



FRIEDEL
JEWISH ACADEMY

Parent Handbook
2016-2017

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WELCOME TO THE FRIEDEL FAMILY

Friedel Jewish Academy is a private Jewish day school for grades K-6, approved by the State of Nebraska and a member of Prizmah, the Jewish Day School Network (formerly known as RAVSAK). Our passionate, experienced teachers are dedicated to raising Jewish children with pride in their heritage, commitment to their values and optimism about their world.

Founded in 1964 as the Omaha Hebrew Academy, our school was re-named Friedel Jewish Academy in 1986 with gratitude to Leonard and Phyllis Friedel for their generous endowment. With another generous contribution in 1994, we constructed our building, the Dan and Esther Gordman Center for Jewish Learning.

Our school is supported through the hard work of many community members, our active Parent Teacher Organization, staff, teachers, parents, students, and board members.

BOARD of DIRECTORS

Jeff Zacharia, President

Ari Kohen, Vice President

David Finkelstein, Treasurer

Liz Feldstern, Secretary

Lloyd Roitstein, Immediate Past President

Rabbi Steven Abraham, Joel Alperson, Rabbi Ari Dembitzer, Pam Friedlander, Amy Friedman, Ron Giller, Joe Hoffman, Jody Malashock, Zoë Riekes, Helen Shrago, Rabbi Deana Sussman, Jeremy Wright

The Board of Directors is elected at Friedel's annual meeting in May. Monthly board meetings are open to the school community.

Since March of 2015, Beth Cohen has served as our Head of School and as an ex-officio, non-voting member of our Board. Ms. Cohen has a degree in Elementary Education from Drake University in Des Moines, Iowa. For over 25 years, she has served the Omaha Jewish community in a variety of positions – BBYO Director (2 years), JCC Youth & Camping Director (6 years), Beth Israel Synagogue Executive Director (12 years), Center for Jewish Life Executive Director (3 years). She brings a wealth of experience in non-profit management, out-of-the box education, and creating community collaborations. She is a year-round, full-time employee of the school, and she can be reached in the office at 402-334-0517 or email to bcohen@fjaomaha.com.



Mission Statement

Friedel Jewish Academy provides the educational foundation to develop inquisitive learners who confidently engage with the world through Jewish values.

Guiding Principles

- תורה לשמה **TORAH L'SHMAH / LOVE OF LEARNING** - Foster a passion for lifelong learning.
- אהבת תורה **AHAVAT TORAH / LOVE OF TORAH** - Develop knowledge of and appreciation for the principles that define Jewish life.
- אהבת ישראל **AHAVAT ISRAEL / LOVE OF ISRAEL** - Promote a strong relationship with Israel, its people, and its culture—past, present and future—as well as an appreciation for and mastery of the Hebrew language as the voice of the Jewish people.
- תקון עולם **TIKKUN OLAM / REPAIRING THE WORLD** - Make our community and the world a better place.
- אהבת עולם **AHAVAT OLAM / LOVE YOUR NEIGHBOR** - Build a community that sees its diversity as a strength and cultivate an atmosphere of mutual respect in an open, safe, and supportive environment.

Strategic Priorities

Educational Excellence - Friedel Jewish Academy is committed to the best elementary education in Omaha.

Student Engagement - Friedel Jewish Academy is committed to thinking strategically about engaging families.

Governance - Friedel Jewish Academy is committed to ensuring sustainable leadership.

Institutional Advancement - Friedel Jewish Academy is committed to developing our resources.

Community - Friedel Jewish Academy is committed to building Jewish life in partnership with parents, synagogues, and the Jewish Federation of Omaha.



STAFF

Administration

Ms. Beth Cohen, Head of School

Mrs. Lorrie Katelman, Administrative Assistant

Teachers

Mrs. Diana Zeman, Kindergarten, General Studies

Mrs. Angie Gormley, 1st & 2nd grade, General Studies

Mr. Paul Maudlin, 3rd & 4th grade, General Studies

Mrs. Denise Bennett, 5th & 6th grade, General Studies

Hamorah Arela Odeya, Kindergarten, 1st, 4th grades, Jewish Studies

Hamorah Hodaya Abramovich 2nd, 3rd and combined 5th & 6th Jewish Studies

Specials

Mrs. Ashley Barrow, Innovation Specialist

Mrs. Helen Epstein, Teacher for English Language Learners

Mrs. Deb Johnson, Physical Education Teacher

Mrs. Sindie Katskee, Resource Teacher

Ms. Kim Noddle, Art Teacher

(We are in the process of hiring a new music teacher. An announcement will be made via email as soon as possible)

➤ Contacting Teachers

All classroom teachers have a means for sending communication to and from home each day. Either in the daily "Home" folder or in the assignment notebook, teachers can pass notes to parents and, likewise, parents can send notes that the teachers will see first thing in the morning. THIS IS THE MOST EFFECTIVE WAY to communicate with your child's teachers.

