

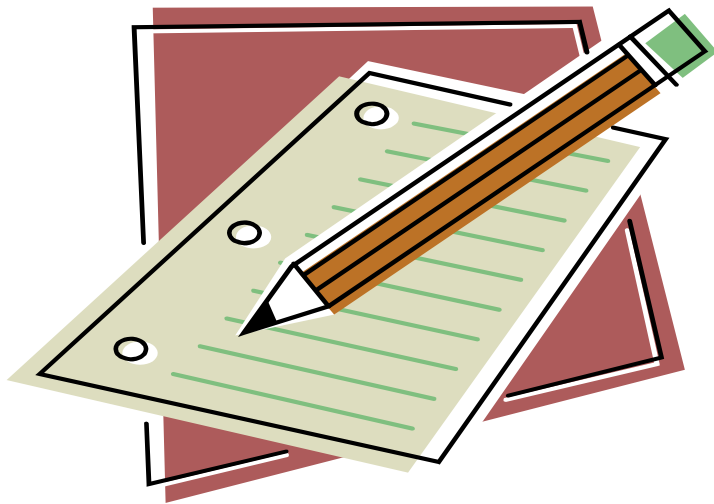
Torah Academy of Boca Raton



PARENT HANDBOOK

2015-2016

5776



North Campus: 447 NW Spanish River Boulevard

South Campus: 3881 NW 3rd

Boca Raton, Florida 33431

561-465-2200 • Fax 561-463-6484

Dear Parents,

We warmly, enthusiastically, and excitedly welcome you to a new year at Torah Academy of Boca Raton and thank you for placing your confidence in us. We look forward to the opportunity to forge a true partnership with you in providing outstanding Chinuch for your sons and daughters.

This handbook provides the basic and vital information required for your family's functioning within our school during the 2015-2016 year. We thank you in advance for your full cooperation with all that you'll find in the coming pages.

If you have any questions or suggestions, please feel free to contact the school office. We wish to emphasize that the lines of communication are open, and your input and your participation are welcomed and encouraged.

Sincerely,

Rabbi Shaya Baumann

Rabbi Reuven Feinberg

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Torah Academy of Boca Raton

Philosophy and Purpose

Torah Academy of Boca Raton has been established to educate, motivate, challenge, and inspire Jewish children of all backgrounds without regard to race, color, country of origin, or gender. Our students are provided with a curriculum of excellence in both Judaic and secular studies which equips them with all the tools necessary to successfully continue their higher education. This includes a strong emphasis on the basics (e.g. English and Hebrew literacy, writing skills, mathematics, geography) and on higher thinking and comprehension skills. Our youngsters develop pride as Jews and Americans and a strong love for *Eretz Yisrael*.

The ambiance which permeates Torah Academy is that of warmth and caring. Our outstanding staff members serve as role models whose main interest is what is best for each child. They understand that, as Haim Ginott wrote,

"Concerning a teacher's influence: I have come to the frightening conclusion that I am the decisive element in the classroom. It's my personal approach that creates the climate. It's my daily mood that makes the weather. As a teacher, I possess a tremendous power to make a child's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal. In all situations, it is my response that decides whether a crisis will be escalated or de-escalated, and a child humanized or dehumanized."

However, the job of the Jewish educator goes beyond this. *HaRav* Eliyahu Dessler, *ZTL*, wrote that:

One who teaches Torah "must transmit the sanctity and the love of Torah because these are the elements which develop fear and love of G-d."

HaRav Moshe Feinstein, *ZTL*, said that:

It is our responsibility to clearly and consciously instruct in a manner that will enable our *Talmidim* to understand both intellectually and emotionally the centrality of Torah to our lives.

We must impart to our boys and girls the vibrancy, beauty, and meaning of life when based upon these values. The Chumash, with all its details about the conduct of our *Avos* (Patriarchs and Matriarchs), must be "handed over" as a handbook for practical living. Furthermore, the concept of *Derech Eretz Kadmah LaTorah*, that proper interpersonal relationships take precedence over everything, is stressed in all areas of our curriculum and conduct. Thereby, our students learn that a *Ben/Bas Torah* must strive for self-improvement in his/her relationship with both G-d and man.

Our definition of excellence is a personalized one. We emphasize to our youngsters that their jobs are to maximize *their individual* potentials through total effort in all they do. We, as their teachers, must recognize this in order to, as *Shlomo Hamelech* instructed, "teach the child in his own way." The children, in turn, must internalize this in order to develop confidence and a positive self-image. A vital by-product to this approach is encouraging the expression of creativity (e.g. art, music, drama, thought).

Because we believe that learning is a life-long process, we must motivate our students to retain their youthful enthusiasm for the acquisition of knowledge. A prerequisite for achieving this goal is genuine, sincere excitement exhibited by the teacher. The following are methods to bring about this result.

1. Show students the relevance of their studies to their lives. Just about anything can be applied to a real-life situation. When it is, it becomes easier to understand and far more meaningful to students.
2. Get students involved in activities that go beyond typical paper and pencil tasks. Use hands-on activities as much as possible.
3. Provide opportunities for students to talk to each other about what they are thinking and allow them to share ideas about solving problems.
4. Let students work with partners or in small groups so the pressure of having to find the correct answer on their own is greatly reduced.
5. Present students with situations or problems that could have a number of solutions - not just one right or wrong answer.
6. Build on what students already know, while presenting a problem that's interesting enough to pursue.
7. Give students a variety of learning experiences, so they don't do the same types of tasks every day.
8. Make learning fun. Just about any subject that's interesting to kids (e.g. music, food, sports) makes applying what they have studied challenging and fun.
9. Ensure that all students enjoy success at some level.
10. Make sure that all students have the opportunity to participate in enriching activities.

Finally, the "school" and the "home" must view themselves as partners in this most important venture (and adventure) of their lives. We must work together, encourage each other, and share our thoughts and observations. Only in this way will our boys and girls get the maximum benefit from their educational experience. Torah Academy of Boca Raton encourages on-going communication between parents and educators in order to best achieve those goals for which we strive.

STATEMENTS OF POLICY

NON DISCRIMINATORY POLICY: TORAH ACADEMY OF BOCA RATON ADMITS ALL JEWISH STUDENTS OF ANY RACE, COLOR, NATIONAL, OR ETHNIC ORIGIN. ALL SCHOLARSHIPS AND PROGRAMS ARE ADMINISTERED IN A NON-DISCRIMINATORY FASHION AS TO RACE, COLOR, NATIONAL, OR ETHNIC ORIGIN.

ADMISSION TO TORAH ACADEMY OF BOCA RATON IS OPEN TO ANY STUDENT WHO DEMONSTRATES MINIMAL ACADEMIC ABILITY FOR THE AGE APPROPRIATE GRADE LEVEL. AN ENTRANCE EXAMINATION AND INTERVIEW WITH THE PRINCIPAL ARE PART OF THE ADMISSIONS PROCEDURE.

DISMISSAL FROM TORAH ACADEMY IS THE FINAL STEP OF THE DISCIPLINE PROGRAM IN USE AT THE SCHOOL. A STUDENT WHO IS OVERLY DISRUPTIVE, WHO IS A BAD INFLUENCE OVER THE OTHER STUDENTS, OR IS A POTENTIAL THREAT TO THE OTHER STUDENTS MAY BE EXPELLED TO PROTECT THE OTHER STUDENTS AND TO MAINTAIN TORAH ACADEMY AS A SAFE AND SECURE ENVIRONMENT IN WHICH TO STUDY. FULL DUE- PROCESS RIGHTS FOR THE STUDENT AND PARENTS ARE GUARANTEED INCLUDING THE RIGHT TO AN OPEN HEARING AND THE OPPORTUNITY TO PRESENT THE STUDENT'S POSITION. NON-PAYMENT OF TUITION IS ALSO GROUNDS FOR EXPULSION.

A STUDENT WHO FAILS TO MAINTAIN MINIMAL ACADEMIC PROGRESS WILL BE RE-ENROLLED WITH THE PROVISO THAT HE / SHE EITHER BE RETAINED, PLACED IN A REMEDIATION PROGRAM OR A SPECIAL EDUCATION PROGRAM, SUBJECT TO THE ADMINISTRATION'S DISCRETION.



