

Parent Manual

2017–2018



Kindergarten through Eighth Grade

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Welcome to Abrams Hebrew Academy

Abrams Hebrew Academy is committed to giving our students the academic skills and incentive to achieve, and the empowerment to fulfill their highest educational goals. As a day school, we strive to instill pride in our heritage, respect for values and love of learning.

Our students thrive on an advanced curriculum focused on language arts, science, social studies and mathematics. Studies in Hebrew language, Jewish history, Torah and prayer give them a firm foundation in their heritage. Abrams students receive the best of both worlds, and the balanced nature of their education serves them as a model for contemporary Jewish living.

Children from all Jewish backgrounds are equally welcome at Abrams and all forms of observance are equally respected. More than 300 students from nursery through eighth grade attend Abrams, where they enjoy and flourish in our nurturing yet challenging environment of academic excellence combined with traditional Jewish learning and values.

Abrams Hebrew Academy is a constituent agency of the Jewish Federation of Greater Philadelphia, and a beneficiary of the United Jewish Federation of Princeton Mercer Bucks. These two organizations provide significant funding and support for our school. Abrams families are encouraged to participate and support the federation of their choice.

Partnering with



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**ABRAMS HEBREW ACADEMY
2017-2018 SCHOOL CALENDAR**

2017

August	31	Thursday	9:30 am Teacher's Meeting
September	5	Tuesday	First Day of School
	12	Tuesday	Back to School Night Nursery to Grade 4
	13	Wednesday	Back to School Night Grade 5 to 8
	20	Wednesday	12:30 Dismissal – Erev of Rosh Hashanah
	21	Thursday	No School – Rosh Hashanah
	22	Friday	No School – Rosh Hashanah
	29	Friday	No School – Erev Yom Kippur
October	4	Wednesday	12:30 Dismissal – Erev of Sukkot
	5	Thursday	No School -Sukkot
	6	Friday	No School – Sukkot
	11	Wednesday	12:30 Dismissal – Hoshanah Rabbah
	12	Thursday	No School - Shemini Atzeret
	13	Friday	No School - Simchat Torah
	20	Friday	Early Friday Dismissal Starts
November	8	Wednesday	No School- Parent Conference Day
	9	Thursday	AM Middle School Conference – School is Open
	22	Wednesday	12:30 Dismissal - Thanksgiving Recess Begins
	23/24	Thu/Fri	No School - Thanksgiving Recess
December	25-29	Mon/Fri	No School - Winter Recess
2018			
January	1	Monday	School Closed - Winter Recess
	2	Tuesday	School Re-Opens
	15	Monday	No School - Martin Luther King Day Observance
February	19	Monday	No School - President's Day
March	14	Wednesday	No School - Parent Conferences Grades K-7
	16	Friday	Regular Dismissal begins on Fridays
	29-30	Thu/Fri	School Closed for Passover
April	2-6	Mon-Fri	School Closed for Passover
	9	Monday	School Re-Opens
May	18	Friday	No School - Shavuot
	21	Monday	No School-Shavuot

	28	Monday	No School-Memorial Day
June	14	Thursday	12:30 Dismissal - Last Day of School

DATES SUBJECT TO CHANGE

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School Hours/Arrival and Departure

Grades Kindergarten through Eighth

- 8:45 a.m. to 3:40 p.m.

Daily Prayer Service

- 8:45 a.m. to 9:10 a.m. for Grades Five through Eight. Everyone is invited to attend.

Arrival and Departure

Grades Kindergarten through Eight

School begins promptly at 8:45 a.m. Teachers are in their classrooms by 8:30 a.m. to receive their students. Special arrangements must be made in advance with the school if a student is to arrive before 8:30 a.m.

Students who are bused to school will be dropped off at the front entrance (by school office) and proceed to their classrooms. Students driven to school by parents or in car pools will be dropped off at the door in the back of the building.

School is dismissed at 3:30 p.m. Students riding in a car pool will be dismissed to the lunchroom where our Transportation Coordinators will call individual students to their cars. For safety, car pool students must exit only from lunchroom door. Bus riders should report directly and promptly to their assigned dismissal locations as tardy students may miss their buses.

