



# Family Handbook

## 2021-2022

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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 Gordman Center for Jewish Learning.

## BOARD of DIRECTORS

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### **Executive Committee**

Ari Kohen, President

Lisa Marcus, Vice President

Anna Priluck, Secretary

Ron Giller, Treasurer

Shiri Phillips, Officer

Jeff Zacharia, 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, Linda Neumann-Potash, Caryn Rifkin, Ariella Rohr, Lloyd Roitstein, Becca Ruetsch, Aviva Segall, 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.

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, 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.

**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.

## COVID-19 POLICY & PROCEDURE UPDATES

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Plans for policies and procedures related to school operations during the pandemic continue to evolve. For this year's Family Handbook, we are providing policies and procedures as we expect them to be at the start of the school year. 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.

## FACULTY & STAFF

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### **Administration**

Ms. Beth Cohen, Head of School  
Ms. Sara Kohen, Director of Advancement  
Mrs. Ashley Barrow, Director of Learning Initiatives  
Ms. 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  
Miss 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 – Shiran Dreyer  
1st Grade – Moriya Uzi  
2nd Grade - Shiran Dreyer  
3rd & 4th grade TalAM Track – Moriya Uzi  
3rd & 4th grade Torani Track – Tal Uzi  
5th & 6th grade TalAM Track – Moriya Uzi

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5th & 6th grade Torani Track – Tal Uzi

See pages 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

Our physical education instructors are part of the Fitness and Aquatics staff of the Jewish Community Center of Omaha. Our Performing Arts program is led by Esther Katz and the performing arts staff members of the JCC. We are looking forward to naming our new art teacher before the start of the school year.

### ➤ 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.

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)

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

Hamolah Moriya, [muzi@fjaomaha.com](mailto:muzi@fjaomaha.com)

Rabbi Tal, [tuzi@fjaomaha.com](mailto:tuzi@fjaomaha.com)

You are welcome to email teachers but please understand that teachers have limited time during the day to check and respond to email. 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.

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.

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, hot lunch order information, 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.

In addition to this weekly email, individual teachers may email class groups and may also send home paper classroom newsletters in folders/backpacks.

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**, ParentLocker, for many of our internal record keeping tasks. ParentLocker is available for parents through a web-based portal or smart phone app. ParentLocker may be used by parents to access the lunch ordering system (after August 6<sup>th</sup>), tuition account balance, a school directory, and the school calendar. Information to access your ParentLocker account has been emailed to each family. Contact Mercedes if you need assistance accessing your account.

In **cases of emergency**, Friedel will communicate with parents via a campus-wide system being used by the school, the JCC, 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.

# 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.

### **3:45 p.m. – Dismissal**

Students will be escorted outside to car line or to the JCC for Kidz Inn, the JCC's afterschool childcare program.

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 these Fridays.

## ➤ 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. Please let the school office know in advance if you are picking up your child early for an appointment or if they will be arriving late due to an early morning appointment.

If an absence is scheduled in advance, missed work will be provided when the student returns.

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. Remote learning will not be available for short-term absences or for family vacations scheduled on school days.

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. School staff will get your child from class after you have signed them out.

### ➤ Tardy Policy

School begins promptly at 8:15 a.m. Students are considered tardy if they are not in their assigned place at 8:15. If a staff person is no longer outside greeting students when a child arrives, a parent must walk the student into school. 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.

Morning Drop-off is from 8:00 to 8:10 a.m. Students arriving before 8:00 a.m. should stay in their car until drop-off begins. Parents should stay in their vehicle during morning drop off. First day of school pictures should be taken at home. Students should bring their school supplies with them on the first day of school.

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.

The JCC's Kidz Inn program provides an afterschool childcare option to families. Students must be enrolled to attend:

<https://www.jccomaha.org/camp-youth-teen/kidz-inn-after-care/>

Students who are not attending Kidz Inn MUST be picked up by 3:55 p.m. Dismissal time is the time we start dismissing students to car line. We plan on 10 minutes for dismissal, from 3:45 to 3:55 (and from 2:00 to 2:10 on Fridays).

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Families will be charged a \$10 late-fee for pick up within 10 minutes of the end of dismissal time (between 3:55 and 4:05, or on Fridays between 2:10 and 2:20) and an additional \$10 for any portion of additional 10 minutes blocks of time. We are charging the late pick-up fee because staff need to stay past their regular work hours if children are not picked up on time. Given the construction traffic on campus, the car line is occasionally slowed down. Families will not be charged if they are in the car line at 3:55.

### ➤ 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 social media and local TV stations. We will not necessarily follow the decisions of area 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 on 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, performing arts, 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 Hebrew language acquisition through a wide range of activities for all modes of communication to reinforce vocabulary, critical 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 October 4<sup>th</sup>.