2015-2016

CALENDAR

5775-5776

AUGUST			JANUARY		
AUG 18	Tue	ECE TEACHER WORKSHOPS BEGIN	JAN 1	Fri	LEGAL HOLIDAY Sessions [for ELEM&MS] 9:15 am - 12:15 pm
AUG 20	Thu	ELEM & MS TEACHER WORKSHOPS BEGIN	JAN 19-21	Tue-Thu	Middle School Finals - BMS Dismissal at 3:30 PM
AUG 24	Mon	LICE CHECK & VISIT CLASSROOMS	JAN 22	Fri	Teacher Development Day - No Sessions
AUG 26	Wed	ELEMENTARY SCHOOL OPENING – Regular Sessions ECE, BMS, & GMS STUDENT ORIENTATION	JAN 24-30	Sun-Sun	MID-WINTER VACATION – No Sessions
AUG 27	Thu	ECE, BMS, & GMS SCHOOL OPENING	FEBRUARY		
AUG 31	Mon	BOYS MIDDLE SCHOOL MEET-THE-TEACHER EVENING	FEB 1	Mon	CLASSES RESUME
SEPTEMBER			FEB 15	Mon	PRESIDENTS' DAY - Sessions [for ELEM&MS] 9:15 am-12:15 pm
SEP 2	Wed	ELEMENTARY MEET-THE-TEACHER EVENING	FEB 21	Sun	FIRST GRADE CHUMASH PLAY
SEP 3	Thu	MISHMAR BEGINS [Dismissal at 4:50 pm for 4B&5B & 5:15 pm for BMS]	MARCH		
SEP 6	Sun	SUNDAY SESSIONS BEGIN [9:15am-12:15pm for BMS & 5 th Boys @ S.C.]	MAR 4	Fri	END OF SECOND MARKING PERIOD
SEP 7	Mon	LABOR DAY - Sessions [for ELEM&MS] 9:15am - 12:15 pm	MAR 23	Wed	TAANIS ESTHER – Early Dismissal for Middle School at 12:00 pm ECE & Elementary Dismissal at 2:30 pm
SEP 9	Wed	GIRLS MIDDLE SCHOOL MEET-THE-TEACHER EVENING	MAR 24	Thu	PURIM – No Sessions
SEP 13	Sun	EREV ROSH HASHANA - No Sessions	MAR 25	Fri	SHUSHAN PURIM - Sessions begin 10:00 am
SEP 14&15	Mon&Tue	ROSH HASHANA - No Sessions	APRIL		
SEP 16	Wed	TZOM GEDALYA - ALL SESSIONS BEGIN 9:15 AM Middle School Early Dismissal 1:00 PM	APR 3	Sun	ELEMENTARY - PARENT TEACHER CONFERENCES-AM No Elementary Sunday Sessions
SEP 22	Tues	EREV YOM KIPPUR - No Sessions	APR 4	Mon	ELEM & GMS - PARENT TEACHER CONFERENCES - AFTERNOON & EVENING ELEM & GMS Only Dismissal at 12:00 PM
SEP 23	Wed	YOM KIPPUR - No Sessions	APR 6	Wed	BMS - PARENT TEACHER CONFERENCES- AFTERNOON & EVENING BMS Dismissal at 3:30 PM
SEP 24	Thu	SESSIONS BEGIN 9:15 AM	APR 12	Tue	ECE - PARENT TEACHER CONFERENCES - Regular Sessions
SEP 25-OCT 7	Fri-Wed	SUKKOS VACATION – No Sessions	APR 20-May 1	Wed-Sun	PESACH VACATION - No Sessions
OCTOBER			MAY		
OCT 8	Thu	SCHOOL RESUMES	MAY 2	Mon	CLASSES RESUME
OCT 21	Wed	ECE MEET THE TEACHER & CURRICULUM EVENING	MAY 16-20	Mon - Fri	STANDARDIZED TESTING WEEK
OCT 27	Tue	BMS - PARENT TEACHER CONFERENCES - AFTERNOON & EVENING BMS Dismissal at 3:30 PM	MAY 26	Thu	LAG BA'OMER – TRIP & FIELD DAY (No Mishmar)
NOVEMBER			MAY 30	Mon	MEMORIAL DAY - Sessions [for ELEM&MS] 9:15 am-12:15 pm
NOV 1	Sun	ELEMENTARY - PARENT TEACHER CONFERENCES - EVENING No Elementary Sunday Sessions	JUNE		
NOV 3	Tue	ELEM & GMS - PARENT TEACHER CONFERENCES - AFTERNOON & EVENING ELEM & GMS Only Dismissal at 12:00 PM	JUN 2	Thu	PRE-K End of Year Party
NOV 24	Tue	ECE - PARENT TEACHER CONFERENCES - Regular Sessions	JUN 6	Mon	KINDERGARTEN GRADUATION - AM
NOV 26-27	Thu&Fri	THANKSGIVING WEEKEND - NO SESSIONS	JUN 7-9	Tue-Thu	Middle School Finals - BMS Dismissal at 3:30 PM
NOV 29	Sun	Regular Sunday Sessions	JUN 9	Thu	8 TH GRADE BOYS GRADUATION – PM
DECEMBER			JUN 10	Fri	EREV YOM TOV - No Sessions
DEC 4	Fri	END OF FIRST MARKING PERIOD	JUN 12-13	Sun-Mon	SHAVUOS - No Sessions
DEC 9&10	Wed & Thu	CHANUKA - ECE CHANUKA WORKSHOPS (& No Mishmar)	JUN 14	Tues	SESSIONS BEGIN 9:15 AM
DEC 11-14	Fri-Mon	CHANUKA VACATION – No Sessions	JUN 15	Wed	8 TH GRADE GIRLS GRADUATION - PM
DEC 15	Tue	SCHOOL RESUMES	JUN 15	Wed	LAST DAY OF SCHOOL – Dismissal at 1:00 pm
DEC 22	Tue	ASARA B'TEVES – Regular Sessions Middle School Early Dismissal 12:00 PM	JUN 16&17	Thu&Fri	TEACHER MEETINGS / PACK UP DAYS

DIRECTIONS TO TORAH ACADEMY

From Boca Del Mar / Montoya Circle & Del Prado Circle:

Take Palmetto Park Road East. Turn left on Military Trail. Turn Right on Spanish River Blvd. Make a U turn at NW 3rd Ave. Turn Right into school parking lot.

From Boynton Beach / Delray Beach:

Take I-95 South to Exit 48—Yamato Rd. Turn Left on Yamato Rd. Turn Right on Boca Raton Blvd (NW 2nd Ave). Turn Right on Spanish River Blvd. Turn Right into school parking lot.

From East Boca Raton:

Take Boca Raton Blvd, Dixie Hwy or Federal Hwy to Spanish River Blvd. Go West on Spanish River Blvd. Turn Right into school parking lot.

From Coral Springs:

Take Sawgrass Expwy to I-95 North to Exit 48A—Yamato Rd East. Turn Right on Boca Raton Blvd (NW 2nd Ave). Turn Right on Spanish River Blvd. Turn Right into school parking lot.

From West Palm Beach/Palm Beach:

Take I-95 South to Exit 48—Yamato Rd. Turn Left on Yamato Rd. Turn Right on Boca Raton Blvd (NW 2nd Ave). Turn Right on Spanish River Blvd. Turn Right into school parking lot.

From Miami Beach / North Miami Beach:

Take I-95 North to Exit 48A—Yamato Rd East. Turn Right on Boca Raton Blvd (NW 2nd Ave). Turn Right on Spanish River Blvd. Turn Right into school parking lot.