Parents or other designated drivers should wait in the car pool line outside the school building. If you arrive before 3:35 p.m., please form a line on West College Avenue until you are signaled to enter the lot. Follow the traffic pattern through the back parking lot. A Transportation Coordinator will call your passenger(s) to your car. It is **not** necessary to park and come into the school building for student pick-up.

Special Note for All Parents of Younger Students:

During the first week of school, teachers will escort younger students to their rooms. Our goal is to ensure that all students are comfortable and safe. Please put a name tag on younger children with the following information:

- Name and grade of child
- Identify Car Pool or Name of Bus Provider (either Abrams or your local township)
- Bus number

Early Friday Afternoon Dismissal

Shabbat is an important part of Jewish life. To ensure that both students and faculty have the time to prepare for Shabbat, a 2:00 p.m. Friday dismissal will begin at the start of Eastern Standard Time in the Fall.

Regular 3:45 p.m. Friday dismissal will resume in the Spring, concurrent with the start of Daylight Savings Time. Check

the school calendar for the dates of early Friday dismissal.

Early Pick-up

When a student is to be picked up earlier than the regular dismissal time, a parent or designated driver must come into the office and sign the Early Sign Out Log. Your child will be called on the intercom to come to the office for dismissal. Parents are not allowed at any time, to go to the classroom to pick up their child. Teachers will not release a child from the classroom to a parent.

After School Activities

Abrams offers a number of after school programs designed to enhance your child's learning experience at Abrams. In past years these have included:

- Math by Mail Club
- Science by Mail Club
- Reading Olympics
- Soccer
- Basketball
- Tennis
- Fitness

Please watch the Bulletin for more information on this year's schedule. If you have a particular interest or skill you would like to share, let us know. The success of these programs depends on the support of our parents and teachers.

Absence and Tardiness

Regular attendance in school is a prerequisite for scholastic achievement, especially in our dual program. Each daily class includes a review of the lesson taught the previous, day, a new lesson and homework assignments. It is important not to fall behind.

Absence

In case of absence, parent should call the school by 11:30 a.m. to arrange to pick up assignments and books from the school office or to have them sent home with a sibling or friend. A reasonable amount of time will be given to make up class work and home assignments for a student returning to school following a period of absence.

Early Departure – Students MUST be Signed out by Parent

Students may not be excused from school before regular dismissal time except for very important circumstances. Parents are urged to cooperate by arranging medical, dental and other appointments after school hours.

Tardiness – Students MUST be Signed in by Parent

Understanding the importance of being on time is an integral part of a child's self-discipline. Parents can help their children learn this life lesson by making sure their children are ready for the school bus on time or, if car pooling, allotting sufficient time to drive to school.

Teachers allow adequate notice for reports and exams, and will make clear in advance what the consequences will be if work is submitted either late or incomplete. Students are expected to hand in their assignments on time, and once again, parents should encourage their children to work within their given deadlines.

School Cancellation/Snow Closings

AHA uses the **Alert Now Phone System** in case of emergencies, snow closures, emergency early dismissal and other imperative news. The school will use your contact numbers supplied on the registration form in the event of any phone notifications. Emails are also sent in case of emergencies. Please keep the main office updated with any changes to these numbers.

In the event that school is canceled or dismissed early because of inclement weather, or for any other reason, announcements will **also** be made on the following television stations:

- WPVI-TV6 (television)
- NBC 10 (television)

Parents who drive car pools on a day when inclement weather may force early dismissal should listen to these stations to be available for early pick-up. In general, on days when inclement weather may result in early dismissal, all parents should prepare to be home on short notice or have someone at home to receive their child(ren).

Transportation

Transportation is provided by several local school districts and by Abrams. Students on Abrams buses will receive their bus stop location and time assignments a few days prior to the start of school. Every effort will be made to ensure that your child's bus schedule is reasonable. Our primary concern is for safety while striving to keep the time spent riding the bus at a minimum for our students. Everything you can do to help us will be appreciated.

