

# Parent Manual

## 2025-2026



Kindergarten through Eighth Grade

31 West College Avenue

Yardley, PA 19067

215-493-1800 (phone)

215-493-1165 (fax)

[www.abramsonline.org](http://www.abramsonline.org)

## Welcome to Abrams Hebrew Academy

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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. Almost 200 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.



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# ABRAMS HEBREW ACADEMY 2025-2026 SCHOOL CALENDAR



25 Staff Meeting



AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 Presidents' Day - NO SCHOOL

2 First Day of School  
22-24 Rosh Hashanah - NO SCHOOL

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3 12:30 Dismissal - Purim  
13 Regular Friday Dismissal  
18 Parent Conferences (Zoom)  
NO SCHOOL  
30-31 Passover - NO SCHOOL

1-2 Yom Kippur - NO SCHOOL  
6-8 Sukkot - NO SCHOOL  
13-15 Sukkot - NO SCHOOL  
17 Early Friday Dismissal begins

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-10 Passover - NO SCHOOL  
13 School Reopens

13-14 Parent Conferences (Zoom)  
NO SCHOOL  
26 12:30 Dismissal  
Thanksgiving Recess  
27-28 Thanksgiving Recess  
NO SCHOOL

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21-22 Shavout - NO SCHOOL  
25 Memorial Day - NO SCHOOL

22-31 Winter Recess - NO SCHOOL

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

18 12:30 Dismissal  
Last day of School



1-2 Winter Recess - NO SCHOOL  
5 School Reopens  
19 Martin Luther King Day  
NO SCHOOL

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Contact information**  
Office (215) 493-1800  
[office@abramsonline.org](mailto:office@abramsonline.org)  
[www.abramsonline.org](http://www.abramsonline.org)  
31 West College Avenue  
Yardley, PA 19067

**School Times**  
School Starts: 8:45 AM  
Dismissal: 3:45 PM  
Early Friday dismissal: 1:45 PM  
Fridays 10/17/2025-3/13/2026

**KEY**  
Special day/ half day/ return from break  
**NO SCHOOL**

## **School Hours/Arrival and Departure**

### **Kindergarten through Eighth Grades**

- 8:45 a.m. to 3:40 p.m.  
Early Friday Dismissal 1:40 p.m. (Refer to the school calendar for the duration of Early Fridays.)

### **Arrival and Departure**

#### **Kindergarten through Eighth Grades**

School begins promptly at 8:45 a.m. Teachers are in their classrooms by 8:30 a.m. to receive their students. Students will be admitted to the building starting at 8:15 a.m.

All K-8 students will be dropped *off* at the front entrance (by the school office) and proceed to the lunchroom. Students may go to their lockers and classrooms only after 8:30 a.m. Nursery students will be dropped *off* at the door in the back of the building.

Classes are dismissed at 3:35 p.m. Students riding in a carpool will be dismissed to the lunchroom, where our Transportation Coordinators will call individual students to their cars. For safety, carpool students must exit only from the 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 carpool line outside the school building. 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 integral part of Jewish life. To ensure that both students and faculty have the time to prepare for Shabbat, a 1:40 p.m. Friday dismissal will begin in October as posted on the school calendar.

Regular 3:40 p.m. Friday dismissal **will** resume in the Spring. Check the school calendar for the dates of early Friday dismissal.

## **Absences, Late Arrivals, and Dismissal Changes**

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**

If your child is absent, please notify their teachers. If it is easier for you, please email the school office at [Office@abramsonline.org](mailto:Office@abramsonline.org) and we will let

the teachers know. Even if your child will be away for only a partial day (such as for a doctor's appointment or a high school visit), please let us know in advance. Please don't rely on your children to let us know, as they frequently forget to inform us.. 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 due to sickness. For absence due to trips, students are expected to make up work they have missed upon their return to school..

### **Late Arrival**

Late arriving students are disruptive to the flow of learning for the class as well as miss important instructional time. 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.

### **Early Departure**

When a student is to be picked up earlier than the regular dismissal time, notification must be given to the school office. 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.

### **Dismissal Changes**

If your child ordinarily rides a bus but will be going by carpool or staying late, please email the school office at [office@abramsonline.org](mailto:office@abramsonline.org). We should hear from you by 3:00 p.m., as we need to make sure that the classroom, bus, and carpool teachers all know where your child should be. If your child is a carpool rider and there is a change in who they will be traveling home with, please also inform us.

A verbal message by a student will not be honored. We must know if a child 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 carpool 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 unless your child is scheduled to stay in an after school activity or you have made separate arrangements for aftercare with Mrs. Vivian Shore (215-275-5485)..