Torah Academy of Boca Raton 2015 - 2016 Daily Schedule

- EARLY CHILDHOOD DIVISION:

8:10-8:25 am - Drop Off
8:25 am - Classes Begin
1:00 pm - Early Pickup for Part Time PreK2 & 3
3:30-3:45 pm – Dismissal

- ELEMENTARY DIVISION:

8:00-8:10 am - Drop Off
8:15 am – AM Classes
11:15 – 11:55am/12:00-12:40pm – Lunch
12:25 – 3:45 pm - PM Classes
3:45 – 4:00 pm Dismissal

- BOYS MIDDLE SCHOOL DIVISION:

8:15 am - Drop Off
8:20 am – Shachris & Breakfast
9:15 am – AM Classes
12:30 pm – Lunch
1:00 pm – PM Classes
2:20 pm – Mincha
4:30 – 4:40 pm – Dismissal

- GIRLS MIDDLE SCHOOL DIVISION:

8:00-8:15 am - Drop Off
8:15 am – Shachris & Biyur Tefillah
9:05 am – AM Classes
12:10 pm – Lunch
12:40 pm – PM Classes
3:45 – 4:00 pm – Dismissal

- MISHMAR:

On Thursday Afternoons, 4th and 5th grade and Middle School boys remain on campus for a special MISHMAR program. The MISHMAR program includes special learning and treats and gives the boys the exciting experience of *Bais Medrash* learning. The Elementary boys are to be picked up at 4:50 pm, and the Middle School boys are to be picked up at 5:15 pm.

- SUNDAY SCHEDULE:

As our boys grow and mature in Torah learning, it is important that they have a Torah schedule every day of the week. Our 5th grade and Middle School boys have Limudei Kodesh sessions each week at the South Campus from 9:15-12:15 pm. Please drop off your son between **9:05 and 9:15 am**. Please do not drop off students before 9:05 am as there is no supervision available before that time. Dismissal is from **12:15-12:25 pm**.

- FRIDAY SCHEDULE:

Dismissal on Friday is at 2:00 – 2:15 pm for the Early Childhood and Boys Middle School divisions, and 2:15 -2:30 pm for the Elementary and Girls Middle School divisions.

A.M. Arrival Procedures

The *Torah* teaches us to place great value on maximizing every moment of our lives. Bearing this in mind, it is crucial that our students attend classes daily and arrive on time. This will facilitate their getting the most from our program and develop within them the important *Middos* / life-skills of responsibility and punctuality.

Students are expected to be in school at least 5 minutes before their classes begin. Students need at least 5 minutes to gather materials and get settled and ready to learn. Please make every effort to ensure that your child starts the day off properly.

There is no supervision available before the above stated times (8:00 am for Elem & GMS, and 8:10 am for ECE & BMS). If you arrive before that time, please wait with your child until arrival time begins.

Upon arrival, all children in Grades 1-8 should go directly to their classrooms where there will be adult supervision. Early Childhood children will be escorted to their rooms by a staff member. No child may loiter outside or in the hallways.

Tardiness, Early Leave, and Absences

If a child is late, a note from a parent is to be presented in our office and a pass from the office is required to permit admission to class. (In Grades 1-8, any child who has a number of ***unexcused latenesses*** during any one trimester will receive a letter home, will need to meet with an administrator, and if necessary will be held out of class, and/or lose credit for the days late.) In order to be excused, a note explaining the valid reason for the tardiness is required.

Please make every effort to keep your child in school the whole day. When a child misses class, he or she misses information and is often left confused the following day. The resulting lack of clarity and mastery can be detrimental to a child's motivation and success. Additionally, taking a child out of school for trivial reasons sends a strong message to the child as to the lack of importance of their studies. The results of such messages are clearly visible in student progress and can not be understated!

If it is absolutely necessary to take your child out of school in the middle of the day for an emergency, or for a doctor's appointment (that couldn't be scheduled for a different time), please send a note to the office specifying the time and reason that he or she will need to leave. Upon your arrival for pickup, please come into the office to sign out the student. The office personnel will then call the student to the office to meet you. Parents are not to go directly to the classrooms.

Absences certainly have a detrimental effect on students and their learning. Please schedule family vacations around school schedules and calendar. In case of unavoidable absence, it is the responsibility of the child to find out what class work was done and what homework was assigned and to then make up the missed assignments.

Upon return to school, a note explaining the reason for the absence must be presented. Continued, unexcused lateness or absence may result in denial of admission to class. **A child who misses 20 days of any academic year will not be given credit for that year.**

Elementary and Girls Middle School

Car Pool Advisories

Because of our numbers, there are many vehicles dropping off from 8:00 a.m. - 8:10 a.m. and picking up from 3:45 – 4:00 p.m. As a result, safety considerations and just plain common sense require us to require that all of the following guidelines be adhered to very carefully.

- At dismissal time, please do not go inside to pick up your children. We will send the children to you. Please note that this process will take longer during the first few days of school.
- Please make sure your kids know their car pool #'s. Car pool #'s are given out starting at 3:00 on the first day of classes.
- Please “study” the car pool entrance and exit diagram on the next page to understand our system and be sure to “flow” in the direction of the arrows. This means:

- a) The parking area entrance is an EXIT ONLY (at all times). Throughout the day, but especially during carpool times (after 8:00am and after 3:25pm), DO NOT ENTER into our parking area. All cars must enter into the second right up the lane behind the GMS playground, and continue around the building until reaching the pick up/ drop off area.
- b) To prevent a back up in Spanish River Boulevard, please move your car as close as possible to the car in front of you. Please be ready to move your car at all times. Do not get out of your car in the carpool lane, even for a moment, except to buckle / help load your children. If you have business to conduct in our office (even a few minutes before carpool), you may not leave your car parked in the car pool line area. Please park in our parking area.
- c) Children will be waiting to be called and will only be dismissed once the cars in the pick up area are in place and ready to load. Children will be allowed to walk on the “sidewalk area” to their cars. CHILDREN WILL NOT BE ABLE TO WALK PAST THE SIDEWALK LINE. They will need to load, exit, and enter your vehicle from the passenger (right) side. **Please make sure they do not walk past the sidewalk line without an adult escort to use the trunk or enter through the driver’s side.** These guidelines may at times be inconvenient, but essential in ensuring that there are no children wandering between cars! Please help us establish clear and consistent guidelines that ensure the safety of all our children.
- d) For those parked in the parking area, we ask that you come to the front office and ask the secretary to dismiss your carpool to the office. **Please do not go directly to the classrooms. Doing so upsets our dismissal procedure and causes unnecessary confusion to our dismissal system.** Once they meet you at the office, you must accompany your “charges” from our building to your vehicle. **Do not allow them to run or even walk by themselves through our very busy traffic areas.**

- In an effort to speed up the carpool line, please refrain from speaking to administrators and teachers during carpool. Please instead leave a message for them in the office.
- For all carpool changes (e.g. your child is going home with a friend), the office must be notified before 3:00 p.m. **We can not accept any last minute / on the spot changes** to carpool as these inevitably lead to misunderstandings and lost children!
- Please reinforce with your youngsters our in-school discussions with them regarding all the above regulations and safety precautions.