In addition, all classroom teachers have school email accounts:

Mrs. Zeman, dzeman@fjaomaha.com

Mrs. Gormley, agormley@fjaomaha.com

Mr. Maudlin, pmaudlin@fjaomaha.com

Mrs. Bennett, dbennett@fjaomaha.com

Hamorah Arela, aodeya@fjaomaha.com

Hamorah Hodaya, habramovich@fjaomaha.com



You are welcome to email teachers but please understand that, generally speaking, our teachers check email once a day during their planning period. Depending on when you send the email, it could take until the next day to get a response. You may also leave a phone message with the office (402-334-0517), and teachers will return your call during their planning time or at the end of the school day. Again, the best means of communication is to send a note with your student. Very “old school” but sometimes classic is best.

If you wish to visit with a teacher, please make an appointment directly with the teacher. Our staff is not available to schedule meetings from 8:00 to 8:15 a.m. or from 3:30 to 3:45 p.m. Scheduled meetings may take place during a teacher’s planning time or after 3:45 p.m.

It is the school’s policy to not release our teachers’ cell phone numbers, personal email addresses or mailing addresses. Some teachers may choose to share this information with their students and families.

Should you call the office during school hours and receive our voicemail, please leave a message. If an emergency situation exists, please call the main desk of the Jewish Community Center at 402-334-8200.

➤ Communication

An email is sent to parents every Friday. The weekly email will include the specials schedule for the week, various reminders and the lunch menu for the coming week, and a list of upcoming school events. We do our best to only send this one email per week. Our expectation is that parents/guardians will watch for that weekly email in order to best prepare your student for the school day. Please understand that any additional emails sent during the week are deemed important enough to not be able to wait until the Friday email. Our goal is for communications to the whole school to come electronically. Please check your child’s backpack daily for any information coming from individual teachers.

Friedel Jewish Academy uses an online portal – Sycamore – for many of our internal record keeping tasks. Sycamore is available for parents through a web-based portal or smart phone app. Sycamore may be used by parents to access lunch and tuition balances, a school directory, and the school calendar. For new students, the school office will email you log-in information to create your Sycamore account.

We are about to launch a new website. When that website is live, the 2016-2017 Parent Handbook will be posted along with other information for parents and those interested in Friedel.



There are a few different Friedel Facebook pages but we will be working this year to consolidate them. Please like our school page: <https://www.facebook.com/FriedelJewishAcademy/> We post a few times a week during the school year.

ATTENDANCE POLICY

➤ School Hours

8:00 a.m. to 8:10 a.m. – Student Arrival

Plan your morning to arrive at school by 8:10 a.m. to allow students time to put coats and bags away and get settled to start the day in a relaxed, positive way.

8:15 a.m. – All-school Morning Meeting

We begin each morning meeting with the Pledge of Allegiance and the singing of Hatikvah, followed by all-school announcements and occasionally guest speakers. Routine is critically important to a child's success, and our morning meeting is designed to give important cues to our students for what to expect during the day.

3:30 p.m. – Dismissal

Students will be escorted outside for pick-up or to the JCC for Kidz Inn, the JCC's afterschool childcare program. Students not picked up by 3:40 p.m. will be escorted to Kidz Inn, with the cost of Kidz Inn being the responsibility of the parents.

➤ Absences

If a child will be absent, please notify the school office no later than 8:30 a.m. by calling or emailing the office: 402-334-0517 or FriedelAcademy@fjaomaha.com

Please continue to notify the school on consecutive days of absence.

Whenever possible, medical and dental appointments should be scheduled after school. Parents requesting that a student leave school during the day for medical/dental appointments must contact the school office. It is a HUGE help to our teachers if you inform them in advance of such appointments. Parents must use the student "sign in/sign-out" form in the office for any late arrivals or anytime a student leaves before regular dismissal time. When picking up a student before the end of the school day, please check-in at the office first to sign your child out.

➤ Tardy Policy



School begins promptly at 8:15 a.m. Students arriving after 8:15 a.m. must be escorted into the school office by a parent to sign-in. Students who arrive more than an hour late will be considered absent for one-half day.

➤ Morning Drop-off and Afternoon Pick-up

The area directly in front of the school is designated for dropping off or picking up students only. Please park your car in a regular parking space if you are coming into school. We take the safety of our students seriously, and standing vehicles impede the flow of traffic and create dangerous situations for children.

In the pick-up line, we ask that you move your vehicle as soon as your child is settled in your car to allow other parents to move through the line.

If there are changes to your child's after school routine or if someone other than a parent is picking up your child, please notify the school office. We must have permission to release a child to anyone other than the child's parent/guardian.

Any students who are not picked up by 3:40 p.m. will be escorted to Kidz Inn. Fees associated with Kidz Inn are the responsibility of the parent.