**Note: Pennsylvania law does not allow any child to transfer to a 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.**

**In accordance with the attendance policies of Pennsylvania Public Schools, Students are permitted up to 10 absences per school year without requiring medical documentation. Once a student has accumulated 10 or more absences, the school will send an official letter to the parent or guardian. This letter informs them that, for any future absences, a medical note from a doctor must be provided. If no medical note is submitted for subsequent absences, those absences will be marked as unexcused, which could lead to truancy proceedings.**

## School Cancellation/Snow Closings

AHA alerts families by phone and email in the event of emergencies, snow closures, early emergency dismissals, and other critical news. The school will use the contact numbers supplied on the registration form for any phone notifications. Emails are also sent in case of emergencies. Please keep the main office updated with any changes to these numbers. If school is canceled or dismissed early because of inclement weather or for any other reason, **announcements will be made on WPVI-TV6.** Parents who drive carpools 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.**

## 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.

## Security

Parents are to use the front doors by the front office to enter the school, and to sign in during school hours.

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.

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

**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.**

### **Intruder Drills**

Our students and staff are educated by our local police departments on the appropriate response should there be an intruder alert in our school. We do have drills to practice these methods.

### **Security Personnel**

We are fortunate to have a wonderful relationship with the Yardley Borough Police Department. We contract for their officers to be in our building to provide for our security.

## Communication

### **Contact Information**

The phone number for Abrams Hebrew Academy is 215-493-1800.

#### Email addresses:

School Office [office@abramsonline.org](mailto:office@abramsonline.org)

Director - Rabbi Ira Budow

Email: [ibudow@abramsonline.org](mailto:ibudow@abramsonline.org)

Office Manager - Carol Wallace

Email: [cwallace@abramsonline.org](mailto:cwallace@abramsonline.org)

Business Manager - James Dorvil

Email: [jdorvil@abramsonline.org](mailto:jdorvil@abramsonline.org)

Director of Development - Debra Goldfarb

Email: [dgoldfarb@abramsonline.org](mailto:dgoldfarb@abramsonline.org)

Associate Principal of Secular Studies - Christie Chiantese

Email: [cchiantese@abramsonline.org](mailto:cchiantese@abramsonline.org)

Associate Principal of Judaic Studies – Rabbi Ottensoser

Email: [rabbio@abramsonline.org](mailto:rabbio@abramsonline.org)

School Nurse/EITC – Shelley Wigler

Email: [swigler@abramsonline.org](mailto:swigler@abramsonline.org)

For the complete list of staff email addresses, please visit our website: [www.abramsonline.org/staff](http://www.abramsonline.org/staff)

### **Abrams Website**

The Abrams website is [www.abramsonline.org](http://www.abramsonline.org). It contains a wealth of information about our school including supply lists, school calendar, links for registration and applying for financial aid.

### **Abrams Extra**

This weekly email bulletin is how we communicate about what is happening at Abrams. This is where we tell you about upcoming events, changes in schedule and special announcements. It is extremely important that you look for and read this newsletter each week. **Since this is how we keep you updated, it is vital that you inform the office if you are not receiving the Abrams Extra or if your email address changes.**

### **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 the administration, in the case of an emergency, as determined by an administrator.

### **First Aid, Health and Safety**

Our School Nurse, provided through the Pennsbury School District, is on duty every other Monday from 8:45-3:00 p.m.

Our nursing staff treats only superficial wounds. School policy prohibits the faculty or office staff from administering any oral medication to any student without parent consent. 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.

#### **When Children are Sick**

- Children should stay home if they are not feeling well. They should not be in school if they do not feel well enough to participate in all activities. Children who come to school feeling unwell often go home before the day is over and usually are extremely uncomfortable while they are here.
- Students/staff must remain home until they have not had a fever for 24 hours without the use of fever-reducing medication (Advil, Tylenol) **AND** they are feeling better.
- If they have mild respiratory symptoms but no fever and feel well enough to attend school, please wear a mask. This is not a requirement, but it is a common courtesy in this new age.

#### **If Your Child is Sick During the School Day**

If you receive a call from the school nurse, or the school office that your child is ill, you will either need to pick your child up or ask a friend or relative to help you out and come to school to get your child. Sick children cannot remain in school and will not be permitted to travel home on the bus. You must have a plan for your child to be picked up in a timely manner. They may not return back to school until 24 hours fever-free and they are feeling better..

### **Preparation for School, Homework and Grades**

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
- Kosher snacks (dairy or pareve only)
- Kosher lunch (dairy or pareve only) if not eating the school-provided lunch

Also be sure your child's belongings are well marked using permanent marker name tapes 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 Grades**

[www.plusportals.com/AbramsHebrewAcademy](http://www.plusportals.com/AbramsHebrewAcademy) is where parents and students go to find current assignments and grades. Each student and parent has an individualized login. Please reach out to an administrator if you have any trouble accessing PlusPortals. If you have forgotten your password, just click on Can't Access Your Account? and a password reset link will be sent to the email address that Abrams has on file for you.

#### **Homework Policy**

Time:

- Kindergarten - up to 15 minutes nightly
- 1st, 2nd, 3rd & 4th grades - up to 30 minutes nightly
- 5th grades - up to 60 minutes nightly
- 6th, 7th & 8th grades - up to 1 hour, 30 minutes nightly

There will be no more than 2 tests or quizzes on the same day. Teachers will sign up on the calendar in the teachers room to avoid any conflicts. The test/quiz schedule may have to be adjusted due to unforeseen circumstances (snow, assemblies, etc). This may cause extra assignments on a day.

