platform shoes.
Tights	White, or navy only.
Outerwear	Solid navy blue or white. , No sports teams or brand logos. Cardigan or pullover may be worn <u>only</u> in the classroom.
Jewelry	For safety reasons, students are discouraged from wearing any jewelry. Stud earrings or small hoops no larger than ½ inch (size of a dime) are allowed. No dangling earrings, and no more than two (2) bangles or bracelets.

BOYS' UNIFORMS (Grades K – 5)

Shirt	White collared long-sleeve or short sleeve shirt or white turtleneck. Shirts must be tucked in at all times.
Pants	Navy pants or shorts.
Socks	Navy or white.
Belt	Black, brown, or navy.
Shoes	Closed, leather tie-ups, loafers, or sneakers. No open-toed sandals or flip flops.
Outerwear	Solid navy blue or white. No sports teams or brand logos. Cardigan or pullover may be worn <u>only</u> in the classroom.
Kippah (Yarmulke)	Must be worn at all times, including recess, gym and off-campus activities. Use of a clip or bobby-pin is recommended. Kippot are supplied by the school office for students who have lost or forgotten their own.
Hair	Clean and well groomed - must be no longer than collar length and cut above ears.
Jewelry	No earrings. No visible piercings on boys are allowed.

GIRLS' UNIFORMS (Grades 6-8)

Tights or leggings	White or navy only.
Socks must be at ankles or above. No footies.	White or navy.
Shoes	Closed-toe shoes, sneakers, leather shoes (Mary Janes) or saddle shoes. No flip flops, sandals, high-heeled shoes, heeled boots or platform shoes.
Blouse	Light blue long-sleeve or short sleeve polo-style shirt; or, long or short-sleeve light blue over blouse with a collar; or long-sleeve, light blue oxford shirt. Polo-style shirts must be worn tucked in at all times.
Skirt/Pants	Navy skirt, skort or shorts (no shorter than 3 inches above the knee).
Tie	Optional girls navy tie.
Outerwear	Solid navy blue or white. No sports teams or brand logos. Cardigan, pullover, or EKA hoodie may be worn <u>only</u> in the classroom. Hoods are not to be on during the school day.
Hair	Neat, clean and well-groomed.

Jewelry For safety reasons, only stud earrings or small hoops no larger than ½ inch (size of a dime), no more than two (2) bangles or bracelets. Dangling earrings are not permitted.

BOYS' UNIFORMS (Grades 6 – 8)

Shirt **Light blue** long-sleeve or short-sleeve polo-style shirt or, **light blue** long-sleeve or short sleeve oxford shirt with a collar. Shirts must be tucked in at all times.

Pants Navy pants or shorts.

Belts Must be worn. Black, brown or navy.

Socks Must be ankle length. No footies. White or navy.

Shoes Closed-toe, leather tie-ups or loafers, sneakers. No open-toed sandals, flip flops, or boots.

Outerwear Solid navy blue or white sweaters, cardigans or EKA hoodies. The hoods may not be worn during the school day, no sports teams or brand logos.

Kippah (Yarmulke) Must be worn at all times, including recess, gym, and off-campus activities; use of a clip or bobby pin is recommended. Kippot are supplied by the school office for students who have lost or forgotten their own.

Hair Clean and well-groomed - must be no longer than collar length and cut above ears. Hair must be neat, clean and well groomed. Boys' hair must not be below the collar of the shirt, it must be cut above the ears and out of the eyes so not to impede eye sight.

Jewelry No earrings are allowed. No visible piercings on boys are allowed.

FRIDAY/EREV SHABBAT

REQUIRED FOR ALL BOYS AND GIRLS

The Friday uniforms can be purchased at Parker Uniforms.

Girls Friday Uniform (K-2)

Blouse White blouse with Peter Pan collar with blue trim.

Jumper Navy blue

All other uniform requirements remain the same

Girls Friday Uniform (Grades 3-5)

Blouse White midy (sailor) shirt with blue trim.

Skirt Navy pleated skirt.

Girls Friday Uniform (Grades 6-8)

Blouse **Light blue** short-sleeve over-blouse or Long-sleeve chambray oxford.

Skirt Navy stitch down drop pleat skirt.

Tie Navy girls tie (available at Parker).

All other uniform requirements remain the same

Boys Friday Uniform (K-5)

Shirt White long- or short-sleeve oxford. Shirts must be tucked in at all times.

Pants Navy blue long pants, no shorts.

All other uniform requirements remain the same

Boys Friday Uniform (Grades 6-8)

Shirt **Light blue** long- or short-sleeve oxford. Shirts must be tucked in at all times.

Pants Navy blue long pants, no shorts.

Tie Navy blue with school logo (from Parker).

All other uniform requirements remain the same

Wednesday

SPIRIT DAY

Wednesday, unless otherwise announced in advance, is designated as “Spirit Day” when students are not required to dress in the usual uniform. If a student does not wear a Spirit Day shirt, the regular school uniform is required. Dress Code requirements for these days are modified as follows:

BOYS EKA Grey Spirit Day Shirt
Clean Jeans or Jeans Cargo pants

GIRLS EKA Grey Spirit Day
Jean Skirt or Pants

All other uniform requirements (belt, shoes, etc.) remain the same.

Procedure in the event of inappropriate dress

If a student arrives at school and is not in compliance with the dress code, the following procedure will be implemented:

1. The first time a student comes to school dressed inappropriately, the parent will be contacted and reminded of the dress code policies. For Middle School, a conduct notice will be sent home.
2. The second time a student comes to school dressed inappropriately, the parent will be called and the student will be asked to take a note home that explains the dress code and that requires that both parent and student sign it before the student returns to class the following morning. For Middle School, this will result in a conduct notice.
3. The third time a student comes to school dressed inappropriately, the parent will be called and asked to bring the appropriate clothing to school. The student will be asked to wait in the office for the parent to bring the appropriate clothing. For Middle School, the student will be issued an after-school detention for 30 minutes.
4. Any subsequent time that a student comes to school dressed inappropriately, the parent will be called and asked to bring the appropriate clothing to school. The student will be asked to wait in the office for the parent to bring the clothing. Depending on the age of the student, he/she may also be expected to stay after school for a minimum of 30 minutes to do a helpful task for the school during that time. The school administration will assign the task to the student.

ELECTRONIC DEVICES

Calculators, laptops and palm pads are the only personal electronic devices permitted in the building or during any school activity. Cameras, mp3 players, electronic games or cell phones must remain off and kept in the students' backpack. They may not be used until after dismissal and outside of the school building. If used, they will be confiscated.

EMERGENCY CLOSINGS

1. In the event that classes need to be cancelled due to an emergency situation, such as inclement weather, the Eleanor Kolitz Academy will follow the decision of North East Independent School District. In the case of the school closing for reasons where North East Independent School would not be affected, parents will be notified and receive a telephone call.
2. In the case of the school being cancelled, the Head of School will notify the administration who in turn will notify the rest of the school staff. The Head of School will also contact PIE representatives who will contact Room Parents to notify parents of all of the students.