➤ Inclement Weather

The safety of Friedel students, families and staff is our number one priority. The Head of School will determine inclement weather closings on a case-by-case basis. Families and staff will be informed of an inclement weather closing via email. We will also list closings on local TV stations. We will not necessarily follow the decisions of nearby public schools. We understand that individual neighborhoods may be affected differently during inclement weather and street conditions can vary greatly after snow storms. Families can always decide to keep their children at home if Friedel remains open.

CURRICULUM

➤ General Studies

Our educational curriculum fosters the development of student learning by cultivating critical thinking skills, problem solving strategies, and attitudes of discovery and curiosity. Teachers employ multiple approaches to accommodate individual learning styles and levels of development. Friedel strives to focus staff energy toward continuous school improvement



efforts to build an organizational culture that nurtures student self-direction, engagement, and preparation for high school and beyond.

The Nebraska State Department of Education coordinates statewide efforts to design and develop a written standards and ensure best practice classroom instruction. Friedel Jewish Academy follows the State's Content Standards and utilizes student achievement assessment data to assist the school in improvement planning. Content standards or learning goals/expected learning outcomes have been set for each grade and subject. Students at Friedel Jewish Academy are expected to master the majority of the outcomes.

Each classroom has a full-time, certified teacher leading instruction in math, language arts, science and social studies. Instruction is supplemented by specialists in art, music, physical education, and innovation learning.

➤ Jewish Studies

At Friedel, Judaism is celebrated every day with purpose and joy. Students develop a proficient knowledge of prayer, a love and respect for Israel, and the ability to read, write and speak Hebrew as a living language. Each of these subjects is artfully integrated into the core curriculum, allowing children to build authentic connections between Judaism and the world around them. Students spend 90 minutes daily in Jewish studies. Our curriculum for Jewish studies is TalAM, an internationally known and respected program that incorporates the acquisition of the Hebrew language along with study of the Torah. We have a school in Israel that we "twin" with through shared activities throughout the year which enhances our students' love and appreciation for their homeland the State of Israel.

Friedel is a model of diversity within a single community as our students represent all streams of Judaism. Students learn from one another to honor and respect the differences in the practice of Judaism.

➤ Weekly Schedule/Specials

In addition to our rigorous general studies curriculum and 90 minutes per day devoted Jewish studies, our students enjoy a variety of special activities built into the school day:

PHYSICAL EDUCATION

Physical Education class meets twice per week. Gym class is held one day per week (Mondays), and swimming is another day each week (Fridays). We offer 18 sessions of swim lessons throughout the year for all students, and open swim on our non-lesson days. See the uniform policy for details on attire for gym days and swim class.



INNOVATION LEARNING

A strong innovation learning curriculum capitalizes on the challenges of discovery and gives students the opportunity to think deeply to become innovators, researchers and leaders. Critical thinking skills and design thinking skills are cultivated through an innovation curriculum with a focus on STEM – science, technology, engineering and math – to prepare students to be adaptive and nimble problem-solvers. Interestingly, innovation learning takes many forms. Our students will engage in both the use of new technology and in learning “un-plugged.”

LIBRARY

Research shows that reading aids in brain development as it provides the foundational language and literacy skills children need to succeed. When students visit our library, they benefit from the expertise of teacher recommendations tailored to their interests and ability. Students may check out books from both the Friedel Jewish Academy collection of general studies books and the Kripke Jewish Federation Library collection of children and youth Jewish content books. Please help your child return checked out materials by the due date. Materials not returned or damaged will be billed.

ARTS & EXPLORATION

Our Arts & Exploration class gives students a weekly opportunity to learn “outside of the crayon box.” Our main objective is to teach the creative process and the value of art as a form of expression. Throughout the year, we use various mediums to create projects in drawing, painting, printmaking, sculpture and architecture, all while also learning about famous artists and developing a strong vocabulary of art terms for discussing style and technique.

INSTRUMENTAL MUSIC

Instrumental music is an optional special class available to Friedel students. At Friedel, we believe that music instruction enriches our students’ lives and educational experience, and we encourage all of our students to participate. Instrument rental or purchase is the responsibility of the family.

RESOURCE and ENGLISH as a SECOND LANGUAGE

Friedel Jewish Academy is very fortunate to have specialized instruction in these two areas. Our resource teacher may work with students with individualized education plans (IEP’s) or 504 Accommodation Plans. Education plans for our English language learners is determined individually.

➤ **Field Trips**

Field trips are experiential learning opportunities for our students. Often times, we get to enjoy an exciting field trip just by walking down the hall to participate in a special program or enjoy a community performance of a play, the symphony, or youth orchestra. Consent forms for off-



campus field trips are included in this back-to-school packet, and will be on file during the year. Details of field trips will be sent in the weekly email or from classroom teachers.