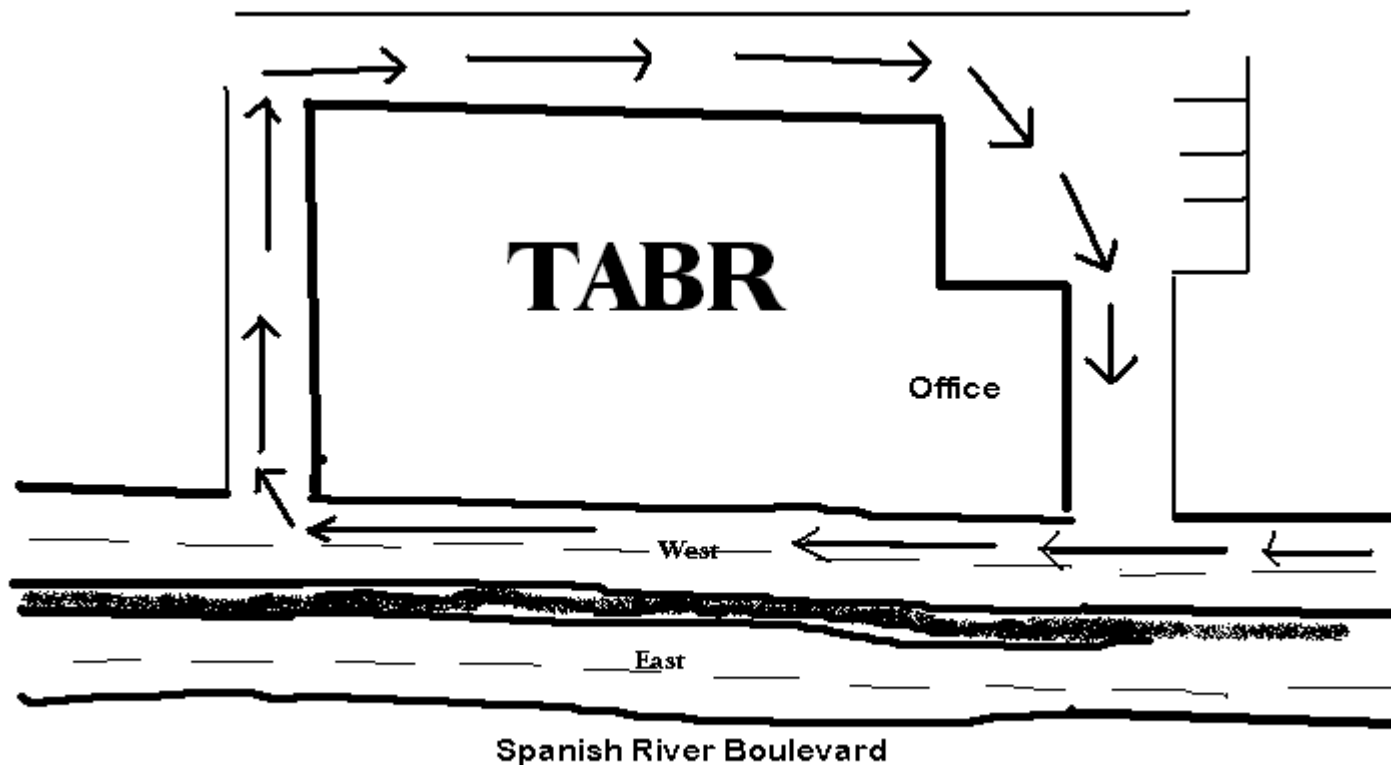
We thank you for your cooperation in these vital matters.

NORTH CAMPUS - CARPOOL MAP

Heading west on Spanish River, make a right into the second entrance of the school (right past the school building) and follow the path past the Girls' Middle School playground and around the building.

Heading east on Spanish River, go past the school and make a U-turn. Go west to the second entrance of the school (right past the school building) and follow the path past the Girls' Middle School playground and around the building.

Do not use the dirt road to enter the carpool line (neighbors have complained about the dust clouds it creates).



Early Childhood and Boys' Middle School Car Pool Advisories

Because of our numbers, there are many vehicles dropping off from 8:10 a.m. - 8:25 a.m. and picking up from 3:30 – 3:45, and at 4:30 p.m. As a result, safety considerations and just plain common sense require us to require that all of the following guidelines be adhered to very carefully.

- At dismissal time, please do not go inside to pick up your children. We will send the children to you. Please note that this process will take longer during the first few days of school.
- Please make sure your kids know their car pool #'s. Car pool #'s are given out starting at 3:00 on the first day of classes.
- Please “study” the car pool entrance and exit diagram on the next page to understand our system and be sure to “flow” in the direction of the arrows. This means:

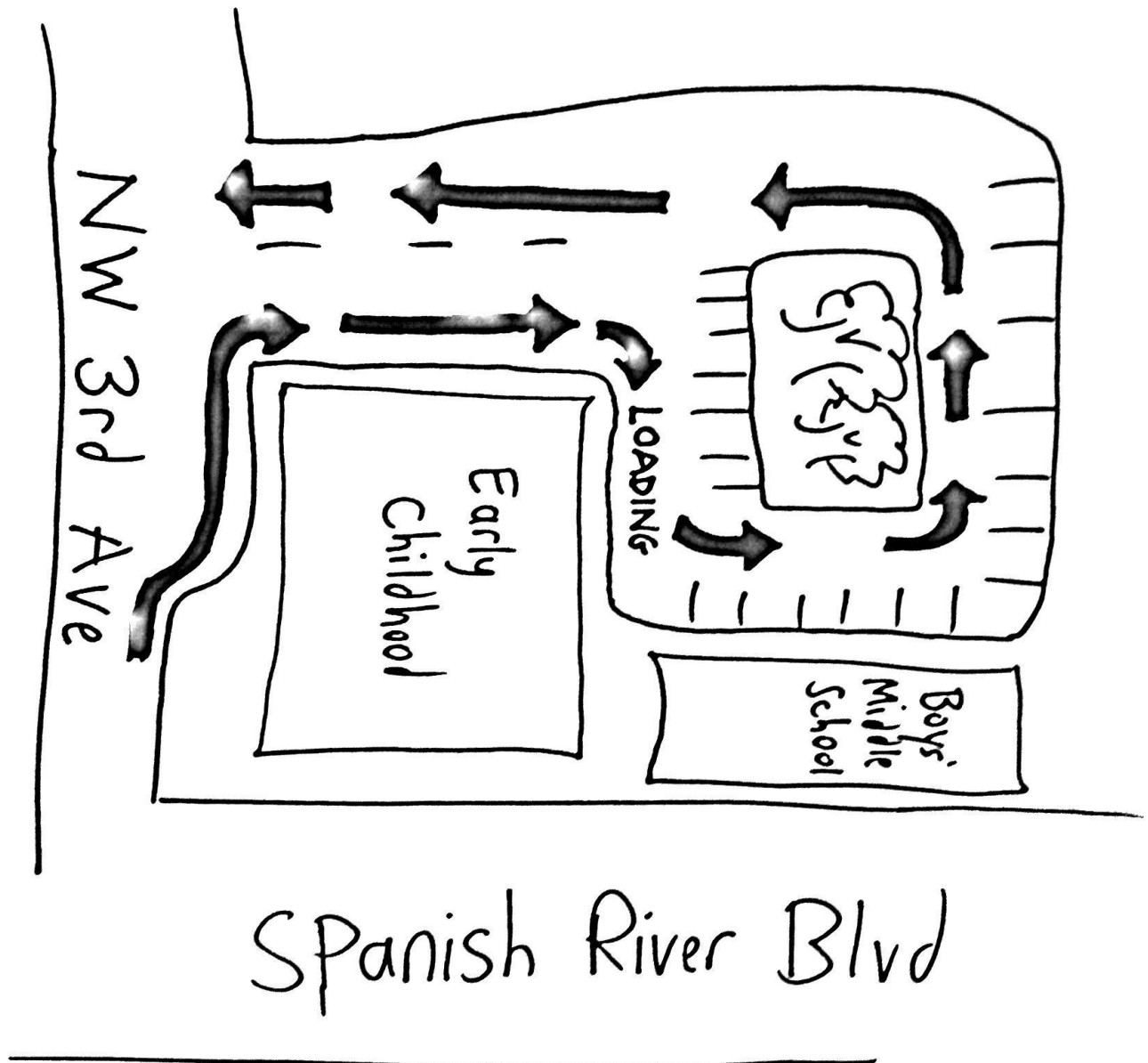
- a) To prevent a back up in Spanish River Boulevard, please move your car as close as possible to the car in front of you. Please be ready to move your car at all times. Do not get out of your car in the carpool lane, even for a moment, except to buckle / help load your children. If you have business to conduct in our office (even a few minutes before carpool), you may not leave your car parked in the car pool line area. Please park in our parking area.
- b) Children will be waiting to be called and will only be dismissed once the cars in the pick up area are in place and ready to load. Early Childhood children will be escorted on the “sidewalk area” to their cars. ALL STUDENTS WILL NOT BE ABLE TO WALK PAST THE SIDEWALK LINE. They will need to load, exit, and enter your vehicle from the passenger (right) side. **Please make sure they do not walk past the sidewalk line without an adult escort to use the trunk or enter through the driver's side.** These guidelines may at times be inconvenient, but essential in ensuring that there are no children wandering between cars! Please help us establish clear and consistent guidelines that ensure the safety of all our children.
- c) For those parked in the parking area, we ask that you come to the front office and ask the secretary to dismiss your carpool to the office. **Please do not go directly to the classrooms. Doing so upsets our dismissal procedure and causes unnecessary confusion to our dismissal system.** Once they meet you at the office, you must accompany your “charges” from our building to your vehicle. **Do not allow them to run or even walk by themselves through our very busy traffic areas.**

- In an effort to speed up the carpool line, please refrain from speaking to administrators and teachers during carpool. Please instead leave a message for them in the office.
- For all carpool changes (e.g. your child is going home with a friend), the office must be notified before 3:00 p.m. **We can not accept any last minute / on the spot changes** to carpool as these inevitably lead to misunderstandings and lost children!
- Please reinforce with your youngsters our in-school discussions with them regarding all the above regulations and safety precautions.