Students on buses from their respective school districts will receive a bus schedule directly from that district. If you have any problem with the bus, you must call your school district and discuss the matter with them.

It is the responsibility of each parent to make sure that students are at the bus stop on time. If you know in advance that your child will not take the bus on a particular day, please let the driver know ahead of time if possible. You also can call the family who is ahead of you on the bus route to pass this information on to the driver. This saves time for the driver and cuts down on the amount of time the children ride on the bus.

Changes in Transportation Plans

If there is any change in the daily plan of transportation, please let the school know with a written note to the child's teacher. You may also email this information to the school office. Please see page 6 under Communication with School Office for this procedure.

A verbal message will not be honored. We must know if a child is scheduled to be picked up early or has plans to go home with a friend. If we do not have a note or an email from you, your child will be required to ride his/her regular bus or car pool at the end of the school day.

All students must leave school at dismissal time. The school is unable to assume supervisory responsibility after school hours.

Note: Pennsylvania law does not allow any child to transfer to different Pennsylvania school district bus, even for one day. Therefore, parents should be prepared to provide alternative transportation for students who want to go home with a friend who rides a district bus.

If a student wants to ride home on another private bus, written or emailed notice must be sent to school one day in advance.

Parking

All staff and parents must park in designated parking spaces only, and must leave the fire lanes clear. Yardley Police Department will issue a ticket to any car parked in a fire lane or unauthorized area.

Communication with School Office

Whenever possible, email is our preferred communication for:

- Personal dismissal information. Email to info@abramsonline.org and the subject line should read: "Today's Dismissal." Send the email with "Return Receipt Requested" if you desire. All such emails should be sent by 2:30 p.m. on the date in question. During early dismissal season, emails should be received by 1:00 p.m.
- Tuition Questions. email tuition questions to cwallace@abramsonline.org, Subject Line: Tuition

School Office Phone

The school office phone will not be permitted to be used by students to make conversational calls or to make after school arrangements. This is a business phone, and may only be used by a student who has received permission from Mrs. Hartenstein, in the case of an emergency, as determined by Mrs. Hartenstein.

■ CELL PHONES

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of school. Our cell phone/personal electronic devices policy is designed to keep the focus on education.

At the start of the school day, all cell phones **MUST BE TURNED OFF (NOT IN SILENT MODE) AND STORED IN THE STUDENT'S LOCKER OR BOOK BAG FROM 8:30 AM UNTIL 3:30 PM.** Students are not permitted to carry them on their person or to use them to make or receive any calls or text messages during the given time. If a student has an emergency, and needs to be in contact with someone, she/he must use a school phone, or have the permission of a faculty member, to use his/her cell phone. Parents should contact the school office, if they have an emergency message for their child(ren).

Electric devices, such as iPods, or hand-held gaming devices may be used on the bus/van transportation to/from school, prior to school following school, and recess. Students must turn off and place these items in their locker/backpack during school hours.

If any of these items are out at the inappropriate time, they will be confiscated by staff, and given to the director of discipline.

Students will be allowed to bring cell phones on school trips for emergency use only. Any hand-held gaming device will be the responsibility of the students on a school trip.

The school is not responsible for lost, misplaced, damaged or stolen electronic devices/cell phones.

CONSEQUENCES FOR STUDENTS WHO DO NOT FOLLOW THE ABOVE RULES:

1st Offense – Phone confiscated, and returned at the end of the day.

2nd Offense – Phone confiscated, returned at the end of the day, and written notification that requires parent signature.

3rd Offense – Phone confiscated, and parent must pick up phone from director of discipline.

4th Offense – Suspension from school

Preparation for School

Help your child establish good organizational habits by encouraging him/her to assemble personal effects and school belongings before bedtime. A child should understand his or her responsibilities as a student and make sure that homework is complete and books and papers are packed and placed in a designated area so they are not forgotten in the morning.

Each child requires a different level of supervision in order to succeed in organization. Helping your child to be prepared will help him/her start the day off right, help establish life-long skills, and promote success in the classroom.