FIELD TRIPS

From time to time, your child's class will take a field trip, which will enrich his/her day-to-day studies at the Eleanor Kolitz Academy.

1. A Field Trip Permission Slip will be sent to parents at the beginning of the year. This consent form must be signed and returned to school. It will allow your child to participate in all field trips during the year. This form will remain in effect while your child is a student at the EKA, unless changed by the school or the parent.
2. From time to time, parents may be contacted by the Room Mother to drive on the field trip. If in the unfortunate event there is not a sufficient number of drivers, the field trip will be cancelled.

3. **Before leaving for a field trip, parent drivers must bring to the office a copy of appropriate insurance proof, and a valid Texas Driver's License which will remain in the office during the trip.**
4. Parents also should be reminded that if driving to or from a field trip, they are not permitted to make any stops other than the designated field trip destination and the school. When individual cars stop for treats or snacks along the way, it causes ill feelings among the students as well as potentially delaying the start of their next class. Drivers will observe all safety regulations, including that each child will wear a safety belt. No child under the age of 12 will be placed in the front seat of a vehicle containing an air bag.
5. Parents must remain with the students at all times and must refrain from any activity which would be deemed improper if it took place on the school campus (e.g. drinking alcohol, smoking, using profanity, etc.).
6. Because of past experiences or concerns for a child's behavior, there may be times when parents will be required to participate in the field trip to help supervise their own child.

FINANCIAL AND PAYMENT GUIDELINES

1. A non-refundable Enrollment Fee for each child is due for returning students on the date designated in the student contract. The balance of the tuition is due in accordance with the Tuition Payment Plan agreed to by the parent and Finance Committee of the Board. All charges and fees are determined annually by the Board of Trustees and will be announced around the beginning of February.
2. Returned contracts and Enrollment Fees must be accompanied by a Credit/Debit authorization or Post-dated checks (unless the annual payment option is selected) to hold a place for the student.
3. A Tuition Contract for reenrollment will not be issued to any student whose account is delinquent (as defined in the tuition contract).
4. A student's account must be current on August 1 for the student's spot to be held for that academic year.
5. A student may not start school with a delinquent account.
6. A student may not attend classes if his/her account is 60 days past due.
7. Other conditions and terms of collection and financing as outlined in the Tuition and Enrollment Contract.

GENERAL SCHOOL RULES

1. Each teacher shall establish reasonable and age-appropriate classroom rules in cooperation with the members of his/her class. Students shall be expected to comply with classroom rules at all times.
2. The following school rules for hallway behavior shall be observed not only at the EKA, but throughout the entire Campus and while on field trips:
 - a. Only walking is permitted in hallways.
 - b. Students shall maintain quiet in the halls.
 - c. In order to preserve the beauty of our building and the students' work that is displayed outside of the classrooms, all students shall walk in the halls without touching the walls.
3. The school encourages children to share any experience or materials related to classroom study, such as books, CDs, journals, travel experiences, etc. However, toys, action figures, electronic games, trading or playing cards, comic books, or magazines are not part of the school day's activities and should not be brought to school. If they are, the teacher will hold them until the

end of the school day. Cell phones may be used after school and only outside the school building.

4. Students are to show proper respect for both persons and property. Students may neither take nor damage the property of others or that of the Eleanor Koltz Academy or the Campus.
5. All teachers share responsibility for monitoring student behavior. Times will occur when students will be expected to respond to the instructions and/or discipline of a teacher other than their regular classroom teachers. Students will be expected to respond respectfully and to conduct themselves in an orderly and courteous manner both in and out of the classroom and in the presence of all adults.

GRADES

1. Report cards for Grades 1-8 are issued four times a year. They may be either mailed home or sent home with the student at the end of each quarter.
2. Mid-term Progress Reports are sent home midway through each marking quarter. These are anecdotal records of your child's academic and social progress. It is our goal that the combination of Report Cards and Progress Reports will ensure accurate and full communication between parents and teachers.

GRIEVANCE PROCEDURE

From time to time, students may have complaints or concerns. In order to provide for prompt and efficient evaluation of and response to such complaints and concerns, the EKA has established the following grievance procedure. Student complaints and concerns will be handled in the manner described herein, subject to the following restrictions. Student complaints as to employment, admission and/or school policy decisions, are specifically excluded from this Grievance Procedure.

1. Direct discussion – If a student or a parent, on the student's behalf, has a complaint or concern subject to this Grievance Procedure, the student or parent must first make a reasonable attempt to resolve the issue by speaking directly to the individual who is subject of the complaint or who bears responsibility from which the complaint arises. If the student or parent is not satisfied with the outcome of the discussion, then the student or parent may submit a written complaint as set forth in Step 2 below.
2. Written complaint – The student or parent must submit the complaint in writing to the Head of School or, if the complaint concerns the Head of School, to the President of the Board. This complaint should consist of one page and be submitted within five (5) days of the event or the meeting scheduled in Step 1 above. If the Head of School or President determines that the complaint falls within the parameters of this procedure and not within any of the exclusions listed above, the Head of School or President of the Board will schedule a meeting with the complaining party to discuss the written complaint within 15 class days of receiving the written complaint. At such meeting, the Head of School or President of the Board will attempt to resolve the complaint or concern.
3. Grievance hearing – If the student or parent remains dissatisfied following the meeting discussed in Step 2 above, the student or parent may request a grievance hearing. To be considered, this request must be submitted in writing to the President of the Board within five (5) days of the conference discussed in Step 2 above. The President of the Board will forward a copy of the request to the Chairperson of the Student Grievance Committee within five (5) days of receiving the request. The Chairperson will convene the Grievance Committee (which consists of 2 parents, 2 employees and a board member) to review the complaint and to conduct

a hearing within 30 days. The Grievance Committee will render a decision within ten (10) days of the hearing. If the student or parent wishes to have further review of the decision, the student may seek to have the complaint resolved through arbitration.

4. Arbitration – If the student or parent wishes to have further review of the complaint, the individual may seek to have the complaint resolved through arbitration in accordance with the rules established by the American Arbitration Association (“AAA”) to take place in San Antonio, Texas. The non-prevailing party shall pay any and all fees for attorneys, AAA and/or the arbitrator.

HARASSMENT

The EKA considers it the right of every member of the school community to work and learn in an environment free from harassment. Accordingly, all forms of harassment are strictly prohibited, including cyberbullying. This policy applies to students, teachers, staff members, administration, board members, parents, and visitors at any school-related activity whether on or off the school premises.

Harassment is defined as unwelcome verbal, written, or physical conduct which has the purpose or effect of adversely affecting any employee’s or student’s performance, or which creates a hostile or offensive working or learning environment. The basis for harassment may include, but is not limited to, age, color, disability, national origin, race, marital status, socio-economic status, ancestry, familial status, religion, or gender.