We thank you for your cooperation in these vital matters.

SOUTH CAMPUS - CARPOOL MAP

From Spanish River, pull onto NW 3rd Avenue and pull into the carpool lane. Follow the below flow of carpool traffic, and do not attempt to pull ahead of others who are waiting. Once in the loading area, the cars will be stopped and children will load/unload.



Special Post-School Arrangements

We will always assume that your children are going home with their regular car pools unless we are formally notified. Therefore, if you have arranged for your son or daughter to go to another child's home or with a different adult, we must have received notification before 3:00 pm. This is important, not only for the smooth functioning of our office and guaranteed transmittal of the information, but, most importantly, for the secure feelings of your youngsters in knowing where, how, and with whom they are going.

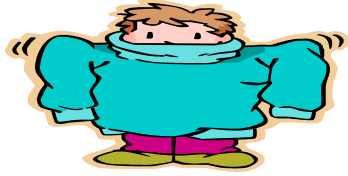
School Openings, Closings, and Delayed Openings

In rare instances, inclement weather conditions may necessitate changes in our schedule. The following are the procedures for inclement weather:

- When it becomes necessary to close school or to have a delayed opening, we communicate this information to you in the following ways:
 - 1) The latest information will be recorded on the school's answering machine (561)465-2200.
 - 2) When appropriate, we will arrange chain calls along with an office e-mail to alert families of unexpected changes.

- A delayed opening usually means that all classes will start at 10:00 A.M. and that all youngsters should *Daven* at home. Under such circumstances, before-school supervision will usually begin at 9:45.

Early Childhood Dress Requirements



Please send your child to school in comfortable simple clothing that is free of complicated fastenings. Please consider the messy art materials and other messy activities and provide **clothing that is washable** (smocks will be worn during messy art activities).

Think of our playground and provide clothing and shoes that are sturdy. **Please do not send children in slip-on shoes, flip-flops, or crocs.**

Please be aware of the following:

All Early Childhood children should wear shirts with sleeves (no tank tops).

All Pre-K and Kindergarten boys are required to wear a Kippah or hat and Tzitzis to school.

All Pre-K and Kindergarten girls should wear skirts.

Always label all of your children's clothing!

Torah Academy of Boca Raton

Elementary Division Uniform Code

Chazal tell us that our external actions and appearance directly affect our internal makeup. It is, therefore, essential that the young *Torah* student dress in a fashion which is neat, demonstrates personal pride and dignity, and is in accordance with the Torah's guidelines for *Tznius*, modesty. These standards create the atmosphere which is most conducive for our children's personal, academic, and religious growth. To facilitate the creation of this ambiance, Torah Academy has established the following uniform dress requirements.

Uniforms for Elementary Boys

Boys in all classes are required to wear *Kippos* (no hats or caps during class) and *Tzitzis*. Students are expected to wear the school uniform. Any combination of the uniform choices listed below can be worn.

1. Shirts

- a. White, hunter green, light blue or navy blue polo shirt with collar
- b. White, hunter green, light blue or navy blue button down oxford shirt
- c. All shirts need to have a collar. All shirts must have the **Torah Academy logo on it**
- d. All buttons, with the exception of the top one, should be buttoned

2. Pants

- a. Navy Blue, Black, or Khaki
 1. Straight or pleated
 2. Straight or cuffed bottom (no elastic cuffs)
 3. No sweats, cargo pants, jeans, shorts, or corduroy

3. Shoes

- a. Sneakers
- b. Shoes
- c. No sandals, slippers, **Crocs**, or slipper-like shoes (e.g. they must have a back)
- d. No shoes or sneakers which transform into roller skates or any other object other than shoes

4. Socks

- a. Students are to wear socks at all times

5. Sweatshirts

- a. Sweatshirts and sweaters are to be free of any inscription, words, slogan, or logo.

The look of our boys should be one that represents dignified *Torah* Students; one of refined and good taste. Clothing should be neat and not stained.

Please contact our Coordinator, Mrs. Rochelle Etedgui (561- 706-7147), for any further questions you may have.

Uniform for Elementary Girls

Students are expected to wear the school uniform. Any combination of the uniform choices listed below can be worn.

1. Shirts/ Blouses

- a. White, hunter green, light blue or navy polo shirt with collar
- b. White, hunter green, light blue or navy button down blouse or button down oxford
- c. Shirts need to have a collar, and no capped sleeves. All shirts must have the **Torah Academy logo on it**
- d. All buttons, with the exception of the top one, should be buttoned
- e. Only a **white** turtleneck or t-shirt may be worn under the uniform blouse
- f. Please make sure that no blouses/shirts are of sheer or tight-fitting material
- g. **Fourth grade girls and older are required to wear at least $\frac{3}{4}$ sleeves that cover the elbow**

2. Skirts

- a. Plaid or navy pleated uniform skirt.
- b. The skirts should be long enough to cover the knee when sitting down.
- c. No straight skirts and **No slits**

3. Shoes

- a. Shoes
- b. Sneakers
- c. No sandals, slides, clogs, **Crocs**, or slipper-like shoes (e.g. they must have a back)
- d. No shoes or sneakers which transform into roller skates or any other object other than shoes

4. Socks

- a. Knee socks, tights, or ankle socks that naturally cover the ankle without the constant need to pull them up.
- b. Leggings may only be worn to school if not at all visible.
- c. Peds, no-show socks, or any foot covering not covering the ankle are not allowed.

5. Sweatshirts

- a. Sweatshirts and sweaters are to be free of any inscription, words, slogan, or logo.

The look of our girls should be one that represents dignified *Torah* Students; one of refined and good taste. Clothing should be simple and practical. Clothing should be neat, and not dirty or stained. A girl's hair should look appropriate for a *Torah* student.

Under all circumstances and for all grades, any inappropriate clothes or accessories or those with logos, wording, or characters in questionable taste are not allowed. This also includes necklaces for boys, length of hair, or hairstyles that are not within our mores. The Principal may request that a child who is dressed inappropriately go home and change.

Please contact our Coordinator, Mrs. Rochelle Ettedgui (561- 706-7147), for any further questions you may have.

Torah Academy of Boca Raton **Boys Middle School - Dress Code**

Chazal tell us that our external actions and appearance directly affect our internal makeup. It is, therefore, essential that the young Torah student dress in a fashion which is neat, demonstrates personal pride and dignity, and is in accordance with the Torah's guidelines for Tznius and modesty. These standards create the atmosphere which is most conducive for our children's personal, academic, and religious growth. While our Middle School boys have graduated the school uniform requirements, we have established the following dress code to help facilitate this ambiance:

Pants: Solid color dress pants in good repair (no cargo pants, jeans, etc.)

Shirt: Solid color button down shirt with collar. (Shirts are to be tucked inside the pants at all times.)

Shoes: Predominantly black shoes (rubber soles are permissible) OR predominantly black sneakers. Must be fully closed (no slip-ons, crocs, etc.)

Undershirt: White only

Socks: Socks must be worn at all times.

Sweaters/Sweatshirts: All sweaters/sweatshirts should be a solid color. (No logos or wording, please)

Yalmuka: No hats or caps during class

Tzitzis: Tzitzis are to be worn at all times.

The look of our boys should be one that represents dignified young *Torah* Students; one of refined and good taste. Clothing should be neat and not stained.

Torah Academy of Boca Raton

Girls' Middle School Dress Code

Chazal tell us that our external actions and appearance directly affect our internal makeup. It is, therefore, essential that the young Torah student dress in a fashion which is neat and demonstrates personal pride and dignity. These standards create the atmosphere which is most conducive for our girls' personal, academic, and spiritual growth. We have therefore established the following dress code for our students:

1. Blouses

- a. Button down shirt, pastel-light pink, blue or yellow (with a white shell underneath) with the TABR logo on the collar. Sleeves must comfortably cover the elbows. Blouses may not be tight fitting.
- d. All buttons, with the exception of the top one, need to be buttoned.
- e. Only a white t-shirt may be worn under the uniform blouse and it may not be visible.