Basic Daily School Supplies

At the beginning of the school year, teachers will advise students regarding what school supplies are required for class. These will include pencils, pens, rulers, etc., and should be brought to school every day. See list in the Summer Packet for details. In addition, the following items are also required daily:

- Kippah for boys. All boys must come to school wearing a kippah. We ask all parents to please cooperate with us to make sure your son has his kippah with him before he leaves for school. Baseball caps and other head coverings are not permitted.
- Book bag or other appropriate tote to carry books and supplies.
- School texts and books, neatly covered.
- Kosher lunch and snacks (dairy or pareve only).

Also be sure your child's belongings are well marked using permanent marker, nametapes or labels. This is especially important for easily removed clothing, like sweaters, jackets, hats and gloves, and for book bags, sports equipment, eye-glasses and the like.

Every year we collect a large number of items in our Lost & Found. Unclaimed items are donated to local shelters periodically during the school year.

Homework Assignments and Report Cards

www.homeworknow.com. is where parents go to find current assignments. They will be posted by Monday morning. Directions for use will be in the weekly EXTRA newsletter. Parents may log on to <http://grades.abramsonline.org> to see grades and report cards when they are posted. Parents will be sent their personal log-in information from the main office.

Tutoring

Parents are not allowed to arrange for any outside tutor to enter Abrams Academy. All tutors must be arranged prior to session and are required to be an Abrams staff member. Please contact Mrs. Hartenstein for more information.

Care of School Materials

Students are required to keep books in good condition. Replacement of textbooks and library books is costly and often an avoidable expense. The guidelines are:

- All books must be covered. Replace torn covers and make sure your child's name is on the book.
- If your child loses any schoolbook, you must purchase a new book immediately.

Toys and Games in School, Grades One through Eight

Many of our children bring expensive toys to school. Unfortunately, these toys are often lost or broken. Since from an educational standpoint it is inappropriate to bring in such items, we strongly advise parents to discourage their children from bringing toys to school. This includes all electronic games.

School Lunches

Any item brought into the school must have the approval of the supervising Rabbi or Kosher Certificate. Cramer's Bakery is approved by Rabbi Leizerowski.

Lunches brought from home:

- Must be in accordance with the laws of Kashrut
- Must be either pareve or dairy—absolutely no meat lunches prepared at home will be permitted in school.
- Must bear the following symbols:



- Must originally come from a package bearing the above kosher symbols. For example, chocolate sandwich cookies certified kosher by package symbol are permissible.

If you have questions about the symbols for kosher foods, please speak with the Director.

Security

Parents are to use the front doors by the front office to enter the school, and to sign in during school hours. Parent's security "swipe card" will work the front door Monday through Friday between 8:00 a.m. and 6:00 p.m.

No unauthorized person is permitted to allow another person through any locked door. All visitors are required to sign in and sign out. Upon signing in, visitors will receive an identification tag and will be required to leave a driver's license or keys. This will be returned in exchange for the visitor tag and sign out.

No door is ever to be propped open without a staff member present at the door.

First Aid, Health Care and Safety

Our School Nurse, provided through the Pennsbury School District, is on duty on Monday from 8:45-3:30

Our nursing staff treats only superficial wounds. School policy prohibits the faculty or office staff from administering any oral medication to any student. Should a student need to take medication during the school day, all medications should be sent to the School Nurse, clearly marked with the child's name and dosage to be given.

The School Nurse will contact you regarding your child's health and dental records, eye screening and other exams as required by law. In addition, immunizations are required by the Pennsylvania Department of Health. All children at every grade level must present written proof of immunization before they attend school in the Commonwealth of Pennsylvania.

In Case of Emergency

In cases of emergency illness, the parents will be notified immediately. It is the responsibility of each parent to leave his/her business phone number and personal phone number with the office on the Abrams Emergency Card so we may contact parents at once, if necessary. If the information provided on this card changes during the school year, it is imperative that the parent notifies the school office to have the card updated.