➤ Report Cards and Conferences

Conferences are held at the end of first quarter and third quarter, with the dates listed on the school calendar. Report cards for these quarters will be distributed at conferences. We will include information in the weekly email on how to sign up for conferences when the time comes. Report cards for second and fourth quarter are mailed home at the conclusion of each quarter.

➤ Records and Confidentiality

In compliance with the Federal Family Rights and Privacy Act, parents have full-access to their child's educational records. Parental consent is required for the release of student records. Only information referred to as "directory information" which includes name, address, phone number, email addresses, date and place of birth, and name of parents or guardians will be released without parental consent. Parents may request that parental information not be released.

➤ Homework

Our homework philosophy reflects the idea that homework is the opportunity to practice what has been learned, just as children who take music lessons are to practice their instrument and athletes do drills to practice their skills.

Materials that come home for practice work are just that – practice of materials learned in school. If your child is struggling with the concept presented in the practice work, please contact the teacher.

Homework is required practice. For younger students, the practice helps them become proficient in important skills. For older students, the practice is the opportunity to show their independent knowledge of the learned concept. Homework that is not complete at home will be worked on the following day during independent work time. It is possible a teacher would hold a student in from recess to complete homework that was not finished.

Homework will not be assigned on an evening when there is a school event (Chanukah Play, Science Fair, etc.).

Homework is not assigned over Jewish holidays or Shabbat. Homework may be assigned over the weekend with the expectation that it could be completed on Sunday.



➤ Parental Involvement

The Friedel Jewish Academy proudly upholds an excellent program made possible by professional educators. Appropriately, parents have many expectations from this private school. One key to our success is your involvement and moral support. Your positive comments praising your child's teacher or the school in general have a profound effect on your child's learning.

We know that concerns relating to your child's learning occasionally arise. When this happens, please call the school office to request a phone or personal conference with your child's teacher. If you have further concerns, please contact the Head of School. Honest and direct communication will allow us to resolve concerns smoothly and constructively.

We hold your child's best interests uppermost in our minds. If you disagree with a classroom decision or a school policy, please contact the Head of School. Working together, we will ensure a positive and successful learning experience for your child.

➤ Ongoing Enrollment

The student and the student's family agree to comply with Friedel's policies as set forth in this handbook. A positive and constructive working relationship between Friedel's professional staff and the student's parents or guardians is essential to the fulfillment of our school's mission.

Proper placement of each student is of utmost importance at Friedel Jewish Academy. If a teacher identifies an educational concern at any time, the school will arrange meetings with staff and parents to discuss the issue. This discussion may result in a recommendation for parents to seek educational or medical testing for their child. Testing results help the staff determine how we can best provide for the student's needs. If Friedel is unable to provide for the student's needs, testing also assists the parents in obtaining a more appropriate placement to ensure the student's continued educational progress.

Friedel reserves the right to discontinue enrollment or not to re-enroll a student if the school reasonably concludes that a parent or guardian is uncooperative in providing educational information. Without this information, our staff is unable to accurately assess the student's educational needs.

Admission and ongoing enrollment of each student is at the sole discretion of the Friedel professional staff. Friedel has the right, upon notice, to terminate a child's enrollment for academic, behavioral, disciplinary, or financial reasons. The decision of Friedel Jewish Academy in these matters shall be final.



FOOD, NUTRITION & STUDENT WELLNESS

Research shows that students who enjoy nutritious meals, regular exercise and adequate sleep will have a more successful school experience, both academically and behaviorally, than those who miss one of these important components.

➤ Recess

Our recess takes place before lunch each day. The goal of recess is to provide an opportunity for students to enjoy 30 minutes of the recommended daily 60 minutes of physical activity for children. When the weather allows, recess will be at the JCC Playground or the MUD Field (just south of the school building). During inclement weather, the JCC gym is available for indoor recess. The school provides recess equipment, and students are welcome to bring sports-related/active play items from home to play with during recess. In an effort to curb discipline issues at recess, competitive games are not played.

➤ Lunch

Lunch is a time for students to relax and recharge, enjoying a nutritious meal and lively conversations. Friedel has an all-school lunch period, and students sit at assigned tables.

It is the policy of Friedel that any food provided by the school – for lunches, receptions and special events – is kosher. Our building is a dairy/parve facility (no meat items).

Hot lunch is offered 5 days per week for \$4.00 per student per day. Milk is included in the price of lunch. Menus are developed by a small committee that includes pediatrician Dr. Karen Cohen, registered dietician Silvia Herszkopf, and our caterer Nancy Mattly. Food is prepared at Beth Israel Synagogue and served by school volunteers. Hot lunch must be pre-paid, and orders for lunch are due in advance. Hot lunch menu is included in the weekly email. You may place a standing order (i.e., every day, every Monday, etc.) or place a weekly order based on the menu. Please contact Lorrie in the school office if you are interested in volunteering to serve hot lunch. Lunch helpers are needed daily from 11:45 am to 12:45 pm.