2. Skirts

- a. Navy blue or black uniform pleated skirt.
- b. The skirts need to be **long** of ankle or mid-calf length. Skirts need to reach the ankle or up to 6 inches above the ankle.

3. Shoes

- a. Shoes or sneakers
- c. No sandals or Crocs (i.e. shoes must be closed toe and have a closed back)

4. Socks

Knee socks are required.

5. Sweatshirts

Sweat shirts without words may be worn over uniform shirts.

The girls' feelings are of utmost importance to all of us. We do not want a student to be in an uncomfortable situation by coming to school in clothing that does not conform to the dress code requirements.

If you have any questions regarding the parameters of the dress code, please contact Mrs. Gita Guttman.

Please contact our uniform coordinator, Mrs. Rachel Etedgui (561- 706-7147), if you have any questions regarding purchasing uniforms.

GENERAL POLICIES

Daily Preparation and Supplies

Each child is required to prepare himself/herself for the school day by arriving with specific school supplies as requested by the classroom teacher, by returning any school books or materials taken home, and by remembering personal health aids such as glasses, tissues, etc. A list of supplies for beginning the school year is attached to this handbook.

Books and School Property

Books that are school property are issued to the children at the beginning of the school year. Students are expected to take reasonable care of their books and materials. Lost and/or damaged books and materials must be paid for by the student.

Lost Items

Lost and Found items will be held in a designated place in school. Please check for your items from time to time. After a reasonable length of time, items will be discarded / sent to a charitable organization.

Please label all clothing and objects brought to school by your child.

Parent Teacher Organization

Our active PTO serves an important role in enhancing our children's educational and social well-being. All parents are encouraged to get involved. We have many exciting programs and events. Volunteers for jobs both large and small are always needed; everyone can be a volunteer to help enrich our children's educational experience. Please feel free to contact our PTO Presidents, Mrs. Liat Bensimon 305-926-8307 and Mrs. Margo Rosman 917-701-8703 to find out how you can help and get involved.

LUNCH and FOOD "CODE"

Our students generally eat lunch in their classroom. Home-prepared lunch should be brought in a lunch box, lunch bag or a brown paper bag, with a drink. All laws of Kashrus must be carefully observed. Lunches should be either *Parve* or *Milchig*. No meat meals may be sent to school. **ADDITIONALLY, CHILDREN MAY NOT SHARE THEIR LUNCHES OR SNACKS WITH OTHERS.**

Details about our HOT LUNCH PROGRAM are presented at the beginning of the school year. Lunch is ordered in advance for an entire cycle (usually 10 weeks at a time) and is offered 3 times a week. More information regarding the lunch choices and costs will be forwarded to parents in September.

Because of safety issues, the microwave in the Faculty Room is not available for student use. Therefore, children should not bring soups or other mixes which require hot water or any food that requires warming up. **Also, due to safety precautions, drinks (or any foods) in glass containers should not be brought to school.**

NUTRITION

The American Dietetic Association confirms that food intake strongly effects school work performance. Eating a well balanced breakfast improves a student's ability to do well in school! Please make sure your child / children eat breakfast every morning in order to give them the best start to their day.

We officially ask that only healthy snacks and lunches be sent with your children. Specifically, we have instituted a no candy, chocolate, or soda policy that we share with the children to ensure that they are getting the proper nutritional energy they need to be successful at school. Please do your part in encouraging your child to bring the proper nutritional and healthy foods.

Please also check with your children that they are eating their lunch daily (and not trading, or throwing them out!). The disparity in a child's ability to learn and function in the classroom because of their food intake can not be overstated!

Food for Distribution

Any food brought to school for a *Siyum*, party, or for any other class-wide or school-wide distribution must be brought in a sealed package with an acceptable *Hechsher*.

Opened receptacles of any nature are not permitted.

The "OU", "OK", "Star K", and ORB are supervisions that are among those usable in school. We do not use "Triangle K" in school. All foods must be checked by one of the Deans before being taken to classrooms.

In order to be respectful of and show consideration for those of our students who require *Cholov Yisrael* supervision for milk products, replacement items that have *Cholov Yisrael Hashgachah* or which are *Parve* should be purchased for those children. Our office will provide you with the number of children for which this is relevant.

SCHOOL PARTIES

If you choose to celebrate your child's birthday in school, the procedure is as follows:

- 1) Parties during class are only allowed in our Early Childhood Department. In Grades 1-5, parties consist of giving of treats / presentations in honor of the occasion made during a designated lunch or snack only.
- 2) Arrangements and planning must be made with your child's teacher and should be made at least one week in advance. This includes checking the *Kashrus* of all food for the party.
- 3) When brought to school, the food must be in its **original sealed packaging** and checked for *Kashrus* by Rabbi Baumann or Rabbi Feinberg.
- 4) In order to be respectful of and show consideration for our students who require *Cholov Yisrael* supervision for milk products, please purchase replacement items for them that have *Cholov Yisrael Hashgachah* or which are *Parve*.
- 5) In classes with students who have allergies, please check with the child's teacher or parents to ascertain that he/she may eat the product brought in.

HOME PARTIES

Parents planning birthday parties at home should be sensitive to the standards of all their guests regarding kashrus, entertainment, safety, and activities. In order to be respectful of every child's feelings and to reinforce what is taught at home and at school, it is appropriate to invite all of your child's classmates (all boys for a boy, all girls for a girl) to participate in home parties so that no one is hurt by being left out.

Please be aware that **birthday party invitations may not be distributed at school unless the entire class is invited.**

Use of Telephone

Children are not permitted to use the office phone. If you must get an urgent message to your child, call the office and the staff will deliver the message.

If an administrator determines a significant need for a message to be sent home during the day we will contact you. We all share the desire to see our children grow and mature into responsible self-reliant adults. One of the first major steps in this process is when a child leaves his or her home and family to attend school. Within a nurturing environment, and with the adults' support, it is now their responsibility to begin caring for themselves and meeting their student responsibilities. It is in this spirit that we do not allow phone calls home, and do not allow messages sent home for forgotten books, material, homework, etc.

If a child is ill or injured and presenting the following symptoms: swelling, fever, severe bleeding, or vomiting the office will call home to ask parents to take the child home. Children not exhibiting these symptoms will be encouraged to remain in school and will not be permitted to go to the office to call home.

Additionally, we can not allow any calls or messages to arrange for last minute after-school activities or get-togethers etc. These last minute arrangements often result in mix-ups and misunderstandings. All afternoon play date must be arranged before children come to school. (Parents should notify our office of any carpool changes **before 3:00 pm** due to a play date.)

Parent and Visitor Travel Through the Building

It is our responsibility to maintain the highest safety standards for the protection of our students and the proper respect and decorum for the teaching and learning being conducted in our classrooms. Therefore, all parents and visitors must check in at the receptionist's desk immediately upon entering our facility. Each person will be then given a visitor's pass and be advised as to where he/she may proceed. **No one may walk around or through our halls and classrooms without receiving prior permission from the office.**

Items Not to Be Brought to School

Items which are valuable, which distract children from their studies or from paying attention to teachers, or which might be used as substitutes for physical activity during recess may not be brought to school - unless specifically requested by a teacher. Included in these categories are:

- ◆ **Cell phones** – Students' possession of cell phones during school hours presents a serious threat to our students' general security, our responsibility to control the persons and materials our students are exposed to, and to school procedures and protocols. To fulfill our responsibilities, **we must ask that you not send your children to school with a cell phone!** Any cell phone in school will be confiscated. In extenuating circumstances, please speak to the Principal.

- ◆ Any electronic games (All electronic games are not to be brought to school at all even for use during dismissal time.)

- ◆ iPod, iPad, or MP3 player

- ◆ Kindle, tablet etc.