Should we be unable to reach a parent, our policy is:

- Contact the relative/friend listed on Emergency Card
- Take child to nearest physician

In addition to an Emergency Card from Abrams, you will receive a Pennsbury School District Emergency Card for each of your children attending Abrams. This card is due at the beginning of every school year. It contains information on where a parent/guardian or designated alternate can be contacted in case of student illness or injury occurring during the school day. The back of this card contains parental permission for state mandated physical and dental examinations, screening and health education programs for the school year as well as permission to receive over-the-counter medication during the school day. This card must be signed by the parent/guardian.

When Children are Sick

Please be sure your child is well enough to come to school and participate in all activities. If your child has a fever, he/she should not return to school until his/her temperature is normal for 24 hours. This will help us prevent spreading the illness and to ensure his/her complete recovery. Children who come to school feeling unwell often go home before the day is over and usually are extremely uncomfortable while they are here.

Counseling

Through Pennsylvania State funding, we are eligible for many supplemental services including psychological testing, guidance and speech therapy. The school will contact parents if any of these programs have been recommended for their child.

Fire Drills

Fire drills are conducted regularly to make certain our students can vacate the building within a minimum amount of time should an emergency arise.

The Parent and School Partnership

We at Abrams are here to communicate with you and discuss any concerns you may have. We cannot guarantee that we will solve every problem, but we do guarantee we will do our utmost to work with you and your child when problems arise. Please do not let a problem grow or go unattended. Early communication and attention is essential to working things out together.

Abrams PTO

Abrams has an active Parent Teacher Organization. Every family is a member of the PTO, and parents are encouraged and welcome to participate in the many activities sponsored by the organization.

The objectives of the PTO are to:

- Involve our parents with our teachers in the education of our children
- Help our parents, teachers and children boost school spirit
- Work towards fundraising goals
- Recognize the commitment of our teachers to the quality of our children's education

The Parent Teacher Organization unites home and school, cementing the relationship between parents, teachers and students. Parents are encouraged to become members of the PTO, to attend meetings and to participate in the various projects and activities scheduled throughout the school year. By supporting the PTO, parents stay involved with what is happening at Abrams.

Telephone Messages

In cases of extreme importance only, telephone messages will be passed to students.

School Communications

We are a school that believes in communication – please do not hesitate to contact us if you have any concern. We schedule Parent-Teacher Conference Days twice per school year for all grades. Evening and telephone conferences can be arranged for parents who cannot attend during the day.

If you have concerns about your child's progress, special conferences may be arranged at any time during the year with teachers or with the Director. To schedule a conference, call the school office. If the faculty feels there is a need to meet with parents concerning a student's progress, the parent will be contacted.

Abrams Website

The Abrams website is www.abramsonline.org. It contains a wealth of information about our school. Teachers have class pages within the site, and students and parents can access homework assignments. The weekly *Abrams Extra* is posted, and the site provides a fast link for school closing information during the winter snow season.

Abrams Extra

This weekly information update is sent via email and posted on the Abrams website.

E-Mail

E-mail has become the fastest and most cost-effective way to communicate. Please confirm that the school office has your correct email address(es).

Report Cards

Report Cards are issued four times during the year for Grades Fifth through Eight. They are issued three times a year for Grades One through Four. Report cards can be found online at www.abramsgrades.org using the parent portal.

Honor Roll

Students are eligible for Honor Roll if their grades are all A's with no more than 2 B's. In grades five through eight, Honor

Roll is awarded to students who earn a 90% overall average with no grade of 79 or below.

Standardized Testing

Achievement testing is given each Spring, participating in the Educational Records Bureau of Educational Testing Service . Parents are welcome to schedule an appointment with the Mrs. Kornsgold to review the results of the testing for each of their children.

Visiting Classrooms

Parents are welcome to schedule a visit to their child's classroom and observe the teaching-learning process in progress. Please contact the Director for an appointed time. Unscheduled visits are not permitted.

Class Field Trips

Field trips are a valuable educational experience for our students. Teachers will notify students and parents when a field trip is planned. Parents are encouraged to offer services as chaperone on their child's class trip.