Lunch brought from home must follow the dairy/parve policy of the school. When a student brings lunch from home, family choice is honored in a dignified way, free of monitoring and reflective of our commitment to respecting diverse family definitions of Jewish practice. Microwaves and refrigeration are not available for student lunches. Due to allergies and kashrut, we ask that our students not share any portion of their meal or snack items with other students.



In keeping with our student nutrition and wellness guidelines, soda pop is not allowed in student lunches or snacks.

➤ Daily Snack

Friedel students enjoy a morning snack with their classmates. Kindergarten students also have an afternoon snack. Parents are responsible for providing a daily healthy snack. Our students, especially the youngest ones, depend on this bit of good nutrition to feel their best, concentrate and learn throughout the day. Great snack ideas include:

Fresh fruit – banana, apple, pear, orange, grapes, so many delicious choices!

Fresh veggies – baby carrots, celery sticks, cucumber slices, sugar snap peas, grape tomatoes, so many delicious choices!

Individual applesauce cups

Yogurt

Granola bars

Cereal*

Crackers*

* Students may keep a “snack bag” in their cubbies of non-perishable, pre-portioned snacks.

➤ Birthday Celebrations

Birthdays are indeed a special day at school, and we love celebrating with our students! All children are recognized on their birthday at lunch, with singing and a special gift from school. For students with summer birthdays, we celebrate their half-birthday at school.

We invite you to choose a special way to celebrate your child’s birthday during the school day. In keeping with our policies, any birthday treats must be labeled kosher and must be in keeping with our goal of providing a healthy food environment for our students. Please do not include candy, cupcakes, donuts, etc., as a birthday treat. Here are some great ways to celebrate:

- Bring a non-food treat for all classmates (pencils, stickers, bubbles, etc.).
- Donate a book to the school library. We will recognize your student’s donation at lunch on their birthday.
- Donate a ball, a jump rope, or other fun recess equipment. We will recognize your student’s donation at lunch on their birthday.
- Sponsor a class outing to the Kripke Library, \$18
- Sponsor a “free-sit day” at lunch (no assigned seating at lunch), \$36
- Sponsor a “free-dress day” for the whole school (no uniform day), \$50



We ask that students not distribute party invitations at school unless the entire grade is invited, and we ask that families are respectful of Shabbat when planning parties.

Health and Safety

➤ Student Health

The Friedel faculty and staff are committed to maintaining the health and safety of our students. We are in partnership with all of our parents to provide an environment that is best for the well-being of all of our students.

The state of Nebraska requires:

- New Kindergarten students or student transfers from out of state have a physical examination (including vision) within the six months prior to attending Friedel.
- All students must have up to date immunization records.
- Each student must have current emergency contact information on file. Please notify the office of any changes in phone numbers, addresses, or other instructions.

Students who do not have the above requirements on file in the school office will not be permitted at school until such time that the state requirement has been fulfilled.

ILLNESS

If your child becomes ill at school, it is important for their health and for the health of others for your child to return home. If a student has a temperature of 100.4 degrees or higher, parents/guardians will be contacted to pick up the student from school. Students will wait in the health room to be picked up, and we ask that parents make arrangements to be at school as soon as possible. In addition to fever, parents will be called to pick up from school for the following conditions: contagious or infectious disease, including but not limited to chicken pox, measles & mumps, pink eye, suspicious rash, vomiting, diarrhea, skin eruptions or live head lice.

Friedel follows the reporting guidelines in place by the Douglas County Health Department. If a Friedel student were to contract certain illnesses, such as whooping cough, measles, or chicken pox, we would notify all parents immediately. Other ailments, such as strep throat, stomach flu, or head lice, do not require reporting according to the Health Department but the school will inform all families if we are notified of multiple cases in a short period of time.

If a student presents at school with symptoms of contagious diseases, we will contact the student's parents and the student will need to be picked up from school.



If a student presents with symptoms of lice while at school, usually complaining of an itchy scalp, Friedel staff will check for live lice. If a student is found to have lice, parents will be notified immediately and the student will need to be out of school until no lice are present. Both the American Academy of Pediatrics and the Douglas County Health Department recommend the best prevention for the spread of lice is for parents to check their children's heads for lice on a regular basis. Please make a habit of checking your child on a regular basis, throughout the school year, not just when an announcement is made that cases have been present at school.

Our goal is to partner with parents to keep our students healthy.

RETURN TO SCHOOL FOLLOWING ILLNESS

Any student returning to school following a contagious illness, a temperature of 100.4, or higher, vomiting, or diarrhea should NOT do so until they have been symptom-free at least 24 hours. If a contagious illness requires prescription medication, the student may not return to school until he/she has completed at least 24 hours of treatment or has a doctor's note outlining an alternate schedule. A student suffering from a skin rash or who has been absent due to a communicable disease may be required to present a note from their physician approving return to school.