## ➤ Weekly Schedule/Specials

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

### **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 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.

## **PERFORMING ARTS**

Friedel Jewish Academy partners with the JCC Performing Arts Department to bring all of the aspects of theater together in a yearlong Performing Arts program. The Performing Arts Program aims to give students an enjoyable and thorough introduction to the three most prominent areas of the performing arts field; theater, dance and music. Students will learn how these combine to form a performance piece. Through a carefully crafted curriculum, students will learn all aspects of acting techniques targeting basic and necessary skills such as healthy vocal projection and articulation, moving on stage with confidence and direction, engaging in active speaking and listening with a scene partner, and imaginative character development. Students will then be able to apply these basic skills to choreography set to music as part of a final theatrical performance. Additionally, students will be introduced to many areas of technical theater, including creating and developing an original script based on the theme and lyrics from a song from their Jewish studies class, design a set, costumes and props for their original play, along with some elements of sound and light design.

## **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 (IEPs) or 504 Accommodation Plans. Education plans for our English language learners are 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 from classroom teachers.

### ➤ **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 are hopeful that we will be able to travel in the spring of 2022 to Alabama.

### ➤ Report Cards and Conferences

Parent/Teacher conferences are held twice per year, with the dates listed on the school calendar. We will include information in the weekly email on how to sign up for conferences when the time comes. Report cards are emailed to parents/guardians at the end of each trimester.

### ➤ 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. 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 the 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.

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, or over Jewish holidays or Shabbat. Homework may be assigned over the weekend with the expectation that it could be completed on Sunday.

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.

### ➤ Parental Involvement

The Friedel Jewish Academy proudly upholds an excellent program made possible by professional educators. One key to our success is parent 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 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. Test results help the school 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

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, Beyblades, action figures, etc.

## ➤ Lunch

Lunch is a time for students to relax and recharge, enjoying a nutritious meal and lively conversations.

In place of Friedel's all-school lunch period, with students sitting at assigned tables in the Commons, we will continue having lunch in classrooms to provide for social distancing when masks are removed for eating.

It is the policy of Friedel that any food provided by the school – for lunches, classroom activities, 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.

- Lunch orders must be placed through ParentLocker. This is a change from previous years. Please let Mercedes know if you need assistance accessing the hot lunch order information on ParentLocker. Ordering information will be accessible starting on August 6<sup>th</sup>.
- 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.
- Late orders cannot be accepted.
- No refunds given for missed days.
- Milk is available for all students at no charge, regardless of whether they get hot lunch or bring lunch from home.
- 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.

- \$170 for the whole school year

- No refunds given for missed 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.

- \$664 for the whole school year (Only \$4 per day, with option to pay monthly)
- No refunds given for missed days.
- \$7 per day on a drop-in basis (Anytime you need before care/breakfast, we are here!)
- Parents dropping off for before care may escort their child into school.

## ➤ 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.
- Sponsor a "free-dress day" for the whole school (no uniform day), \$50 donation

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.

Friedel is in partnership with parents to ensure the health of everyone at school. Friedel will continue with a daily health verification completed each morning by parents. This year, it will be completed on the ParentLocker Connect app instead of a daily paper form. Details for using the new app will be sent the week before school.

We will rely heavily on family pediatricians' written instructions for return to school following illness. Any requirement for COVID testing for return to school may not be completed with an at-home test.

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 arrange to be at school as soon as possible. In addition to fever or COVID-19 symptoms, 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 COVID-19 or other 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 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** – Students returning to school from illness that includes the following symptoms will be required to have a doctor's note confirming allowable return date:

- Any one of the following: fever over 100.4 degrees, cough, shortness of breath, difficulty breathing or loss of taste or smell
- Any two of the following: chills, muscle pain, headache, sore throat, nausea, vomiting, diarrhea

Following any illness that 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 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 and 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 at the start of the school year. 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 arrange for classroom visitations in advance. Upon your arrival, please

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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. We implement this learning in conjunction with our “Monthly Middot” character education program.

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.

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.

When there is an occurrence of unkind behavior (bullying or otherwise), we take the following steps:

- Immediately do everything we can to make all students feel safe.
- Investigate the incident by speaking with all students involved and any faculty members who observed the incident.
- Discuss student actions with individual students, as appropriate, employing practices to encourage students to reflect on the behavior, recognize the impact of the actions taken, consider alternatives to the actions, and determine how to correct the situation (including apologizing, if welcome).
- Inform the parents of all students involved, including asking for support and reinforcement of messaging at home.
- Take steps (both long-term and short-term) at school to prevent future incidents, including:
  - Separate students, as needed, temporarily while building towards reintroduction.
  - Increase supervision of specific students, spaces, or times of the day.
  - Allow for natural consequences as relevant.
  - Work through a framework to identify and teach missing skills for offending students.

## **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. 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, dresses or jumpers
  - Girls may wear any tights or leggings with skirts/dresses/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 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. Information on these special dress days will be included in the weekly email.

Uniform clothing may be purchased locally or online. Logo is not required but is available through Land's End by using Friedel's Preferred School Code: 900119108.

Spirit wear t-shirts and sweatshirts with the school's logo are available for purchase through the school office.

Our **Clothes Closet** is an option for all families to use at no charge to exchange uniforms in good condition. Please drop off clean, folded uniforms that no longer fit your child, and make an appointment with Mercedes to "shop" our stock of uniforms. We have uniforms and Friedel spirit wear available in all sizes. The Clothes Closet is also used throughout the school year for students who unexpectedly need a change of clothes during the day.

## 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.

# Tuition

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.

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

## **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.