School Activities

We invite you to participate not just in field trips, but also to visit us for in-school activities as well. Please join us during holidays and other celebrations, at sports events, musical presentations, school plays and achievement assemblies. We at Abrams pride ourselves in the many different activities that bring the entire school together as a family.

Daily Prayer Service

- 8:45 a.m. to 9:10 a.m. for Grades Five through Eight. All parents are invited to attend services in the Raab Family Midrash and Beit Aliza.

Bar and Bat Mitzvah

As a community day school, Abrams students become Bar and Bat Mitzvah at various area synagogues. The school maintains a list of scheduled Bar/Bat Mitzvah dates that is updated twice yearly and mailed to families in grades Five through Eight.

Dress Code

Studies have found that appropriate dress influences behavior and learning. Abrams strives, through this dress code, to maximize the learning environment.

Respect for the sensitivities of others requires that **students/parents/guests** follow reasonable standards of modesty and privacy. We ask that **students/parents/guests** dress in a manner befitting a Jewish day school when entering the building.

Kindergarten

Younger children often dress in matched top and bottom outfits that may not conform to Abrams Dress Code for grades one through eight. We ask that parents exercise good judgment when dressing young children for school. If these outfits are tasteful, age appropriate and school appropriate, they will be permitted. Administrators are the final authority on the Dress Code for children in grades Nursery and Kindergarten.

Special Note: Clothing with drawstring with plastic toggles is not allowed on climbing equipment.

Shorts are permitted,, and must follow standards listed below. Exceptions may be made for extreme weather conditions.

Dress Code for Grades One through Eight

- Clothing cannot advertise or advocate the use of alcohol, drugs, tobacco or weapons.
- Clothing cannot display writing or pictures that are obscene or suggestive.
- No writing or pictures on the back of pants.

The administration at Abrams instructs students on the proper behavior at the Bar/Bat Mitzvah services and celebrations. They are taught to conduct themselves in an exceptional manner at a fellow student's milestone. We take special pride in celebrating the Bar or Bat Mitzvah of our students. We work to instill the understanding that their behavior is a reflection of their respect for their heritage, home and school.

Class Parties

All class parties, to celebrate an academic achievement, holiday, etc., will be supervised by the teacher. The teacher will bring in the food, if needed, and this will allow us to have the highest standard of Kashrut for all our students.

For school birthday parties, no home baked items are permitted. Our school endorses Cramer's Bakery in Yardley and permits its products in the school. You may also bring in Entenmann's products or other packaged items bearing acceptable Kashrut symbols (see p. 5) for your child's birthday party.

Birthday Parties at Home

Our school consists of families of all degrees of observance to our faith, and we respect the home of each our families. In the spirit of mutual respect and support, and in an effort to include all of a child's classmates in a celebration, we ask for your support on a sensitive issue - home parties.

We ask that you refrain from scheduling birthday parties on the Sabbath or other holy days, and that you serve only kosher products at your parties. In this way, not a single child will need to decline an invitation, or be put in a compromising situation. We thank you for your support and understanding in this regard. If the entire class is not invited to a birthday party, please send invitations through the mail as to avoid hurt feelings.

- No sleepwear or bedroom slippers to be worn at any time, unless pre-approved for a special occasion
- Heavy linked chains may not be worn as jewelry.
- No extreme hair colors are permitted.

Dress Code for Boys Grades One through Eight

- All boys must come to school wearing a kippah, Baseball caps and other head coverings are not permitted.
- Shirts, sweatshirts, and tee-shirts should be appropriate for school. Students may not wear undershirts or tank tops.
- Pants or denim jeans must be properly hemmed and not dragging on the floor. Pants will not have rips, holes, or fraying and will not be too tight or oversized.
- Shorts must be to the knee.
- Pants/shorts will not be sagged, as underwear may not be visible.
- Boys are to be clean-shaven.
- Hair is to be well groomed. Partially or fully shaved heads and ponytails are not allowed.
- Piercings, of any kind, are not allowed.