INJURY

If an illness or an injury occurs during school hours that requires medical attention or prevents regular participation in the school day, a parent/guardian will be contacted to pick up the student.

In the event of an injury that requires medical attention but not emergency treatment, first aid will be administered and every attempt will be made to notify parents/guardians at home/work/cell phone. The emergency contact person will be called if the parents cannot be reached. It is imperative that emergency contact numbers are current. Should no one be available for contact, 911 may be called and the student transported to the nearest hospital at the parents' expense. The student will be accompanied by school personnel. Students may not be transported in a staff person's vehicle to go to a doctor.

Nursing staff from the Rose Blumkin Jewish Home are available to Friedel on an on-call basis for emergencies. Please see the "emergency protocol" listed below for injuries or illness that require emergency medical treatment.

MEDICATION

All student medications, including prescription and over-the-counter (OTC), must be in the original container with labeled instructions. Parents must provide dosage cups/spoons or other means of dispensing the medication.



Non-Prescribed Medication: A written authorization must be signed by the student's parents or guardian and filed with the school office permitting the use of non-prescribed medication. All medications must be turned into the school office for administration. This policy applies to throat lozenges/cough drops.

Prescribed Medications: Administration of medication requires either a doctor's note or the prescription bottle detailing administration of medication. A Medication Administration Form is required for all prescription medications. Contact Lorrie if you need a form.

Medications are held in locked storage and will be accepted, stored and dispensed under the close supervision of Friedel's head of school or administrative assistant. Friedel will keep a medication log on file for reference purposes. Friedel reserves the right to refuse requests for administration of medication.

ASTHMA/ALLERGY

Friedel must be aware of any student's allergy as well as any history of asthma/recurrent wheezing. Protocols for treatment (allergy and/or asthma action plan) must be outlined by a physician in writing and reviewed with school administrators and teachers. Changes in the student's condition or treatment plan must be reported promptly.

A Student Asthma/Allergy Plan Form must be completed and signed by both a physician and the parent. The Action Plan Form will provide information about the severity of the asthma condition, medication needed, and what triggers attacks.

Epi Pens and Nebulized Albuterol can be administered in emergency conditions to students in life threatening situations by approved staff members who have been trained to administer these drugs.

Emergency Protocol for Asthma/ Severe Allergy/Severe Injury:

1. Call 911
2. Summon nurse from RBJH, as well as trained non-medical staff
3. Check airway, breathing, respiratory rate and pulse
4. Determine cause as quickly as possible
5. Administer medications (Epi-pen and albuterol) per standing order, if appears to be a life-threatening asthma or anaphylactic symptoms
6. Monitor vital signs
7. Contact parents immediately



Any individual treated for symptoms with epinephrine at school will be transferred to medical facility.

For more information on protocol for life-threatening asthma symptoms and anaphylactic symptoms of the body system please contact the office.

INSURANCE

Friedel does not carry student accident insurance.

➤ **Student Safety**

SECURITY

All doors into the school are locked at all times. Visitors, including parents, must ring the doorbell to gain entry and are then required to check in at the office. Parents, students, and staff are asked not to let anyone into the school that they do not know.

VISITORS

Parents, guardians, grandparents, relatives and community members are always welcome at Friedel. Please make arrangements for classroom visitations in advance. All visitors must use the main entrance at the front of the school. Upon your arrival, please come directly to the office to sign in. Young children, cousins, brothers and sisters may not visit classrooms during instructional time. They may visit during lunch and recess and other special Jewish holiday celebrations when appropriate with parent supervision.

CHILD ABUSE/NEGLECT

All school personnel are required by law to report any suspected case of child abuse or neglect to Child Protective Services and/or law enforcement agencies. Friedel will cooperate in investigation of these cases.

EMERGENCY and EVACUATION PROCEDURES

In accordance with State of Nebraska guidelines:

- Friedel will conduct monthly fire drills with all students and staff.
- Friedel will conduct periodic tornado drills during the school year.
- Friedel will conduct bus evacuation drills on field trip days.
- Friedel will conduct periodic emergency evacuation drills and shelter-in-place drills, including “Lock Down Drills” for if an intruder should enter the building.

STUDENT TRANSPORTATION

Friedel Jewish Academy does not offer daily bus transportation. Parents/guardians are responsible for transporting students to and from school. During the school year, children may



ride a bus/van on a field trip. To provide a safe environment for students, we have established the following transportation rules:

While in a vehicle, students must remain seated at all times and keep all body parts and items inside the vehicle. There is no eating or drinking on a bus/van. In keeping with our policies during the school day, fighting, provoking altercations, profane language or actions, excessive noise, or throwing items will not be tolerated. Friedel students will be respectful of property by not littering, leaving trash on the bus or defacing the bus.