Complaints of harassment will be promptly and carefully investigated. The school will make every effort to prevent reprisals or retaliation from filing any such valid complaints.

1. Complaints—Students who are the object of or who witness conduct that might constitute harassment are encouraged to confront the harasser and clearly state that the behavior is offensive and should stop. In many cases this may be sufficient to stop the offensive behavior. Students may use their own judgment in deciding whether or not to confront a harasser and are not required to confront a harasser prior to making a complaint. Any student who has a complaint of harassment at school by anyone, including staff or visitors, should immediately bring the problem to the attention of the teacher and/or Head of School.
2. Investigations— Investigations will be conducted promptly by the Head of School or, if necessary, under the direction of one or more members of the Grievance Committee.
3. Confidentiality— While it is not possible to guarantee confidentiality, every reasonable effort will be made to maintain confidentiality under the circumstances. In conducting the investigation, the school will strive to strike a balance between the parties’ desires for privacy and the need to conduct a fair and effective investigation.
4. Corrective Action— The school will inform the complainant of its findings at the conclusion of the investigation. If the investigation reveals that the complaint appears to be valid, immediate and appropriate action will be taken. The action to be taken will be determined by the Head of School based on the results of the investigation. The primary purpose of the investigation will be to stop the harassment and to prevent its recurrence. At the conclusion of an investigation, the person(s) responsible for the investigation will prepare a written report describing the complaint, the scope and results of the investigation and the action taken. The report, together with all supporting documentation, will be retained in confidential files.

HARASSMENT AND/OR SEXUAL RELATIONS WITH STUDENTS

Any sexual relationship between an employee and a student, or any sexual harassment of a student by an employee, is improper and possibly illegal. Sexual harassment may include, but is not limited to, unwelcome sexual advances or requests for sexual acts or favors, whether or not accompanied by threats or promises. Examples of prohibited conduct include, but are not limited to, sexual propositions, unwarranted touching, lewd or sexually suggestive comments or conduct, jokes of a sexual nature, any display of sexually explicit materials and slurs and other verbal, graphic, or physical conduct relating to an individual's sex.

Student harassment of other students is not tolerated and may result in suspension or expulsion. Any employee or student who has knowledge of such a relationship should follow the procedures for reporting such behavior as listed above.

HOMEWORK

Independent work done at home can be very valuable as review and reinforcement of studies as well as for reflection and creativity. Not only are academic skills honed, but personal growths in the areas of self-discipline, time management, prioritizing, and taking responsibility are also developed through the medium of assigned work from the school. Parents can best assist by establishing set routines for the completion of homework and providing an atmosphere conducive to studying.

1. The amount of homework that is deemed appropriate varies according to the age of the students, his/her ability and the specific subject matter.
The teacher is responsible for assigning effective, well-planned homework.
2. Students in grades 3rd -8th are to have a specified assignment book from the first day of school.
3. Parents should check the assignment book/backpack daily to familiarize themselves with the nature and extent of the homework.
4. Students will be given ample notification of the dates for long-term projects and tests.
5. The student is responsible for completing assignments on time.
6. The student is responsible for completing make-up work that has been missed due to absence.
7. While reading may be assigned, no written assignments are given to be specifically completed over the Jewish holidays.
8. Tests will not be assigned for the first day of school following a major holiday.
9. Parents should feel free to contact their child's teacher(s) to discuss any aspect of the homework assignment. Please refer to the section on Communication, page 11.
8. Every student must have a book bag or backpack **with his/her name on it**. This helps to prevent the loss of important papers and maintain the condition of the books.

HOMEWORK LAB

The Eleanor Kolitz Academy offers Homework Lab Monday-Thursday so that students may complete their assignments in a quiet environment prior to arriving home. Students are assigned to the Homework Lab beginning at **3:50** and supervised by the teacher in charge. Each month, parents are billed \$5.00 for each time their child attends Homework Lab. Homework Lab is over at **5:00** p.m. After 5:00 p.m. parents will be billed \$1 per minute until they arrive to pick up their child.

This charge will appear on a statement mailed to you. All students assigned to Homework Lab will be billed.

Please note the following guidelines:

1. The teacher in charge is available to help children who need additional assistance.
2. If students complete their homework before 5:00, they are expected to read or work quietly. Children who are disruptive in any way may lose Homework Lab privileges for a specified amount of time.
3. Please be aware that the teacher may not be able to provide assistance in certain subject areas, e.g. Hebrew or higher level math (Algebra).
4. Parents are required to come into the Homework Lab to sign their children out. Children will not be permitted to leave when they see their car.

ILLNESS & INJURY

1. Parents will be notified in the event their child has an illness or is involved in an accident at school. If necessary, children may then be picked up at the school office. Simple first aid will be provided until the parents or designated adult can be notified. In the event of an emergency that requires medical attention, information provided on the child's emergency medical form will be consulted. It is vital an up-to-date emergency medical form be on file for every student. **TWO EMERGENCY CARDS (FRONT AND BACK) MUST BE FILLED OUT AND RETURNED TO THE OFFICE.** Please make sure to inform the school office of any changes in emergency information that might occur during the school year.
2. In the interest of other students and teachers, sick children may not remain at school. Parents should be ready to make arrangements to pick up children judged by school personnel to be too ill to participate effectively, or who may pose the danger of infection to others. Teachers will be informed of students who leave school during the day due to illness. Teachers will make every possible effort to have assignments sent to the office by afternoon dismissal for pick up by parents or carpool. **Children should be free of fever for 24 hours before returning to school.**
3. **A child who seems sick in the morning prior to school or the previous night should be kept at home as a precaution.** In this way, a longer absence may be prevented and classmates will be protected. **IF YOUR CHILD IS NOT WELL PRIOR TO THE BEGINNING OF THE SCHOOL DAY, YOU ARE REQUESTED TO KEEP HIM/HER AT HOME.**
4. Please consult with the school office which has guidelines, published by the Texas Department of Health, for returning to school after contracting a communicable disease.
5. If there is any question about whether a child's illness would possibly pose a risk to other children, the parents may be asked, at the discretion of the school, to provide a note from the child's physician. This is for the protection of all children in the school.
6. Parents must contact the school if a child has a contagious illness of any kind (measles, chicken pox, lice, etc.). Also, please contact the school office if your child has a rash of any type.

All clothing and personal belongings should be clearly labeled with your child's first and last name. Apparel carelessly left in classrooms will be retained in the "Lost and Found" for a limited time before being donated to charity. Large quantities of fine clothing and belongings are disposed of

each year as a result of the inability to identify them. To avoid lost or missing lunches, lunch bags and lunch boxes should also be labeled.

The EKA is not liable for any items lost or stolen by students at school or on field trips. It is therefore recommended that parents not send children to school with any valuable items such as money or jewelry.

