



# Family Handbook

## 2020–2021

# COVID-19 Policy and Procedure Updates

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Plans for policies and procedures related to school operations during the pandemic are constantly evolving. For this year's Family Handbook, text printed in **black** reflects our normal operations, and text printed in **red** denotes changes to our normal operations due to the pandemic. As we monitor the course of the pandemic in Omaha, policies and procedures outlined in this handbook may change at any time. Updates to policies and procedures will be provided to families via email.

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## WELCOME TO THE FRIEDEL FAMILY

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Friedel Jewish Academy is a private school for grades K-6, approved by the State of Nebraska and a member of Prizmah, the Jewish Day School Network.

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 Goldman Center for Jewish Learning.

## BOARD of DIRECTORS

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Ari Kohen, Co-President  
Jeff Zacharia, Co-President  
Lisa Marcus, Secretary  
Ron Giller, Treasurer  
Lloyd Roitstein, Immediate Past President

Rabbi Steven Abraham, Cantor Joanna Alexander, Joel Alperson, Rabbi Deana Berezin, Rabbi Ari Dembitzer, Pam DePorte, Margie Gutnik, Patricia Kaniewski, Natasha Kraft, Gary Lerner, Susan Long (PTO Chair), Linda Neumann-Potash, Shiri Phillips, Anna Priluck, Caryn Rifkin, Ariella Rohr, Becca Ruetsch, Ben Shapiro, Helene Shrago, Melissa Shrago, and Rabbi Brian Stoller

The Board of Directors is elected at Friedel's annual meeting in May. Monthly board meetings are open to the school community. **Board meetings will be held via Zoom until further notice.**

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

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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, on her cell phone at 402-630-5895, or email to [bcohen@fjaomaha.com](mailto:bcohen@fjaomaha.com).

## Mission Statement

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

## Guiding Principles

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|------------|--|
| תורה לשמה  | <b>TORAH L'SHMAH / LOVE OF LEARNING</b> - Foster a passion for lifelong learning.  |
| אהבת תורה  | <b>AHAVAT TORAH / LOVE OF TORAH</b> - Develop knowledge of and appreciation for the principles that define Jewish life.  |
| אהבת ישראל | <b>AHAVAT ISRAEL / LOVE OF ISRAEL</b> - 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  | <b>TIKKUN OLAM / REPAIRING THE WORLD</b> - Make our community and the world a better place.  |
| אהבת עולם  | <b>AHAVAT OLAM / LOVE YOUR NEIGHBOR</b> - 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

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**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.

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**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.

## FACULTY & STAFF

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### Administration

Ms. Beth Cohen, Head of School

Ms. Sara Kohen, Director of Advancement

Mrs. Mercedes Obora, Administrative Assistant

### General Studies Teachers

Mrs. Julie Shelburne, Kindergarten, General Studies

Ms. Emily Coffin, 1<sup>st</sup> & 2<sup>nd</sup> grade, General Studies Lead Teacher

Ms. Daniele Jackley, 1<sup>st</sup> & 2<sup>nd</sup> grade, General Studies Co-Teacher

Ms. Lori Morrissey, 3<sup>rd</sup> & 4<sup>th</sup> grade, General Studies

Mrs. Denise Bennett, 5<sup>th</sup> & 6<sup>th</sup> grade, General Studies

Ms. Renee Pritchett, Teaching Assistant

### Jewish Studies Teachers

Kindergarten - Hadar Nachman

1st Grade - Hadar Nachman

2nd Grade - Shiran Dreyer

3rd & 4th grade TalAM Track - Shiran Dreyer

3rd & 4th grade Torani Track - Moshe Nachman

5th & 6th grade TalAM Track - Shiran Dreyer

5th & 6th grade Torani Track - Moshe Nachman

See page 10 for details on the TalAM and Torani Tracks of Jewish Studies.

## Specials Teachers

Mrs. Ashley Barrow, Innovation Specialist and Librarian

Mrs. Helen Epstein, Teacher for English Language Learners

Mrs. Sindie Katskee, Resource Teacher

Mrs. Joyce Miller, Music Teacher

Mrs. Anne Twedt, Art Teacher

Our physical education instructors are part of the Fitness and Aquatics staff of the Jewish Community Center of Omaha.

### ➤ 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 planner 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.

During eLearning, communication through Seesaw and email should be used for contacting teachers (see below for details on Seesaw and email).