Dress Code for Girls, Grades One through Eight

- Dresses need to be just above the knee (2 inches) and above the ankles.
- Pants or denim jeans must be properly hemmed and not dragging on the floor. Pants will not have rips, holes, or fraying and will not be too tight.
- Leggings of any type are not permitted to be worn in place of skirts or pants, but may be worn under clothing/of dress code length.
- Clothing that exposes any part of the midriff, cleavage (front or rear) or any clothing excessively revealing may not be worn.
- No sleeveless shirts, tank tops, halter tops, spaghetti straps, tube tops, crop tops, belly shirts or tight shirts.
- Clothing materials for top and bottoms must be opaque (not see-through).

Consequences for Students Who Do Not Follow the Dress Code

- 1st Offense**—Explain to student what is wrong with his/her attire. Student must change into appropriate clothing.
2nd Offense—Written notification that requires parent signature. Student must change into appropriate clothing.
3rd Offense—Student must change clothes to follow guidelines and parent is called on the telephone immediately.
4th Offense—Suspension from school

Parent conference required for student to return to school

Behavior and Conduct Code/Disciplinary Procedures

Our sages tell us that "Derech erezet kadma l'torah," "proper conduct comes before studying the Torah." Indeed, proper conduct comes before all purposeful learning.

The Rules of Conduct and Behavior at Abrams have been established to create a safe, respectful and pleasant learning environment for the entire community. This orderly and cooperative atmosphere must prevail in the classroom, lunchroom, gym, playground, school buses and field trips.

All students are expected to contribute to an environment conducive to learning. Practicing good manners and appropriate behavior is an important part of growing up. It is expected that parents will support our school's efforts to achieve standards of conduct.

Student misconduct will be dealt with in a fair and consistent manner. Below is a description of **Behavior and Conduct** standards for students, Grades 1-8. Following the **Behavior and Conduct Code** is the **Disciplinary Procedures** section, containing the various actions to infractions of the Behavior and Conduct Code.

Behavior and Conduct Code

Classroom Conduct

- Students must follow rules established by each individual teacher.
- Students must be respectful to teachers and to fellow students at all times.
- Students are expected to be well-behaved in classes being taught by a substitute teacher.

Proper behavior in the classroom creates a positive teaching and learning atmosphere for everyone.

Students must show respect for school property.

- Unacceptable behavior to this rule includes writing on school property, marking school property, or otherwise damaging school property including but not limited to desks, computers, lockers or bathrooms.

We must respect our school as we respect our own homes.

Hallway Conduct

- Students must walk (not run) in the hallways, at all times, with respect to others.
- Students must respect and follow the directions of any staff member.
- Students must remain with teachers when walking to specials.
- Students must not leave book bags and coats in the hallways.
- No eating or drinking in the hallways.

Proper conduct in the hallways creates an orderly and safe environment for everyone.

Lunch time Rules

- All students are expected to be well-behaved in the lunchroom and cafeteria line.
- Students must eat their lunch seated at a lunch table.
- Once seated, students should remain seated at their tables and should not run or wander around the lunchroom.
- Students must not engage in horseplay, food throwing, shouting, or other unacceptable behaviors.
- Students are to clean up after themselves, and help keep common areas tidy.
- When dismissed to playground or class, students must be accompanied by a teacher.

Cooperative and appropriate behavior in the cafeteria enhances lunchtime and establishes positive social habits.

Playground/Recess Rules

- Students must gather in designated playground area only (They are not permitted on blacktop areas, around backs of buildings, beyond fences, or other designated off-limits areas.)
- Students must use playground equipment appropriately and cooperatively.
- Students may not sit on wall in the link.
- Food is not permitted on the playground.
- Students must not leave the playground without a pass
- Students must use the second level (main building) bathrooms during recess.
- Students must line up and proceed in an orderly fashion to lunch or class at the end of recess, escorted by a teacher.

Playground rules are important for the safe fun of all our students.

Students will be given guidelines for indoor recess.

Gym Rules

- As a class activity, students are to conduct themselves in the appropriate manner as outlined in "Classroom Conduct" (see above.) At all other times, students are not permitted in gym unless there is authorized adult supervision.
- If the gym has been authorized for use during recess, students must return all equipment at the end of the recess period.
- Food, beverages and chewing gum are not permitted in the gym.
- Students must stay off bars and may not hang from basketball nets.
- Students are not permitted in gym office.