IMMUNIZATIONS

- 1.. Texas law requires students entering Kindergarten through 8th grade to be immunized against diphtheria, pertussis, tetanus, polio, and measles, mumps, rubella, H influenza type B and Hepatitis B.
2. Prior to the child's attendance on the first day of classes, the student's completed immunization record must be on file in the school office. If the immunization record has changed in any way since filing the records with the school, an up-to-date record must be supplied to the school prior to the beginning of the school year.

KABBALAT SHABBAT

Friday, (*Erev Shabbat*) is a special day at the Eleanor Kolitz Academy. Parents are cordially invited to attend the *Kabbalat Shabbat* programs, which take place at the end of the school day. Special programs will be announced in advance. Please inform the school office in advance if you wish to sponsor the Kabbalat Shabbat in honor of your child's birthday. Students are required to wear the proper Friday uniform.

LOCKERS/CUBBIES

Each student is issued a locker or cubby. Students are responsible for keeping their lockers neat and well organized. If a student's locker or cubby is extremely messy, the student will be asked to clean it. All backpacks must be stored in a locker or cubby. Please note that we do not have locks on our lockers.

LOST AND FOUND

- Items that are found on the playground, in the halls, at the front of the building, or in the "specials" classrooms will be placed in the "Lost and Found" box. Items left in the lunchroom may be returned to the EKA Lost and Found box or the JCC Lost and Found.
- Quarterly, lost and found items will be shown to elementary students at Morning Moments. If items are labeled with a student's name, they will be returned during Morning Moments.
- Students are encouraged to look in the Lost and Found Box when they have lost items.
- Parents are encouraged to label all outerwear and lunch boxes. Every effort will be made to return labeled items to students.

Gefilte fish
Pasta with meatless sauce
Fruits

Vegetables
Hummus
Eggs

Please note that “Lunchables” are not kosher. Also, some brands of chips, pretzels and cookies are not kosher.













If a student brings non-kosher food to school, or if he/she brings a dairy lunch on a meat day or a meat lunch on a dairy day, a note will be sent home to the parent as a reminder of our Kashrut policies. However, the student will always be allowed to eat his/her lunch but at a separate table. In most cases, the “K” or triangle K is not accepted by the EKA. Please contact the school before you purchase items with these kosher symbols. Please see page 28 for a *partial* list of some of the acceptable Kashrut symbols found locally. Kosher cakes, cupcakes, or cookies prepared at the HEB on Huebner, must have the blue kosher label attached to the package.

HOT LUNCH SERVICE

1. Hot kosher lunches may be ordered for the entire month, week or day. Menus are distributed to the students prior to the first day of each month and include prices.
2. If a student forgets his/her lunch, parents will be contacted and asked to bring a lunch from home. If a parent cannot be contacted in time, a lunch will be provided and the parents will be responsible for paying all appropriate charges.

PARTIAL LIST OF KASHRUT SYMBOLS

**ACCEPTABLE KASHRUT SYMBOLS
AT THE ELEANOR KOLITZ ACADEMY
"K" BY ITSELF IS NOT ACCEPTABLE**

-  The Union of Orthodox Jewish Congregations
-  The Organized Kashrus Laboratories
-  Star-K Kosher Certification
-  Star-D
-  KOF-K Kosher Supervision
-  THE HEART "K" Kehila Kosher
-  The "RCC" Community Kashrus Division of the Rabbinical Council of California
-  Vaad Harabanim of Greater Seattle
-  Kosher Supervision of America
-  Vaad Hoeir of Saint Louis
-  The Vaad Hakashrus of Denver
-  Chicago Rabbinical Council
-  Vaad Hakashrus of Dallas - THE "DK"
-  The Texas K & International Kosher Supervision

-  K'hal Adath Jeshurun (Breuer's)
-  Atlanta Kashruth Commission
-  National Kashrut
-  Montreal Vaad Hair
-  Vaad Hakashrus of Massachusetts
-  Kashruth Council of Toronto
-  Tri-State Kashruth, Vaad Hoer of Cincinnati
-  THE "CHOEF KOSHER"
-  VAAD HARABONIM OF FLORIDA
-  Orthodox Vaad of Philadelphia;
-  THE CALIFORNIA "K" Kehilla Kosher
-  Rabbinical Council of Orange County & Long Beach
-  VAAD Vaad HaKashrus of the Five Towns
-  Rabbinic Administrator of Upper Midwest
-  The "K-COR" Vaad Harabonim of Greater Detroit
-  The "Sefer Torah-Kasher"
The Vaad Harabonim of Flatbush
-  BAIS DIN OF CROWN HEIGHTS

LUNCH RULES

1. Blessings before and after the meals are an integral part of our lunch policies and should be respected. All students are expected to participate and recite them properly.
2. Students are to eat politely and display appropriate table manners.
3. No food, drink or wrappings are to be left on the table or thrown to the garbage can.
4. Students are responsible for keeping their tables and eating areas clean and to clean up after themselves and other students, as well.
5. Pop-top cans of fruit, pudding, tuna, etc. are dangerous for your children to handle; they can easily cut themselves on the sharp edges. If possible, use easy-to-open containers.
6. “Junk food” and candy are strongly discouraged. Students are not allowed to bring carbonated drinks in their lunches. Glass bottles are not permitted to be brought to school.
7. **Students are not permitted to bring lunches that:**
 - Need to be heated or warmed; or
 - Need to have hot water added.Lunches should be fully prepared at home and ready to be eaten at school. Additionally, bags of microwave popcorn will not be heated. Only pre-popped popcorn may be consumed.
8. On Field Trip days when students are away from the Campus during lunch, please do not order a hot lunch. Send a bag lunch instead.
9. Parents are always invited to join his/her child for lunch. It is recommended that parents let the teacher and the office know in advance whenever possible.

MEDICATION

The school is bound by state law, as it relates to the dispensing of medications. Please follow these guidelines closely in order to protect the safety of your child:

1. No OTC/non-prescription medications will be provided by the school but will be dispensed when provided to the school by a student’s parents. We will treat all non-emergency situations, providing only antibiotic ointment, band aids, etc.
2. Prescription medications must be in the original container labeled with the child’s name, date, directions and the physician’s name. The school must administer the medication as stated on the label directions. The school may not administer expired medication.
3. The school must ensure that non-prescription medication is labeled with the child’s name and the date the medication was brought to school. Non-prescription medication must be in the original container. The school must administer it according to label directions if approved in writing by health personnel or the child’s parent.
4. So as not to disrupt the classroom learning environment parents are asked not to go to their child’s class to administer medication. For safety reasons, all medication must be administered in the school office.

MESSAGES

Children are not allowed to use the office phone. In case of an EMERGENCY, the secretary will place the call for them. Carpools and after-school visits or programs should be arranged the night before. Please make sure your child knows where he/she is to go, when and who will pick him/her up, and notify the office if necessary. Students may not use cell phones during the school day. All phone contact must be made through the office.