Students who do not follow Friedel transportation guidelines will lose their field trip privileges. No one except school staff, authorized volunteers, and Friedel students may use bus transportation sponsored by Friedel. Private cars are not used for any student transportation for special events or field trips.

Bus safety will be included on field trip days when a bus is used.

- It is vital that children are familiar with the “Danger Zone” and to stay at least 12 feet away from a bus and NEVER go behind the bus.
- If you cannot see the bus driver in a bus mirror, the bus driver will not be able to see you.
- If an item is dropped around the bus, NEVER go to retrieve it. Tell the bus driver or let another adult know.



Discipline Guidelines

➤ Discipline Philosophy

- A school is a learning community.
- The education of minds and hearts is not only academic but emotional and social learning.
- Appropriate behavior is pursued in a learning community just as academics are pursued.
- We teach, re-teach, praise and, when appropriate, give consequences.
- Fundamental to our mission is developing children who are thoughtful, caring and responsible members of our school community, our Jewish community, our local community and the world.
- Our core values are based on Torah - respect, honesty, kindness, personal responsibility.
- We treat our students as individuals, worthy of respect and capable of making good choices. The school utilizes positive incentives to promote and reinforce good behavior while simultaneously enforcing specific consequences for inappropriate behavior. We believe this balanced approach promotes a safe school, a warm and friendly classroom environment, and demonstrates that good discipline is a solid foundation on which to build an effective school.
- Educators promote and implement a positive discipline plan that identifies and teaches behaviors allowing students to become effective problem solvers and decision makers.
- Good discipline is essential for a learning community and should be based upon mutual respect for the rights and property of others, respect for those placed in positions of authority, and respect for fellow students.

Each teacher sets classroom behavior expectations and consequences that are clearly conveyed to the students. Teachers have the option to give students a break from classroom instruction when needed to intervene **before** a behavior becomes a problem. Instructional breaks may take place in the classroom or in the school office. Students who are given instructional breaks are not “in trouble” and parents will not be notified unless the intervention is required on an ongoing basis. Just as learning takes place in a math lesson and teachers don’t contact parents every time a student gives an incorrect answer, we use instructional breaks to engage students in learning appropriate behavior patterns.

In addition, our classroom teachers participate in ongoing training in “Teaching with Love & Logic,” a truly positive approach for classroom discipline and time-tested ideas and strategies for teachers to effectively manage classroom dynamics while keeping joy in the classroom.



Inappropriate behavior will result in disciplinary action that could include detention, suspension or expulsion. Parents will be informed of serious behavior lapses. Students who are suspended or expelled will not be allowed on campus or allowed at Friedel Jewish Academy functions.

DETENTION

A child serving in-school detention will not participate with other students during the designated detention. All class assignments will be provided to the student. Some examples of behaviors leading to detention are: hurting physically or verbally, use of profanity, destroying property or stealing.

SUSPENSION

After appropriate measures to encourage a student to modify his/her behavior, if the inappropriate behavior continues, or if a behavior infraction is deemed serious enough, the Head of School may suspend a student. Students who are suspended will be detained in the office until a parent can be reached. Parents will be informed of the reason for the suspension and the student will be taken home. A follow-up letter will be sent home to parents detailing the suspension, a copy of that letter will be held in the student's cumulative folder, and all assignments and activities will be suspended. Suspension may last for one to three days, and a mandatory parent conference with the Head of School must take place before the student may return. Upon the student's return, all missed assignments will be provided. The student will have one week to complete the work. Credit will be given for correctly completed work.

EXPULSION

Before a student is expelled, parents may be required to seek outside professional interventions, at the sole financial responsibility of the parent. A student may be expelled or asked not to re-enroll when all efforts to change behavior have been exhausted, or if an infraction is serious enough to warrant expulsion.

Parents are expected to treat the staff, our students, and other parents with respect at all times and in all situations.



School Uniform

The tradition of a school uniform sets the tone for the school day. All clothing should be neat and clean.

Light blue or white collared shirt

- Collared shirt may be long sleeve or short sleeve.
- Shirts may be either polo-style pullovers or button-down.
- Shirts must be solid colored and without logo (except for school logo wear).
- White turtlenecks or other white long sleeve shirts may be worn under a collared shirt.
- For students arriving at school without a collared shirt, one will be provided for \$10.00 (charged to family's school billing account)

Navy blue, royal blue or white sweaters or sweatshirts

- Sweaters/sweatshirts may be cardigans, zipper, crewneck or v-neck.
- Hoods are allowed on sweaters or sweatshirts.

Navy blue bottoms

- Boys – pants or long shorts
- Girls – pants, long shorts, skirts, skorts or jumpers
 - Girls may wear any tights or leggings with skirts/jumpers.
- Dark jeans, jeans skirts and jeggings are not considered uniform wear.
- Fleece pants are allowed as long as they do not have logos or stripes down the leg and do not have gathered leg openings.