- ◆ Tape recorders

- ◆ Wooden or metal bats

- ◆ Any dangerous materials

In general, we ask that toys or playthings (i.e. cards, latest toy fad) are not brought to school at all, and instead are kept at home as an 'after-school' treat. We have found that these disturb and distract our students from both classroom learning and proper physical activity during recess and Physical Education.

HOMEWORK POLICY

Student adherence to homework policy for his/her grade is a component of appropriate school behavior. Homework at Torah Academy is designed to reinforce and concretize the day's learning. Written homework, like any other work a child produces, is a reflection of a child's motivation, interest, pride and responsibility. All homework should be neat and presentable, and indicate a child's best effort. Sloppy and/or torn papers are unacceptable. Our homework policy is set by the principal and teacher in accordance with the specific needs of the class. There are few things that are more undermining to a child's progress in learning, than coming to school without homework completed. To help enforce completion of assignments, a policy of consequences, including detention, is in place at school. Details will be spelled out at the back-to school night program.

Following are a few guidelines for your involvement with your child's homework:

1. Take a sincere interest in your child's homework. Emphasize that doing homework with quality and neatness is very important. Periodically, take the time to look at the actual homework your child has done so you are aware of academic progress and any developing issues.
2. Help in a positive, caring manner rather than in a sarcastic and impatient one.
3. Help with homework; do not do it for your child.
4. When your child objects to your help and gets upset, he is sending you a message. It may be wise to tactfully investigate the reason for your child's negative reaction. Is he exerting independence, reacting to work that is excessively difficult for him, or concealing his messy paper? It is important to look into the matter.
5. Do not criticize the school or teacher in front of the child for giving too much homework. If you feel your child has too much work, speak to the teacher about it.
6. Look for things to praise – a neatly written paper, and improvement in spelling, a period of time of quiet concentration. Praise should also be given when an assignment is completed.
7. If your child comes home regularly with the report that "I don't have any homework" or "I did it all in school" – check with his/her teachers.
8. If the work consistently (not just once in awhile) seems too difficult, find out from the teacher where the source of the problem may lie.

Some practical suggestions for helping your child do homework are:

- a. Have a set homework area at home – whether it's a quiet room or in the kitchen with a parent– there must be consistency; (Let your child decide with your guidance, then make sure he/she sticks to the decision.)
- b. Your child should have a homework kit with all the necessary supplies immediately accessible. This kit is to include – crayons,- sharpened pencils,- markers, - pencil sharpener,- erasers,- glue or paste,- tape,- writing paper,- construction paper,-hole puncher,- stapler,- scissors, - children's dictionary,- paper clips,- white out,- index cards,- and rubber bands.
- c. The time for homework should be set in advance rather than being haphazard. A

weekly schedule is suggested that includes snack time, time for lessons, time for free play, time for homework, time for supper, after supper activity, and bedtime. It can vary each day, but if it is set in advance each afternoon/evening can be a nice blend of work and play, rather than time for unpleasant parent/child struggles.

- d. Upon completion of homework, your child should place all necessary papers, books and supplies in his/her backpack before going to bed. Make sure that a parent has signed where requested by the teacher.

COMMUNICATION PROTOCOLS

A close, working, parent/teacher partnership is important for a student's success. Clear communication must exist between the parents and their child's teachers.

Discussions about a child's progress should be limited to those who are in a position to act on the situation and should follow a protocol that respects the professional integrity of those involved. The correct protocol is as follows:

1. Discuss with the teacher involved;
2. If discussions with the teacher leave you unsatisfied, discuss with the Principal.

Discussions with anyone else including parents of other children in the child's class are almost certainly violations of the laws of *Loshon Hora* and *Motzi Shem Rah* (slander). They rarely succeed in finding solutions and only fester anger that inhibit meaningful communication and damage morale within the school family.

If you wish to speak to your child's teacher please leave a message with the office. The teacher should return your call within twenty-four hours. The office can not give out any faculty member's home phone number.

If your child is having trouble at school, please approach the situation from a problem-solving perspective. We want to work together with you to best help our students! The best solutions are reached through the blend of professional expertise and parental insight into their own children. If parents, teachers, and administration work together in a spirit of respect and cooperation, the children will be the winners.

When receiving a troubling report from your child at the end of a school day, please remain calm and remember to assume that there's more to the story. Experience has shown that as sincere as a child may be, he or she almost never understands the broader context within which incidents occur. Additionally, children have an emotional perception of reality and often sincerely perceive events from a limited view. The first step is to gently probe (possibly at a later time) for more of the details and for the broader picture of what was going on. Ask for specifics, and don't rely on generalities. If a troubling report emerges, the next step is to speak to the teacher. Do not assume you have all the facts! Tell the teacher that you have received a troubling report and that you would like him /her to fill you in on their professional perspective. Work together with the teacher to explore any outstanding issues, and to find acceptable solutions.

The **ART** of Parent / Teacher communication:

Assume there's a broader context

Remember the dedication the teacher has shown in the past

Talk directly to the teacher – No one else!

Report Cards and Progression through Grades

Report cards for Elementary and Middle School divisions will be issued three times a year (in November, February, and June). By the end of the present school year, those children who have mastered or partially mastered the objectives prescribed for their present grade level will progress to the next grade level for the coming school year. If the student has not achieved the objectives for the present school year, every effort will be made to keep the child with his/her age/grade level while adjusting the program to meet the child's needs. If this is not possible, retention will be considered.

SCHOOL DECORUM

Our approach to maintaining proper school decorum and student behavior is based upon prevention rather than cure. Therefore, we use positive encouragement and motivation to promote *Derech Eretz* and consideration for teachers, parents, all adults, and peers. However, we also have clear and appropriate (preferably, natural) consequences for any breaches or infractions. In this way, we teach correct behavior, while at the same time we instruct our children in accountability, responsibility, and in how to improve when they have acted inappropriately. Consequences are delivered with the dignity of the student upheld, while at the same time delivering the important lessons of responsibility and accountability, along with other *Chinuch* lessons. Parents can read more about the strength and value of this approach in My Child, My Disciple by Rabbi Noach Orlowek (Feldheim) and How to Listen so Kids will Speak, How to Speak So Kids will Listen by Adele Faber and Elaine Mazlish (Avon Books)

Students are expected to always conduct themselves with respect for the needs, comfort, dignity, feelings, and safety of others. Physical fighting or bullying will not be tolerated in the school or on school grounds.

Children are expected to be respectful to and cooperative with all adults in school. If a child disrupts classes and does not respond to positive motivation or to consequences, we will be in close contact with his/her parents to work together to improve the situation. If all our collaborative efforts are unsuccessful, the youngster may not be allowed to attend classes. Overt disrespect such as refusal to comply with teacher instructions or refusal to stop creating a disturbance in a classroom will result in the student's removal from the classroom and/or a more serious consequence. Continuation of such behavior will result in a suspension from school. If incidents continue, we will need to reevaluate our ability to maintain the student in our program.

Although some may have constructive purposes, NO pocket knives or knives of any sort may be brought by children to school. If any item of this sort is found in the possession of any youngster, he/she will be suspended for a minimum of one day. The use of such an item on our premises will lead to expulsion.

HEALTH & MEDICAL

Lice Policy

The following is our policy concerning treatment of lice:

1. A child who has lice or nits will not be allowed to remain in class. Parents will be called to take the student home for proper treatment. This includes using the proper shampoo and methods and combing out all nits. We highly recommend using a lice-removal company, such as Lousecalls for a thorough, comprehensive, and hassle free treatment.
2. A child who has lice may not return to school that same day even after being treated.
3. Before the child returns to school, he/she must receive a lice check - clearance letter from Lousecalls (for a \$15 fee/ \$5 for additional siblings who have lice.) The child will present a clearance certificate from Lousecalls to the main office and then go straight to class. For the protection of all children and their families, no child will be allowed to return to class until all nits have been removed and a clearance letter is secured by Lousecalls. To obtain the lice clearance letter from Lousecalls, please contact them directly at 561-376-1066/amy@lousecalls.com and they will set up a time for early the next morning to check the child so the child can return to school as soon as possible.
4. After the child has returned, and is cleared to return to class, we will recheck a day to ten days later. Parents must continue to be vigilant and continue checking and combing over the next 2 weeks to ensure that the child is completely lice-free.
5. We will conduct periodic lice checks in school. (The first one is before school starts. See calendar.) We will also check the class and siblings of any student found with lice.
6. We ask parents to inform us ASAP if they find lice or nits on their children.