PARTNERS IN EDUCATION (“P.I.E.”)

Participation in the P.I.E. (our parent-teacher organization) is an important way to show children a commitment to education and a dedication to the smooth progress of special classroom activities, holidays and a host of other events. Room parents coordinate projects and activities for students in the classroom. P.I.E. hosts speakers for meetings, sponsors school-wide events for the students and their families and raises funds for the school. Those who want to get involved should call the school office for information.

PLAYGROUND RULES

1. Fences are for safety, not climbing.
2. Standing on the top of any climbing equipment, such as monkey bars or the top of the slide is dangerous.
3. Gymnastics are not allowed in the playground area.
4. All playground equipment must be used only in the appropriate manner for which it was intended.
5. All playground equipment must be returned to its proper place when recess is over.
6. During play periods, students must cooperate and respect others. This cooperation includes taking turns using equipment and playing games.
7. Throwing rocks, gravel, sand, dirt, sticks or any other sort of material found outdoors is very dangerous and will not be tolerated.
8. During school hours, parents are requested to remain outside of play areas.
9. The following guidelines are to be followed when playing on the slides:
 - a. Use the slide only for sliding down.
 - b. When climbing up steps, use two hands and keep at least one arm’s length between children.
 - c. Slide sitting up, feet first.
 - d. Slide one person at a time.
 - e. Be sure no one is standing in front of the slide before sliding down.
10. Ball games:
 - a. Touch football is allowed, as is kickball and basketball. Tackling or wrestling is not permitted.
 - b. Balls are to be bounced off the ground and not against the walls of the Campus building.
11. Snacks are to be eaten only at the picnic table, and students are to throw away all trash.

RELIGIOUS LIFE

Religious services at the EKA serve both a spiritual and educational purpose. First and foremost, they are our collective and religious expression. They also teach the students the traditional reading and order of the prayers, their meaning and significance. The school’s goals are to instill:

- Knowledge and familiarity of the prayer book;
- A lasting, profound attachment to regular Jewish worship as part of their personal spiritual expression;
- A comfort level in any synagogue or temple they may attend.
- An ability to lead the prayer services.

Kashrut is observed at all school functions.

Jewish holidays are celebrated at the EKA in the classroom and in special assemblies. Students learn the customs, ceremonies, and songs associated with each holiday on a level appropriate to their grade.

The following holidays are not celebrated in school: Halloween, Christmas, St. Patrick's Day, Valentine's Day, and Easter.

SAFETY

1. When the Campus deems it necessary, an officer will be on site during the school day.
2. The main entrance to the EKA and all other interior doors will be locked. Everyone will need to ring the bell to be admitted.
3. The entrance to the playground is through Kindergarten and First Grade classrooms, or from the door located beyond the Eleanor Kolitz Academy doors on the first floor.
4. There is a Safety/Security Committee for the school. Throughout the year we will have lock-down drills that are both announced and unannounced.

SNACKS

During morning recess students are permitted to eat a small snack, usually an extra piece of fruit or a drink. Those ordering a hot lunch will also need to bring a snack. The snack should be pareve or follow the lunch policy for dairy and meat days. **Please do not send candy, cookies, cake** or any other sugared food for snack. Students are able to concentrate and learn better during the day if they bring a healthy snack of fruit and vegetables.

SUBSTANCE ABUSE

The EKA cares about the learning, health, and well-being of all members of our school community. To underscore the value placed on maintaining a healthy and safe school environment, the school has developed ways of assisting students who need help with alcohol and/or drugs. There are also established consequences for violation of community expectations regarding chemical use.

1. Helping Response: Students are encouraged to ask for assistance if they have a concern about their chemical use or that of another. If a student comes forward to request help, the school will offer a helping response without disciplinary consequences. Students are encouraged to speak with their advisor, Head of School, or any other administrator to obtain help with substance abuse.
2. Intervention: Caring confrontation is sometimes a necessary first step in helping. If, through concerns of teachers, parents or peers, the school feels a student may be misusing chemicals, the school will schedule a conference with the student. The purpose of the conference will be to address concerns about the student's health. Follow-up may include referral to counseling and communication with the student's family.
3. Disciplinary Response: Chemical use endangers student learning, health and well-being. It is also detrimental to the school community. Appropriate disciplinary measures will be taken.

TEXTBOOKS

1. Textbooks are issued to students as a part of the educational program. Each student is expected to assume responsibility for the care and maintenance of school materials. Inappropriate care of books or other school material will not be tolerated. Students will be held accountable and will be expected to pay for replacements.
2. Students visit the library regularly and have the opportunity to check out one book per visit. Students are encouraged to return their books on the day they are due and to handle books with appropriate care. A library book is considered to be the responsibility of the student who has checked it out. Students will be expected to pay late book fines or the amount due for any lost books.
3. Report cards will not be issued if there are outstanding late fees for library books or missing textbooks have not been paid for.

VISITING SCHOOL

1. Parents are welcome to visit their child's class and arrangements should be made through the school office or through the teacher **at least one day in advance**. All visitors must check in with the school office before proceeding to the classrooms.
2. During the school day, a teacher's primary responsibility is to all of his/her students. Therefore, please confine discussions to pre-arranged conferences. Impromptu hallway "conferences" are not productive. This is especially true during recess and carpool times.
3. Please do not bring surprise treats to your child or your child's class during the school day. If you would like to mark a special classroom event, as in the completion of a major unit of study, please make prior arrangements through your child's teacher.
4. **Parents may not deliver messages, homework, lunches, eyeglasses, etc. to their child's classroom as these visits are very disruptive. The item(s) should be left at the office and your child will be notified.**

WEAPONS POLICY

The EKA prohibits all members of the school community from possessing any weapons or objects used to threaten the safety of another while on school grounds, at a school-sponsored event, or whenever a student is under the jurisdiction of the school. Possession includes handling or transferring a weapon on one's person or in one's vehicle; it also includes handling or transferring a weapon belonging to another person. Students who see or become aware of a weapon at school must notify an adult immediately for the safety of all concerned.

CURRICULUM OVERVIEW

KINDERGARTEN

Children learn by doing at the EKA, and a kindergartner's day is filled with activity and fun. Children acquire skills and knowledge through participation in a good mix of small and large group activities. The center-learning approach encourages exploration, creativity and learning through active participation. The traditional academic learning areas are integrated with Jewish cultural and religious education.

Reading and writing are an integral part of the day and there is an emphasis on literacy, journal writing, phonics and a print-rich environment. We also use a hands-on approach to the teaching of mathematics in order to develop a foundation of numeracy skills in preparation for their learning in school and application in the world around them. They are given a basic foundation in addition and subtraction processes, as well. Real-life experiences and manipulatives also reinforce their math skills. Thematic teaching and a multi-disciplinary approach to learning is emphasized in our Kindergarten program. Art is a developmental process which helps the children explore their world, learn about themselves and demonstrate an understanding of what they have learned. The kindergarten students have weekly art, music, library, P.E. and computer classes.