In addition, all classroom teachers have school email accounts:

Mrs. Shelburne, [jshelburne@fjaomaha.com](mailto:jshelburne@fjaomaha.com)

Ms. Coffin, [ecoffin@fjaomaha.com](mailto:ecoffin@fjaomaha.com)

Ms. Jackley, [djackley@fjaomaha.com](mailto:djackley@fjaomaha.com)

Miss Morrissey, [lmorrissey@fjaomaha.com](mailto:lmorrissey@fjaomaha.com)

Mrs. Bennett, [dbennett@fjaomaha.com](mailto:dbennett@fjaomaha.com)

Hamorah Shiran, [sdreyer@fjaomaha.com](mailto:sdreyer@fjaomaha.com)

Hamorah Hadar, [hnachman@fjaomaha.com](mailto:hnachman@fjaomaha.com)

Rabbi Moshe, [mnachman@fjaomaha.com](mailto:mnachman@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 during in-person instruction is to send a note with your student.

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 3:45 to 4:00 p.m. Scheduled meetings may take place during a teacher’s planning time or after 4:00 p.m.

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As we limit visitors into the school building, meetings with parents may take place via phone or Zoom instead of in-person.

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 or Beth Cohen's cell phone at 402-630-5895.

## ➤ Communication

An **email is sent to parents every Friday**. The weekly email will include the schedule for the coming week, various reminders, the lunch menu for the coming weeks, and a list of upcoming school events. We do our best to send only 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.

In addition, we use **See-Saw**, an app that empowers students to document their learning and gives families a personalized window into their child's classroom. Watch for personalized log-in information coming at the start of the school year.

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 returning families, your Sycamore log-in is the same as last year. For new families, you will receive an email with information to create your account.

In **cases of emergency**, Friedel will communicate with parents via a campus-wide system being used by the school, the JCC and CDC, and the Federation. All cell phone numbers of parents have been included in the system. Parents may opt-in to receive a phone call or an email in addition to the text. This system will be used for Friedel specific communications (emergencies in the school) and by the campus. It is imperative that all families follow instructions given in emergency communications.

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# ATTENDANCE POLICY

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## ➤ 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. – Morning Meeting

We begin each morning meeting with the Pledge of Allegiance and the singing of Hatikvah (the national anthem of Israel), followed by all-school announcements.

**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. **Morning meetings will take place in individual classrooms, instead of in the Commons, as we start the school year.**

### 3:45 p.m. – Dismissal

Students will be escorted outside for pick-up or to the JCC for Kidz Inn, the JCC's afterschool childcare program. Parents may give permission for their child to be released into the JCC. Students not picked up by 3:55 p.m. will be escorted to Kidz Inn, with the cost of Kidz Inn being the responsibility of the parents.

From November to March, Friedel will dismiss at 2:00 p.m. on Fridays. Kidz Inn will be available starting at 2:00 p.m. on Friday.

**Specific drop-off and pick-up procedures to provide for social distancing will be sent to families the week before school starts.**

## ➤ 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](mailto: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.

If an absence is scheduled in advance, missed work will be provided when students return.

If a student will be absent for an extended time for either illness or quarantine, the student may transition to remote classroom instruction. Contact Ms. Cohen for details.

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. Children are not allowed to walk into the parking lot on their own to meet their parents at a parking space.

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 3:55 p.m. will be escorted to Kidz Inn unless parents have given permission for children to be released to go to the JCC. Fees associated with Kidz Inn are the responsibility of the parent.

Specific drop-off and pick-up procedures to provide for social distancing will be sent to families the week before school starts.

## ➤ 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 and Facebook. 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 snowstorms. Families can always decide to keep their children at home if Friedel remains open.

# CURRICULUM

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## ➤ 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 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, library and innovation learning.

## ➤ Jewish Studies

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

The TalAM Track of our Jewish Studies program begins in kindergarten and follows a spiraling curriculum through sixth grade. Friedel has used the TalAM curriculum for over 10 years. TalAM is unique in its integration of Hebrew Language Arts with Judaic studies - including Bible, holidays, and values. The curriculum builds foreign language acquisition through a wide range of activities for all modes of communication to reinforce vocabulary, thinking skills, and Jewish concepts and values. The students' Hebrew and heritage literacy develops in a gradual process of building new ideas and concepts on an ever-expanding foundation of knowledge.