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

Weekend Homework:

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

#### **Report Cards**

Report Cards are issued four times during the year for Grades Five through Eight. They are issued three times a year for Grades One through Four. Report cards will be emailed home.

Tuition accounts must be up to date in order to receive report cards.

### **Honor Roll**

For students in grades 5 to 8, 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 TerraNova test. Standardized testing is just one of the ways we measure student progress in school. Class work and classroom assessments over the course of a school year are important for monitoring a student's success.

### **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:

- 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. We strongly advise parents to discourage their children from bringing toys to school. This includes all electronic games. Some students do play these games on their bus rides; these devices need to remain in their school bags during the day.

### **School Lunches**

Families have the option to purchase lunch for \$5 per child per day. If you choose not to purchase lunch, you must bring lunch from home.

- Meat lunch orders can be placed with Jeff Lonstein
- Dairy lunch orders can be placed with Sharon Abergel
- The cost of lunch is \$5 a day, Menus and payment instructions will come by school email.

Please note that breakfast will not be provided. Students will have two snack times and will need to bring their own snacks. Students will not have access to microwaves.

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 originally come from a package bearing the above kosher symbols
- If you have questions about the symbols for kosher foods, please speak with Rabbi Ottensoser.
- Must bear the following symbols:



### **Activities at School and Away**

#### **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 Beil Aliza.

### **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. In order to go on a school trip, all students must have submitted a permission slip signed by their parents.

### **School Activities**

We invite you to participate in in-school activities. 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.

### **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 soccer, basketball and volleyball

Please watch the Abrams Extra 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.

### **Class Parties**

All class parties, to celebrate an academic achievement, holiday, etc., will be supervised by the teacher. Any food that is brought in for these occasions must be under kosher supervision. If you have any questions about kosher food, please speak with Rabbi Ottensoser.

For school birthday parties, no home baked items are permitted. In order to maintain a consistent kashrut policy and to avoid confusion, ALL orders for birthday cupcakes MUST be ordered from Cramer's Bakery, 16 E. Afton Avenue, Yardley. Cramer's will deliver the order to the school. Please call Cramer's, 215-321-5707 to place your order. Please reach out to the classroom teacher about scheduling an in-class celebration. To maintain instructional time and also to ensure that all children receive the same in-school attention for their birthdays, in-class parties are to be limited to cupcakes. Extra candy, snacks, goody bags and balloons should not be sent in for school birthday celebrations.

### **Birthday Parties at Home**

Our school consists of families of all degrees of observance to our faith, and we respect the home of each of 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. Please do not exclude just a few children from a birthday invitation list as students' feelings are hurt when they hear their classmates discussing the party. The same is true for Bar and Bat Mitzvah invitations.**

## **Behavior and Conduct Code**

Our sages tell us that "Derech erez 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.

### **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 and**

- Unacceptable behavior includes writing on school property, marking school property, or otherwise damaging school property including but not limited to desks, computers, lockers or bathrooms.
- Public spaces, to include hallways, the link, lunchroom, and playground are to be kept clear of student belongings and trash.

*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 may not congregate in the hallways between classes.

*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.
- Students may not leave the lunchroom without teacher permission.

*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 the wall in the link.
- Food is not permitted on the playground.
- Students must not leave the playground without teacher permission.
- 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 the 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 the 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.
- Students who travel by car must exit the building through the lunchroom when called by the teacher in charge of dismissal.
- 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 Kippah.
- 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.
- On field trips, students represent not just Abrams Hebrew Academy, but also the Jewish people to those outside of our school so appropriate behavior is imperative.*

#### 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.*

#### Cell Phone Rules

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 unless they are in a classroom under teacher supervision at teacher discretion. 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).

Electronic devices, such as iPods, or hand-held gaming devices may be used on the bus/van transportation to/from school, prior to school and following school. 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 Mrs. Komsgold.

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:**

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Phone stays in the office for the day
- 3<sup>rd</sup> Offense – Phone must be picked up by parent
- 4<sup>th</sup> Offense – Repeated offenses may include further disciplinary

action

#### 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.

#### Dress Code for Kindergarten

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.

#### 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.
- No sleepwear or bedroom slippers to be worn at any time, unless pre-approved for a special occasion.
- 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. Undershirts and tank tops must be covered by an overshirt.
- Pants or denim jeans must be properly hemmed and may not drag 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.
- Piercings, of any kind, are not allowed.

#### Dress Code for Girls Grades One through Eight

- Dresses and skirts need to be just above the knee (2 inches) and above the ankles. Shorts must also come to just above the knee.
- Pants must be properly hemmed so as not to drag on the floor. Pants will not have rips, holes, fraying and will not be too tight.
- 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 are permitted.
- Clothing materials for tops and bottoms must be opaque (not see-through).

## **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
- Dress code

### **Consequences for Minor Offenses**

Teachers will handle these offenses with their discretion based on their classroom policies. Parents will be notified if these offenses recur. Administration will also be notified of recurring offenses. Should these offenses occur frequently, they will be treated as Major Offenses (see below).

### **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**

- Letter written and placed in permanent file
- One-day suspension.
- Consideration for expulsion if this behavior continues.