Social skills and interactions are an important focus of the kindergarten curriculum. Children have ample time during center-time, outdoor play and directed activity time to interact with peers and adults. The importance of *Derech Eretz* (good manners) and *mitzvot* (religious obligations, such as good deeds) are stressed.

Kindergarten is enriched by physical education and music. Field trips and visitors expand the kindergartners' horizons.

ELEMENTARY SCHOOL

In first through fifth grades, the Language Arts curriculum emphasizes reading and writing. Phonics skills are introduced when appropriate and students are regularly assigned reading. A school-wide reading program encourages outside reading.

Our language arts curriculum has been revised to meet the highest *standards* in our country as articulated by: the National Council of Teachers of English, the International Reading Association and the National Assessment of Educational Progress.

The EKA's educational program encompasses *benchmarks*, which indicate when a *standard* is accomplished as well as what is necessary to get there. Instruction in the writing process includes teaching a variety of styles of writing utilizing vivid and enriched language, along with correct grammar, punctuation, and spelling. Due to a low teacher-student ratio, higher levels of work in every subject are offered whenever appropriate.

The math program stresses the conceptual premises of math as experienced through the use of manipulatives and real life experiences. The acquisition of number facts is stressed in both, basic skills, as well as the higher order thinking skills required in analysis and problem solving.

Social studies' topics begin with "me" and the "family" and extending out to the classroom, school, Jewish community, city, state and country. Geography, Texas, and current events are studied. In both Jewish and General Studies Jewish values, parallel historical events and influences are integrated into the curriculum.

MIDDLE SCHOOL

In grades six through eight, classes are offered in academic areas using the content *standards* in Language Arts as well as using content *standards* for science drawn from life science, earth science, physical science and chemistry. The EKA also teaches specific subjects in mathematics including: pre-algebra, algebra and geometry. The Middle School social studies curriculum also includes History and World Geography. Students work independently and are afforded a greater sense of responsibility when they are intellectually challenged and engaged. We offer cross-grade grouping in math and our graduates may receive high school credit for Algebra and Geometry. There is also a study skills program in the Middle School which helps these students become more effective learners while at the EKA and later in high school.

JEWISH STUDIES PROGRAM

Our Jewish Studies Program is designed to teach Jewish intellectual and religious traditions and Modern Hebrew Language without regard to synagogue affiliation of the student or teacher. The spirit of *K'lal Yisrael*, the affirmation of the unity of the Jewish people, along with the diversity of our beliefs and practices, is emphasized. The goal of this program is to instill in our children a deep sense of love, respect, and commitment to God, *Eretz Yisrael*, *Am Yisrael*, and *Torat Yisrael* (the Land of Israel, the People of Israel, and the Torah of Israel). As a culmination to their Jewish education, the graduating 8th grade travels to Israel for its annual class trip.

The Hebrew Language program at the Eleanor Kolitz Academy is recognized in academic circles for its high standards. The level of proficiency our students attain while at the EKA allows our graduates to earn up to three years of high school foreign language credit.

MIDDLE SCHOOL POLICIES AND PROCEDURES

THE FOLLOWING POLICIES AND PROCEDURES APPLY TO **MIDDLE SCHOOL STUDENTS ONLY** AND ARE MEANT TO SUPPLEMENT THE POLICIES PREVIOUSLY SET FORTH IN THIS DOCUMENT.

HOMEWORK

At the beginning of the school year teachers will inform their students as to how homework is to be completed and approximately how much time should be spent on each assignment. The length of time may vary, but generally, assignments should average 30 minutes per class, except Hebrew which should be 15-20. On average, students will average approximately 1½ - 2 hours per night.

Students should spend time on their assignments, even if they find them difficult. However, if it becomes apparent after a short while that they are unable to complete the assignment, then the student should move on to another task. Parents can include a note for the teacher explaining that their child did attempt to complete the assignment but was unable to do so. When teachers know that their students attempted to complete the assignment but had difficulty, they will take extra time to explain the assignment more fully.

1. Students are to have a specified assignment book from the first day of school.
2. Students will be given ample notification of the dates for long-term projects and tests.
3. Students are responsible for completing assignments on time.
4. Students are responsible for completing make-up work that has been missed due to absence.
5. There will be no homework in any class over Jewish Holidays.
6. Tests will not be assigned for the first day of school following a major holiday.
7. Parents should feel free to contact their child's teacher(s) to discuss any aspect of the homework assignment.
8. When a student is ill and will not be present for at least 2 days, parents should notify the school office before 9:00 a.m. Please request work at this time if you plan to pick it up or want it sent with another child. All of your child's teachers will be notified. Teachers will make every possible effort to send assignments for students to the office by dismissal time. Assignments can be picked up in the office by a parent or by another child. When possible, assignments may also be sent by email at your request.

EVALUATION

1. Communication and Conferences

The academic year is divided into four quarters and two semesters. Report cards will be sent home at the end of each quarter. A written evaluation will be sent home once each semester (October and April). A mid-term progress report will be sent home to all students mid-way through the first quarter and, for those at risk, mid-way through the third quarter. After that, reports may be sent home as necessary to note exceptional or unsatisfactory work, or a sudden change in performance.

Parent-teacher conferences will be held in November and March.

Parents play a critical role in the academic success of their children. Teachers encourage parent communication and invite parents to contact them whenever they can be of help to you and/or your child. If your child has learning differences or challenges of which the school should be aware, please consult with your child's teacher to ensure we understand the situation.

2. Grades

Academic Classes

A	90-100	Work of high distinction. Superior competence.
B	80-89	Honors work. Strong factual mastery, comprehension and application.
C	75-79	Satisfactory mastery of factual material, adequate comprehension application.
D	70-74	Unsatisfactory mastery of facts and/or inadequate comprehension/application.
	69 and below	Failing. Poor competence, failure to master materials or skills of the course. Or, failure to complete sufficient assigned material to pass the course. No credit given.

Other Grades

H	Exceptional work in an honors/pass/fail course.
P	Passing work in an honors/pass/fail course.
F	Unsatisfactory work in an honors/pass/fail course. No credit given.

Honors

To make the First Honor Roll a student must have at least a 90 grade average. To make the Second Honor Roll, a student must have at least an 80 grade point average. To make the Effort List, the student must have at least an equal number of E's and G's and no S's or N's.

National Junior Honor Society

Students in Grades 7 and 8, who meet specific standards in scholarship, leadership, character, citizenship and service, are eligible to apply for membership in this prestigious organization. Additional information will be available after the start of the 2008-2009 school year.

8th Grade Valedictorian

The graduating student(s) with the highest Grade Point Average (GPA) as averaged during the 7th - and 8th grade years will be selected as class Valedictorian in either Judaic Studies or General Studies.