Beginning in third grade, families may select to continue in the TalAM Track or may select to have their child learn in the Torani Track. As the older grades advance, the curriculum in the Torani Track builds a dynamic interaction between content, linguistics, Jewish knowledge and skill development. Using TalAM as the basis of this track, we incorporate additional content and skills-based instruction in traditional Jewish texts (including Chumash, Mishna, and Navi) and the study of Jewish laws of Shabbat, holidays, and kashrut, as the course of study helps to prepare children for living a Torah-observant lifestyle. The track is available to all students.

The TalAM Track and the Torani Track operate in tandem during the 90 minutes of Jewish Studies each day for grades 3 through 6. Although both tracks provide excellent immersion language instruction, the Torani track allows for English instruction on some topics. The tracks come together for celebrations, observances and activities throughout the year.

To maximize Judaic learning, we offer an additional class outside of the school day. Instruction aligns with the Torani track but is independent from the school-day learning to allow students in both Jewish Studies tracks the option to participate. 5th & 6th graders will have class from 3:45 to 4:45 on Monday, and 3rd & 4th graders from 3:45 to 4:45 on Tuesday. The after-school sessions will include a snack and will start the week of September 7th.

## ➤ Weekly Schedule/Specials

In addition to our rigorous academic curriculum, our students enjoy a variety of special activities built into the school day.

**Our specials schedule will be announced the week before school starts. We are determining our best course for offering daily physical activity and for using campus spaces that follow the guidelines being implemented at Friedel. Other specials schedules may also be adjusted, as needed.**

### PHYSICAL EDUCATION

Physical Education class meets twice per week, with a gym class once a week and swimming once a week. We offer 18 sessions of swim lessons throughout the year for all students, and

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open swim on our non-lesson swim days. The goal of physical education is to develop the knowledge, skills and confidence in students to enjoy a lifetime of healthful physical activity. See the uniform policy for details on attire for 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.” Innovation Learning classes take place in our Innovation Lab, a space dedicated to fostering a collaborative environment as students explore and innovate.

## **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.

## **ART**

Our art 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.

## **MUSIC**

Music class explores the world through listening, (singing will not be allowed this year, due to the pandemic and evidence of virus spread associated with singing), moving, playing instruments, and creating to stimulate the imagination and lead to innovation and creative risk-taking. As students develop basic skills, techniques, and processes in music, they strengthen their music vocabulary and literacy, as well as their ability to remember, focus on, process, and sequence information.

## **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

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504 Accommodation Plans. Education plans for our English language learners is determined individually with parents.

Services including occupational therapy, speech/language therapy, and special education services are available following an assessment process. Assessments may be requested by parents or recommended to parents by teachers. For more information, contact Ms. Cohen.

Accommodations may be made by classroom teachers for students without an IEP or formal 504 plan in consultation with parents.

## ➤ Field Trips

Field trips are experiential learning opportunities for our students. Often, 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 the 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.

At this point, we are not scheduling any field trips. Updates will be included in the weekly email if we are able to add field trips into our schedule.

## ➤ 6<sup>th</sup> Grade Field Trip to Alabama

Friedel Jewish Academy works with an alliance of Jewish day schools located in small communities—like ours—to create a curriculum for the schools to connect, collaborate and engage in exploring the concepts of American History, Civil Rights and Jewish Values. Students will uncover the links between the American, Jewish-American and Civil Rights experiences, and make connections to Jewish texts and values. Participating schools will work collaboratively, culminating in a shared educational travel experience to Montgomery, Selma and Birmingham, Alabama. Participating schools are from Rochester, NY, Greensboro, NC, New Haven CT, Birmingham, AL, and Omaha. Through the generosity of donors and the Shirley & Leonard Goldstein Supporting Foundation, there is NO CHARGE for Friedel students to participate in this exciting travel experience.

Updates will be provided to 6<sup>th</sup> grade families regarding the travel experience. We will have collaborative learning with the other schools throughout the school year and we may plan virtual field trips to a number of venues if we are not able to travel to Alabama.

## ➤ Report Cards and Conferences

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Parent/Teacher conferences are held twice per year, with the dates listed on the school calendar. Report cards will be mailed home prior to conferences to give parents the opportunity to review and prepare to meet with their child's teacher. We will include information in the weekly email on how to sign up for conferences when the time comes.

We will announce plans as it gets closer to time whether conferences will be held in person or via Zoom.

## ➤ 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. Our school day is structured with time in each class for practice work to be completed during the school day. If your child has homework, it is work that was not completed during allotted time in the school day. If your child is struggling with the concept presented in the practice work, please contact the teacher.