Like playground rules, gym rules are essential for the safe athletic fun of all our students.

Dismissal Rules

- At 3:30 PM students are to go to their locker, and report directly and promptly to their assigned dismissal locations.
- Students boarding buses must exit the building through the front door by the office.
- Parents must sign out students in the main office when taking children home early.

Understanding and following Dismissal Rules ensures an organized and on-time daily process.

Field Trip Rules and Conduct

- All students must have a signed permission slip to go on a field trip.
- Boys must wear a Kippa.
- Students will be respectful to their teachers and chaperones, bus drivers, field trip guides, and to each other.
- No food should be purchased on the field trip unless the teacher has approved that it is Kosher.
- Students must stay with the group at all times.
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Bus Rules

- While riding on a school bus, either for field trip transportation or daily school transportation, students are to follow the directions of the bus driver, who has the final authority on all bus behavior. Students will exhibit appropriate behavior on buses, showing respect to bus driver and fellow riders. They will remain seated and

not place hands out the windows. Students will remove all their own trash from the bus and dispose of it in a proper manner.

- Consequences for bus infractions can lead to bus suspension.

We strive for our students to be safe during off-campus field trips and transportation to and from school. We also expect our students to be well-mannered and exhibit good citizenship. The established rules are designed to ensure both goals.

Disciplinary Procedures

Disciplinary procedures include teacher-student conferences, principal-student conference, parent conference with teacher and principal. Positive rather than negative procedures will form the basis of all disciplinary action. All decisions are at the discretion of the administrative staff, based on the following types of offenses.

Minor Offenses:

They include but are not limited to:

- Not following dismissal rules
- Lateness to class
- Being unkind to other children
- Foul or suggestive language
- Disruptive class behavior
- Cutting class
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A student may incur no more than three offenses per semester class. Lunch time detentions may be given out for these offenses. If a student exceeds three offenses per semester, the behavior will be addressed as a major offense.

Consequences for Minor Offenses Misbehavior

- Warning to students.
- Notify parents that this is the second offense. Letter will be sent home to parents and must be signed and returned to school. Three offenses will result in a one-day suspension from school.
- If behavior continues, the punishment will be considered commensurate with a major offense.

Major Offenses:

They include but are not limited to:

- Fighting
- Disrespect to teachers or staff members
- Vandalism
- Bullying of a student
- Verbal abuse
- Continued teasing or threatening others
- Violation of safety procedures
- Chronic lateness to class
- Destruction of property.

Consequences for Major Offenses misbehavior

- Letter written and placed in permanent file
- One-day suspension if incident reoccurs. Parent must come to school in order for student to be reinstated.
- Consideration for expulsion if this behavior continues.

Homework Policy

Time: Kindergarten – up to 15 minutes nightly

First, Second and Third Grade – up to 30 minutes nightly

Fourth and Fifth Grades – up to 60 minutes nightly

Sixth & Seventh and Eighth Grades – up to 1 hour 30 minutes nightly

There will be no more than 2 major assignments due on the same day. This includes tests, quizzes, papers and projects. Teachers will sign up on the calendar on the third floor to avoid any conflicts. Teachers may have to reschedule these assignments due to unforeseen circumstances (snow, assemblies). This may cause an extra assignments on a day.

The above times do not reflect an individual student's study habits or procrastination of previously assigned work.

Please share any homework concerns about an individual student directly with the teachers. Teachers will make modifications to individual homework expectations if warranted.

Weekend Homework:

No homework will be assigned to elementary students during the weekend. This does not include a project that was assigned with at least one week's advance notice but due on a Monday.

No written homework will be assigned to middle school students except math homework, reading that does not require writing, studying for a Monday test or quiz or projects due on Monday that were assigned at least one week prior to the weekend.

Holiday Homework:

There will be no homework assigned over holidays except reading assignments that do not require writing. There will be no projects, tests, or quizzes due the day after a holiday.