Illness

In order to keep illness to a minimum, please keep your child at home if he/she is sick. It is completely inconsiderate of other students and adults to send a contagious child to school where he or she may share their illness with others! If you are not sure whether or not your child is contagious, please call your pediatrician. You should keep your child at home if he/she has:

- ◆ a fever - keep him/her at home **until the fever has been gone for 24 hours;**
- ◆ a persistent cough or a recurrent sore throat, especially if the child has been exposed to strep;
- ◆ strep - keep the child at home **until he/she has been on an antibiotic for 24 hours;**
- ◆ a runny nose with yellow/greenish drainage;
- ◆ an open wound with pus drainage;
- ◆ pink eye;
- ◆ an undiagnosed rash;
- ◆ any other obvious infection, and
- ◆ lice (See above for Lice Policy).

Pinworms – If your child has been diagnosed with pinworms or other intestinal parasites, please inform the school and be sure your child has started treatment with a physician before he/she returns to school.

Emergency Situations

In case of serious illness or an accident, 911 will be called. If you do not wish the school staff to administer first aid and/or send your child to a hospital or physician for emergency treatment, please notify the office in writing.

Administration of Medication to Students

In order for medication to be administered by our staff to your child, the form on the following pages must be filled out. No student may administer medication of any kind by himself/herself.

B'H

TORAH ACADEMY OF BOCA RATON
447 NW SPANISH RIVER BOULEVARD
BOCA RATON, FLORIDA 33431

DIRECTIONS:

PARENTS/GUARDIANS

- A. Parents/guardians are to fill out PART I of this form, and**
- B. Send form to physician**

PHYSICIAN

- A. Physician fill out**
 - PART II, and**
 - B. RETURN to address above**
-

IMPORTANT INFORMATION

School Medication Procedures

1. All medications to be taken at school (prescription or non-prescription) must be brought to our office with an Authorization to Medicate form. In no case may a student administer medication to himself/herself. Any medication (prescription and non-prescription) found in the possession of a student will be confiscated. No child should have any medicine on his/her person or in his/her lunch box/bag.
2. No medication will be administered in school or during school sponsored activities without the parent/guardian's signature and physician's signature on the AUTHORIZATION TO MEDICATE form.
3. The parent/guardian is responsible for submitting a completely new AUTHORIZATION TO MEDICATE form to the school each time there is a change of dosage or time of administration, as well as providing medication to cover for the appropriate length and dosage.
4. Parent/guardian's signature and physician's signature on a new AUTHORIZATION TO MEDICATE are required for each episode of illness and for each medication ordered.
5. All medications for students will be kept secure and accessible only to authorized administering personnel. The school assumes no responsibility for the possible loss of the medication.
6. One week after expiration of the physician's order, a parent/guardian must personally collect any unused portion of the medication. Medication not claimed within one week of expiration of the physician's order will be destroyed.
7. Torah Academy of Boca Raton does not assume responsibility for prescribed medication or non-prescribed medication administered by the student to himself/herself.
8. In no case may any school staff member administer any medication, except Tylenol or Advil, outside the framework of the procedures above.

B'H
TORAH ACADEMY OF BOCA RATON
 447 NW SPANISH RIVER BOULEVARD • 3881 NW 3rd AVE
 BOCA RATON, FLORIDA 33431
 SCHOOL OFFICE – (561) 465-2200

AUTHORIZATION TO MEDICATE - RELEASE & INDEMNIFICATION AGREEMENT

PART I - TO BE COMPLETED BY PARENT/GUARDIAN

We hereby request and authorize Torah Academy to administer prescribed and nonprescription medications as directed by the physician named below. We agree to release, indemnify, and hold harmless Torah Academy of Boca Raton and officers, staff or agents from lawsuit, claim, demand or action, etc. that may be brought against them for administering prescribed and non prescription medication as directed by the physician named below for this student. We have read the procedures outlined on the back of this form and assume the responsibilities as required.

Student's Name _____	Prescription: ___Renewal ___New	If new, date of 1st full day's dose at home: ___/___/___
Student's Date of Birth ___/___/___	Parent/ Guardian Signature _____	Date ___/___/___

Signature of Parent (required) _____

PART II - TO BE COMPLETED BY PHYSICIAN:

TO THE PHYSICIAN: Torah Academy discourages administration of medication to students in school. Any necessary medications which possibly can be administered before or after school should be so prescribed. Administrative assistants will, however, administer medication to students during school according to procedures outline on the back of this form when ABSOLUTELY necessary.

MEDICATION FOR (STUDENT'S NAME) _____	NAME OF MEDICATION _____
DOSAGE(S) & TIME(S) TO BE ADMINISTERED AT SCHOOL _____	DURATION OF MEDICATION START ___/___/___ END ___/___/___
POTENTIAL SIDE EFFECTS _____ _____	
NAME OF PHYSICIAN (print) _____	(signature) _____
(date) ___/___/___	Diagnosis _____
	Allergies _____

PART III - TO BE COMPLETED BY SCHOOL STAFF:

____ Medication (properly labeled by pharmacists)
 ____ Over the counter medication in original container, with dosage by manufacturer.
 ____ Date any unused medication is to be collected by parent (within one week after expiration of physician's order)
 ___/___/___

INDEMNIFICATION AGREEMENT

I have received from _____ (parent/guardian) the items indicated above and found all to be properly completed and/or labeled.

SCHOOL PERSONNEL'S SIGNATURE _____ **DATE** ___/___/___

COMMENTS: _____

B'H
TORAH ACADEMY OF BOCA RATON

ASTHMA INHALERS USAGE FORM

Parents: So that we may provide the best care for your child, please complete this form and return it to the school medication assistant. If any changes occur during the year, please notify that person.

Choose the option you want for your child.

Option #1

The student comes to the office where the inhaler is kept and uses it under supervision. The advantage is that the medication will be used correctly, in the proper amount, and records will be kept.

A number of students keep inhalers in the office and come before PE or recess or as needed.

All medications brought to school must be in their original container. Prescription medications require a parental/physician form to be filled out and sent with the medication. Over the counter asthma medications require written parental permission to be sent with the medication.

Option #2

QUALIFIED students will be allowed to carry their inhalers. The advantage is that it is immediately accessible. A spare inhaler provided by the parent may be kept for them in the office should they forget theirs or run out.

CONTRACT BETWEEN STUDENT, PARENTS, MEDICATION ASSISTANT AND DOCTOR FOR PERMISSION TO CARRY INHALERS

1. Student has demonstrated to the medication assistant correct use of the inhaler.
2. Student agrees to never share the inhaler with another person.
3. Student agrees that, after two puffs, if there is not marked improvement, he/she will see the medication assistant immediately.

Student Signature _____ Date _____

I give permission for my child _____ to carry the inhaler(s) described below. I understand that he/she must follow the rules listed above. I will notify the school of changes in medication or my child's condition.

Name of Medication Dose Frequency of Use

Name of Medication Dose Frequency of Use

Physician Signature _____ Date _____

Print Physician Name _____ Phone _____

Parent Signature _____ Date _____

School Medication Assistant Signature _____ Date _____

TORAH ACADEMY OF BOCA RATON ALLERGY INFORMATION FORM

Date: _____

Child's Name: _____

1. To what is your child allergic?

2. What reaction does your child have?

_____ Immediate _____ Delayed _____ Local _____ Generalized

Please describe:

3. Has this condition been diagnosed by a physician? _____ Yes _____ No

4. Has hospital emergency room care ever been required? _____ Yes _____ No

5. Will medication need to be given at school? _____ Yes _____ No

(If yes, please request the appropriate medication forms, which must be completed by you **and** your physician.)

6. Is there any other information the school should know about?

Please send in the following:

1. A signed letter from your doctor with instructions the school is to follow in the event that your child experiences an allergic reaction while at school.
2. Two epinephrine kits, if prescribed (Epipen), or other medication to be used if an allergic reaction occurs.
3. Authorization to Medicate form for the epipen.

If you have any questions, please contact the administration. Thank you.