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.

All students should read or be read to every night. Individual teachers may assign a length of time for nightly reading or an expectation of number of pages to be read.

Older students may have long-term projects that are worked on both at school and at home. 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. 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. In addition, several events take place during the year that require volunteer person-power for success. We hope all parents will take the opportunity to volunteer. **These events will be scheduled/canceled based on the course of the pandemic in Omaha.**

We know that concerns relating to your child's learning occasionally arise. When this happens, please contact your child's teacher to request a meeting to discuss. 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.

## ➤ Continuous Enrollment

The student and the student's family agree to comply with Friedel's policies as set forth in this handbook and in on-going communications from school. 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.

Parents sign a continuous enrollment form when their child enrolls at Friedel. Students are enrolled through graduation or until such time that parents inform the school in writing of an enrollment change. Enrollment changes made after May 20<sup>th</sup> for enrollment in the following school year are assessed a \$250 fee.

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

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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 played at the discretion of the teachers supervising recess. On Mondays, students may bring any play item from home, with the exception of electronics, such as dolls, bey-blades, action figures, etc.

In place of all-school recess before lunch each day, each classroom cohort will take at least a 30-minute recess on their own schedule. Recess equipment will still be available and will be sanitized between student usage. Individual classrooms will update parents on policy for bringing play items from home.

## ➤ Lunch

Lunch is a time for students to relax and recharge, enjoying a nutritious meal and lively conversations. Friedel's all-school lunch period, with students sitting at assigned tables, will be replaced with classroom lunch periods for this school year.

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 available 5 days per week. Our goal is to create interesting, delicious, “kid-friendly” menus filled with wholesome, natural ingredients. Each day, we provide a main dish and side dishes that include servings of fruits and vegetables. Our lunches are prepared fresh daily by caterer Nancy Mattly.

- Hot lunch is \$4 per day
- Lunch menus and order deadlines are listed in the weekly email sent to families every Friday. Late orders cannot be accepted.

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- If you would like to place a standing order, let Mercedes know and you won't need to place a weekly order.
- Late orders will not be accepted.
- No refunds given for missed days. Refunds will be given for any eLearning school days.
- Hot lunch will be individually boxed for delivery to classrooms for lunch, with portions appropriate for the age of students. Seconds will not be available.
- Milk is available for all students at no charge, regardless of whether they get hot lunch or bring lunch from home. This year, milk will be served in individual cartons.
- Students will need to bring a water bottle from home each day.
  - Water bottles should be clearly labeled with the student's name.
  - A reusable water bottle needs to go home each day to be washed.
  - A disposable water bottle may be brought instead of a reusable bottle.
  - We are not able to provide cups of water at lunch.
  - Our water fountain will be closed at school, but our water bottle filler will be available.

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. Lunches and snacks may be packed in reusable containers that get brought home each day.

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

## ➤ Daily Snack

All Friedel students enjoy a morning snack with their classmates. Parents are responsible for providing a daily healthy snack. Students may keep a "snack bag" in their cubbies of non-perishable, pre-portioned snacks.

**SNACKS** are available for purchase. Students who purchase snack will have their choice to select from a variety of fresh fruit and kosher, individually packaged options such as Kind Bars, Fig Bars, granola bars, applesauce cups (no sugar added), fruit cups (no sugar added), pretzels, and veggie straws.

- \$175 for the whole school year (just over \$1 per day, with option to pay monthly)
- \$6 per week by reservation with school office

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- No refunds given for missed days. **Refunds will be given for any eLearning school days.**

If a child does not have a snack, we can provide snack for \$3 (charged to your school account). You may opt-out of the daily snack option on the form included in the back-to-school packet:

- If you opt-out, we will not provide snack if your child doesn't have a snack.
- If you opt-in, we will provide snack and charge the family account.

## ➤ Breakfast/Before School Care

**BREAKFAST** is available on school days beginning at 7:30 a.m. Cereal, fresh fruit, oatmeal, microwave pancakes and toaster waffles are available daily. Breakfast service ends at 7:55 a.m.

- \$696 for the whole school year (Only \$4 per day, with option to pay monthly)
- No refunds given for missed days. **Refunds will be given for any eLearning school days.**
- \$7 per day on a drop-in basis (Anytime you need before care/breakfast, we are here!)