3. Effort and Citizenship Grades

Effort and Citizenship grades have the same grading scale: E (excellent), G (good), S (satisfactory), N (needs improvement). Precise meaning is spelled out below.

The effort grade compares a student's motivation and achievement to his/her apparent potential.

E – Demonstrates unusual initiative, motivation, and industry; far exceeds usual expectations.

G – Does assigned work regularly, shows usual motivation and industry, meets expectations.

S – meets the minimum expectations, does only what is absolutely necessary.

N – Works only when checked or urged, evidences low motivation and industry, performs significantly below ability and below the expected standards of the class.

A student who receives an equal number of E's and G's **or** more E's than G's and no S's or N's, earns effort list recognition.

The citizenship grades measure a students' behavior and interactions with teachers, administrators, peers and younger students.

E – Exceptional relations with people of all ages. Respectful to teachers, thoughtful with younger students and a positive influence on peers, this student clearly goes out of his/her way to do the right thing.

G – respectful of adults and student, avoids negative behaviors, this student is a solid citizen.

S – Generally respectful of others, but acts out occasionally in class and with peers.

N – Consistently demonstrates negative behaviors. This student is disrespectful of teachers, administrators, peers and/or younger students. He/she can be a negative influence.

4. Examination Schedules

Dates for semester and final exams are included in the master calendar. Schedules will be posted in November and April. It is school policy not to give exams earlier than scheduled. Illness and emergencies are the only acceptable reasons for missing an exam.

Grades 7 and 8 will have exams both semesters.

Students in Grade 6 will have exams for the second semester, only.

5. Exam Exemptions

Students may be exempted from one exam of their choice provided the following criteria are met:

- An 86 average or higher in all academic classes
- A 93 average or higher in the exempted subject exam
- Regular attendance (Teacher's Discretion)
- Homework submitted regularly and up-to-date (Teacher's Discretion)

Students exempted from exams are not required to be in school during the exam time.

6. Academic Review and Support

The Middle School staff and administration periodically review each student's academic performance, past record, standardized scores, and teachers' evaluations to determine the best course for his/her success. Possible recommendations may include:

1. Extra help sessions with teacher
2. Weekly progress reports
3. Assignment book signed by parents
4. After school study halls
5. In-school tutoring
6. Outside tutoring
7. Summer school

If a parent believes that his/her child requires additional assistance, the parent should contact the student's teacher without delay.

GRADUATION

It is our desire that the student make the transition to high school as easily as possible.

In order to graduate with the class on graduation day, eighth grade students must meet the following requirements:

- Pass all of the core General and Judaic subjects on the cumulative year-end grade.
- Fulfill 18 hours of community service.
- Be in compliance with the attendance policy.

Students and parents will be notified through the mid-term 3rd Quarter Progress Report as to which subjects, if any, a student is at risk of failing. The teachers will do what they can to assist students in completing assignments; however, students are responsible for completing all work and tests as required. All promotion requirements listed above apply in order for an 8th grader to graduate.

STUDENT RESOURCES

1. Faculty Advisors (in the planning stage)

Middle School students experience many emotional and physical changes and a Faculty Advisor provides an anchor in a Middle School student's life, where advice may be given on how to handle a particular class or school situation or how to respond appropriately to a classmate or teacher.

The Advisor's presence within the school setting provides each student with an adult point of contact, who is available to him/her and may assist in working through some of these short-term issues. At times, the teacher/advisor may act as an advocate with another of the student's teachers.

Each advisor will take a special interest in a student's academic progress and an advisee's well being. By his or her ongoing advice and encouragement, the advisor assures the student of the personal attention conducive to a healthy and successful educational experience. Students will meet with their advisors weekly.

The Advisor can be the first person who parents should contact with questions about their child. However, if the question is about a specific course, then the classroom teacher should be called directly.

2. Counseling Services

If a student is in need of counseling services, the Eleanor Kolitz Academy will refer the student, with parental permission, to the Jewish Family Service office for proper counseling.

ATTENDANCE, ABSENCES AND TARDIES

a. Attendance

Regular attendance and participation are necessary components of learning. To take full advantage of academic opportunities at the EKA, students must be present in class and ready to learn.

Students with excessive absences may not be promoted to the next grade level at the end of the year. It is our policy that a student may not be given credit for a class unless the student is in attendance a minimum of 90% of the days the class is scheduled to meet. If a student is in attendance less than 90% of the days the class meets, the student will lose credit unless each and every class is made up in an acceptable manner, such as attending Summer School. In the case of an extended absence due to illness, the administration will work with the student on a plan to make up missed work, in order to avoid any academic consequences.

b. Absence

We recognize that students miss school for a variety of reasons. In order to minimize absence from school, we ask parents to schedule appointments outside of the academic day and family vacations during designated school breaks.

A student will be marked absent for the following reasons:

- Vacations/trips
- Appointments
- Illness
- Suspensions

A student will not be counted absent in the event of the following:

- School sponsored field trips or activities
- Death in the family
- High school visits of up to 2 days by 8th graders

It is very important for parents and students to communicate closely with the school regarding any circumstance that prevents a student from regular attendance. The administration will review extended absences due to medical reasons or other extenuating circumstances and may grant a waiver from the attendance policy.

- Illness
Parents should call the school by 9:00 to confirm the students' absence from school. Students who become ill during the day must notify their teachers before leaving the campus.
- Appointments
If it is necessary to schedule off-campus appointments during the day, students must bring a note from a parent to the Office. Students must sign out in the office when leaving and sign in upon return.
- Planned Absence
Students who will miss school for an event or travel that the family deems important, must submit a Make-up Work Agreement signed by each teacher, one week in advance. Without a completed form, the absence will be considered unexcused and no extra time will be granted to make up missed work. Forms are available in the office.
- Make-up Work
Students are responsible for making up all missed work: two days are allowed for each day of absence.

Attendance will be taken each morning at 8:00 during the student's first class. Students who arrive after the 8:00 bell will be marked tardy. Students must check in with the office and receive an admittance slip. Those who arrive after check-in must have a note from the office. Students are granted four (4) tardies each quarter. For the 5th and each subsequent tardy, students are assigned to one after-school study hall within 5 school days of being tardy. This study hall takes precedence over all other after-school activities. Students with excessive tardies may suffer further disciplinary consequences.

- Tardiness to Class
Students who arrive after the 3-minute passing time will be marked tardy. On the third tardy to any one class and for each subsequent tardy, students are assigned to one Lunch Detention. Students with excessive tardies may suffer further disciplinary consequences.
- Participation in After-School Activities

In order to participate in any after school activity, students must be in school for the majority of the class day. The Head of School must approve exceptions in advance.

NON-CLASSROOM OPPORTUNITIES AND PRIVILEGES

1. Knesset (Student Council)

The Student Council is comprised of 2 representatives from each grade, sixth through eighth. The Student Council takes a leadership role in the life of the students in a wide-range of school activities.