Closed toe shoes with socks or tights

- Sandals are not allowed.
- Boots are not allowed.
- Tennis shoes must be worn on gym days.

Kippot for boys are required during all school activities

- Kippot may be purchased on-line or in synagogue gift shops.
- For boys arriving at school without a kippah, one will be provided for \$3.00 (charged to family's school billing account)

Spirit Wear on gym days

- Spirit wear shirts/sweatshirts worn with jeans or athletic wear bottoms.
- Friedel Spirit wear clothing orders will be made 2 or 3 times per year.
- Shirts from Jewish summer camps may be worn as spirit wear.
- Shirts with Hebrew writing may be worn as spirit wear.
- If students do not wish to participate in wearing Spirit Wear, uniforms may be worn.

Swimwear and pool shoes/flip flops are required on swim days. Bathing suits for girls must be one-piece, with a focus on modesty. Towels are provided by the JCC.



Friedel Jewish Academy logo wear is available from Land's End. You may purchase uniform shirts and sweatshirts with the school logo embroidered on the left chest. Our school code is **900119108**. Uniform clothing is also available at Target, Walmart, Gordman's, Kohl's, JC Penney's, etc. Friedel has a clothes sharing closet, accepting donations of "hand-me-down" uniforms that are in good condition (no stains or rips) for use by other students.

Occasionally, the school will have a "free-dress" day. Students must dress respectfully and modestly. In addition, boys must wear kippot on free-dress days, and all students must continue to follow the uniform policy for shoes.

There may also be days with special programs or field trips that require non-uniform, dress-up clothing. We refer to this as "synagogue" clothes, and request modest, neat and clean, synagogue-appropriate outfits. Boys must wear kippot on these days, and students will be informed if there are any special requirements for shoes or outerwear (depending on the event).

Information on these special dress days will be included in the weekly email.

Donation Opportunities

Like Jewish day schools around the country, Friedel depends on a number of sources for financial support. Tuition only covers a portion of our operating expenses. Our School Board leads fundraising efforts to bridge the balance between tuition and operations. They do so through:

- Annual Campaign to fund the operating budget
- Special efforts as needed for capital improvements
- Life & Legacy, a community effort to secure our future through estate planning

We are fortunate to get great support from the Jewish Federation of Omaha in the form of an annual allocation, the Religious School Subvention, student scholarships, and grants.

Many families mark special occasions by making contributions to Friedel, either through a cash donation, the selection of a particular item on a teacher's "wish list," or by sponsoring an event, such as Outdoor Education, Field Trips, or Jewish Celebrations. Please contact our Head of School for more information.



Parent/Teacher Organization

The PTO plays a key role in creating a special atmosphere at Friedel. Our PTO coordinates fundraising activities that contribute greatly to the success of our school community. The primary goal of the PTO is to provide a classroom materials stipend to each teacher and to presents faculty members with gifts to show appreciation for their dedicated work. Annual dues to the PTO is included in your tuition. PTO also requests 10 hours of volunteer service per family per year. Alternatively, families may contribute \$100 to the PTO in lieu of volunteer hours. Watch the weekly email for volunteer opportunities.

Tuition

Tuition for the 2016-2017 school year is \$7,284, with \$100 per student discount for each additional child registered from a family.

PAYMENT OPTIONS

Billing statements are sent to all families at the beginning of each month. Payments on account may be made by cash, check or credit card. MasterCard, Visa, American Express and Discover are accepted, and a 3% fee is added to your transaction to cover the cost to the school.

Your signed payment agreement is required before your child is admitted on the first day of the school year. This agreement form should have been completed at registration/re-enrollment. You will be contacted individually by the school if you do not have a form on file.

Scholarships are available through the Jewish Federation. For additional financial assistance, please contact our Head of School or your synagogue's rabbi.

Payment of tuition and payment for lost or damaged books, broken property or items that the student intentionally destroyed must be current prior to the release of any student information.

If a student is enrolled at Friedel and should choose to withdraw for any reason, or be expelled during the fall semester, the parents will be responsible for tuition payments for the entire semester. If a student should choose to withdraw for any reason, or be expelled during the spring semester, the parents will be responsible for tuition payments for the entire school year.



Miscellaneous

Telephone Usage by Students

The office telephone is for school business and may be used by students with staff permission. Students' calls may be made if deemed necessary by staff. We will evaluate the student's need and will allow students to call parents if we deem that the issue cannot wait until the end of the school day.

Cell phones are not allowed in the classroom and may not be used during the school day. If a student brings a cell phone to school, it must be kept in silent mode in the student's backpack. It cannot be used anytime during the day, including recess or lunch. If a student's cell phone becomes distracting, it will be held in the office during the school day.

Lost & Found

A lost and found box is located in the commons. Unclaimed personal items are given to charitable organizations. Unclaimed school apparel, such as Friedel sweatshirts, will be placed in the school uniform closet.