### How to pay for breakfast, snack and lunch:

- Pay in advance by check, credit card or cash.
- No refunds are given for missed days. **Refunds will be given for any eLearning school days.**
- Many families pay either by the week or by the month, although daily payments are accepted.

## ➤ Birthday Celebrations

Birthdays are indeed a special day at school, and we love celebrating with our students! All children are recognized on their birthday, 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 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 piece of recess equipment. We will recognize your student's donation at lunch on their birthday.

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- 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 to not plan parties that take place on Shabbat or Jewish holidays.

## Health & Safety

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### ➤ Student Health

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

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.

This year, more than ever, Friedel is in partnership with parents to ensure the health of everyone at school. Details of our daily health verification will be provided via email before the start of the school year. We will rely heavily on family pediatricians’ written instructions for return to school following illness. Guidance from the Douglas County Health Department will be followed for any necessary notifications regarding exposure and/or quarantine, and directory information will be released for contact tracing purposes.

### 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 **or exhibits any symptoms common with COVID-19**, parents/guardians will be contacted to pick up the student immediately from school. Students will wait in the health room, **or in an isolation room**, to be picked up, and we ask that parents make arrangements to be at school

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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 or hospital.

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 the office if you need a form.

Prescription 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 for prescription medication 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/allergy condition, medication needed, and what triggers attacks.

Epi Pens and Nebulized Albuterol can be administered in an emergency to students in life threatening situations by staff members.

#### **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. Visitors, including parents, must ring the doorbell to gain entry and are 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.

Anyone entering school will be required to follow the school's mandatory face covering policy. Disposable face coverings will be available at the front entrance.

#### **VISITORS**

As much as we love welcoming visitors to Friedel, our visitor policy (listed below) will not be in effect until further notice. Parents may come to school if needed for late drop-off or early pick-up. As much as possible, we're asking for all other communication with parents to take place by phone or email. We look forward to announcing when visitors will again be allowed into school.

Parents, guardians, grandparents, relatives and community members are always welcome at Friedel. Please make arrangements for classroom visitations in advance. Upon your

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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

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## ➤ Discipline Philosophy

- A school is a learning community.
- 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.
- The education of minds and hearts encompasses academic, emotional and social learning.
- 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 in positions of authority, and respect for fellow students.

Our classroom teachers have participated in extensive training in “Well-Managed School” by Boys Town, a positive approach to teaching classroom social skills, along with strategies for teachers to effectively manage classroom dynamics while keeping joy in the classroom. This school-based strategy emphasizes behavior-management practices, relationship-building techniques, and social skills instruction that in peer-reviewed research shows correlation to academic engagement.

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

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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.

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 the Federation campus or allowed at Friedel Jewish Academy functions.

## **DETENTION**

A child serving in-school detention will not participate in activities with other students during the designated detention period. 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 email 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

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## 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 Mondays

- Friedel logo-wear shirts/sweatshirts worn with jeans or athletic wear bottoms.
- 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.

## Face Covering

- Cloth or disposable face covering must be worn
  - Any pattern or color may be worn
  - Form fitting tie or ear loop or buff-style face covering must cover nose and mouth
  - Face covering should not have a valve or vent
  - Face shields may not be worn in place of fabric face coverings

- For students arriving at school without a face covering, a disposable one will be provided for \$1.00 (charged to family's school billing account).

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.

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

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

- Annual Fundraising 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

Many families mark special occasions by making contributions to Friedel, either through a donation or by sponsoring an event, such as Outdoor Education, field trips, or Jewish Celebrations. Please contact our Head of School for more information.

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

# Parent/Teacher Organization

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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 gifts to faculty members to show appreciation for their dedicated work. Annual dues to the PTO are included in your tuition. Watch the weekly email for volunteer opportunities or contact PTO Chair Susan Long. **Our volunteer opportunities and fundraising events will be limited due to the pandemic.**

## Tuition

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Tuition for the 2020–2021 school year is \$8,900, with \$100 per student discount for each additional child registered from a family.

### PAYMENT OPTIONS

Billing statements are sent to all families based on your signed tuition agreement on file. 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.

Scholarships are available through the Jewish Federation of Omaha and through the Children's Scholarship Fund of Omaha. 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 student records.

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

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## Telephone Usage by Students

The office telephone is for school business and may be used by students with staff permission. Phone calls to parents by students may be made if the issue cannot wait until the end of the school day or if the issue cannot be resolved by school staff.

Students' 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.