2. The Headmaster's Roundtable

The Headmaster's Roundtable provides students with leadership opportunities by allowing them to have an impact upon the quality of student life in the school; involving students in the decision-making process and bringing student concerns, ideas or suggestions to the attention of the Head of School for consideration.

3. The Middle School Honor Board (in formation)

The Middle School Honor Board provides students with leadership opportunities; making students accountable for their behaviors; helping to create an educational environment dedicated to truth and honesty and recognizing those students who demonstrate qualities of honesty, integrity, and strong moral values coupled with compassion and insight.

4. Clubs and Enrichment

Each year students may select electives in which they would like to participate such as the Drama Club, Journalism, and Yearbook, among others. Electives may last more than a single quarter.

5. Lunch

Middle School students may purchase lunch at the café on all days. This privilege may be suspended at teacher discretion.

6. After School

Middle School students are permitted in the Youth Lounge or other areas of the JCC after school, when the school receives written permission from their parents. Students who will be using the JCC facilities after school, or going to another student's home, are required to sign out from the school where appropriate.

Middle School Code of Conduct

Theory:

One of the first steps in developing a student's ability to exercise self-discipline is helping him to realize that all actions have natural consequences and misconduct has unfavorable consequences. In keeping to our commitment to providing an excellent education, we strive to apply consequences that are related to the nature of the misconduct, the seriousness, and the frequency of the misconduct. The child's age, grade level, and attitude are also taken into consideration.

The Eleanor Kolitz Academy is dedicated to the development of young students. We strive to teach and promote Jewish values and demonstrate these in our daily actions. Choosing to join this school community evidences your support of these values.

Expectations:

Students are expected to monitor their own behavior, to accept responsibility for their actions, to correct behavior that does not follow these rules, and to develop self-control.

Parental Cooperation:

Parental cooperation and assistance is essential to the development of self-control, self-discipline, and a sense of personal responsibility in our students. Whenever there are questions or concerns regarding the school, the school rules or their enforcement, it is essential that parents contact the school, in the interest of maintaining and developing a partnership between the parents and the Eleanor Kolitz Academy. Parents and teachers are partners in this endeavor and should work to support each others' authority.

Order of Communication:

In keeping with the rules of common courtesy and decency, parents should first contact the student's teacher so that timely action can be taken to correct any misunderstanding or error.

If the matter has not been resolved to the satisfaction of the parents, they should then contact Ms. Suzette Castilleja, Middle School Coordinator. Other than an emergency situation, some circumstances may need additional time and meetings. If the matter remains unresolved, only then, should the Head of School be called in.

Core Values:

Responsibility

- Being on time and ready to learn
- Completing and turning in all assignments
- Bringing necessary materials to class
- Accepting responsibility for one's own actions
- Being in uniform throughout the day

Respect

- Acting respectfully to adults and other students
- Cooperating with adults and other students
- Respecting the rights of others
- Respecting oneself

Honesty

- Being honest with others and oneself
- Refraining from cheating (see academic honesty policy)
- Treating others fairly
- Refraining from taking the property of others
- See “Academic Honesty”

Perseverance

- Doing one’s personal best
- Showing a consistent effort and positive attitude
- Resisting negative peer pressure
- Resisting efforts to pressure others
- Developing good work habits

Self-Discipline

- Being obedient and respectful to authority
- Working independently without disturbing others
- Listening attentively
- Following procedures and directions the first time but asking for help when needed
- Responding appropriately to correction by an adult

Rewards:

Students who exhibit outstanding behavior each week will be able to choose from the following:

1. Homework pass (to be used within one week)
2. Free dress pass (to be used within one week)
3. Sit by a friend for a day (to be used within one week)
4. Technology lab time (to be used within one week)

Consequences:

1. A report will be issued to any student who does not comply with the appropriate behavior as outlined previously. The report is to be signed by the parent and returned to the teacher the following day. This report also serves as a notification to the parents, so that appropriate measures can be taken at home. This also demonstrates that parents and teachers are working together.
 - A student for whom three reports were sent home in a week will be assigned detention. **After-school detention** is one hour in length after school on the assigned day. Students spend one hour in activities to improve the school, such as cleaning desks, pulling weeds, etc.
2. If a student fails to correct the misbehavior, and is issued two detentions in a nine week grading period, the student will be given an **In-School Suspension**.
3. **Out-of-School Suspension** is immediate for the following instances:
 - Physical abuse of another student
 - Abusing the internet policy
 - Defacing, destroying or stealing school equipment
 - Possessing or using narcotics or any harmful drug including alcohol
 - Possessing a firearm, knife, or any object used as a weapon.

- Harassment
 - Other actions as determined by the administration
4. In extreme cases, the parents and Head of School may mutually agree that for the best interest of all parties, enrollment of the non-compliant student should be discontinued. The action results when all possible efforts to remediate poor behavior have proven ineffectual.

Homework

- To receive full credit for an assignment, work must be completed and handed in on the date it is due.
- When an assignment is one day late the grade automatically begins at 70. (Anything incorrect on the assignments is deducted from the 70).
- When an assignment is submitted more than a day late, the grade is not recorded higher than 50.
- After three days, the assignment will not be accepted and a 0 will be recorded for a grade.
- If a student submits three (3) late homework assignments in any subject in a single week, he/she will be required to attend Study Hall in lieu of their electives or one week or as determined by their teacher.

Academic Probation

A student is placed on academic probation for consistent lack of cooperation in the academic area, frequent absenteeism, lack of preparation for daily class, failure to do the assigned class work, failure to complete independent study work (homework), or a visible disregard for learning. If a student continues in these habits despite repeated discussions with parents and school personnel, the student will not be permitted to participate in extra-curricular activities, field trips or special projects for one marking quarter. During this time they will also be required to attend Homework Lab at least twice per week.

ELEANOR KOLITZ ACADEMY

MIDDLE SCHOOL CLASSROOM COOPERATION LOG

Student: _____ Teacher: _____

Week of: _____

Middle School students are expected to:	Mon.	Tues.	Wed.	Thurs.	Fri.	Total
1. Show respect for authority						
2. Show respect for others						
3. Work quietly						
5. Follow directions						
6. Listen attentively						
7. Be responsible for class materials						
8. Be honest						
9. Show consistent effort and positive attitude						

Comments:

Parent signature _____ Student signature _____

PERSONAL INTEGRITY CONTRACT

CODE OF CONDUCT

I, _____ (student) will abide by the Eleanor Kolitz Academy Code of Conduct as outlined in the Parent-Student Handbook. I further agree that I will treat everyone with courtesy and respect, including classmates, fellow students, teachers and all adults in authority.

We/I, _____ (parent/s) agree to cooperate in the assistance of our/my child adhering to the Eleanor Kolitz Academy Code of Conduct as outlined in the Parent-Student Handbook.

Student

Date

Parent

Date

Parent

Date

This form must be signed and returned in order for the student to begin class on the first day of school.