



# KLURMAN ELEMENTARY SCHOOL PARENT HANDBOOK

2023-2024 5783-5784

“Happy, fulfilled children  
through success in learning”



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## **Mission Statement**

Klurman Elementary School students, imbued with a passion for Torah life and values, are equipped with the skills to become independent learners. The yeshiva program envelops our students with Torah values, success in Torah learning, and a love for the richness of our heritage. Our students are enabled to appreciate their potential for greatness by being made to feel significant, part of the school community and through enjoying the school experience.

Our academic program promotes a sense of excellence by addressing the academic, social and emotional needs of all our students. The Torah studies is geared towards textual skills, broad knowledge of Torah facts and concepts, and an enthusiasm, a “*Geshmak*” for the learning experience. Our general studies department imparts lifelong academic skills, encourages an intellectual curiosity and inspires our students to take pride in their work and reach for greater accomplishments. Our approach of respecting all students creates a feeling of dignity and pride in one’s efforts and behavior.

The specific goals of the school are:

- To inspire a love and excitement for learning within our students, leading to the development of analytical and linguistic skills in mastering the Chumash (Bible), Talmud and other Jewish classics, ultimately resulting in the ability and desire to pursue these disciplines in independent study.
- To provide skills and understanding necessary to pursue higher general education.
- To foster character development and ethical personality traits through an environment of respect of all members of the school community, curriculum integrated study, special projects, and role modeling by the Rabbis and teachers.
- To develop positive interpersonal skills through guided practice and coaching.
- To foster within the child a healthy self-understanding and self-esteem.

- To foster intellectual curiosity and awareness, and an understanding of people and events that shape the world around us in accordance with the Torah's point of view.
- To imbue the students with love of G-d, Torah, Israel, and the Jewish people.
- To create concern within the student about the importance of maintaining and improving the environment.
- To develop an appreciation within the student of how to function within the democratic system through an understanding of individual rights and responsibilities.
- To support and enhance the spiritual, academic and social aspirations of our parents for their children. We guide our parents, through parenting classes, weekly newsletters, speakers, and setting standards for the myriad issues that confront families in the 21st century.

## **The first day of school is Tuesday August 29, 2023**

All students in grades 1 and up are to report to their rooms by 8:30 A.M. No student will be allowed in class without clearance from the Tuition Committee. Please note the first day is a regular school day. Back-to-School Expo for parents is Tuesday evening, September 6.

Dismissal Monday – Thursday is at 4:00 P.M. Friday dismissal is at 2:00 P.M.

## **ACADEMIC PROGRESS**

Parents are kept aware of their child’s development in a number of ways:

- Back-to-School Expo, early in the school year, allowing parents to meet their child’s teacher, and become acquainted with the program.
- Progress reports are issued three times a year — in December, March and June.
- Parent-teacher conferences for the entire school will be held twice a year, in November and February. Parents wishing to meet with their child’s teacher at other times during the school year are urged to call the school office to schedule an appointment. Parents should not hesitate to call the school to address any academic/social/emotional problem a child is experiencing. The proper procedure is to contact the teacher via e-mail or through the school office and arrange a meeting. The principals are always available to discuss the issues, ***after*** parents have met with the teacher. If the administration feels there is a need to meet parents concerning a student’s progress, parents will be contacted.

## **ATTENDANCE**

Regular attendance in school is a prerequisite for academic success – especially in our dual program, where every moment counts. Family vacations should be scheduled during school breaks!

In case of absence, parents should arrange for assignments and books to be sent home with a friend or left in the office to be picked up. Arrangements may also be made to have certain work e-mailed home or to a parent’s office. Some classes may have work posted on Google Classroom. Following an absence, a reasonable amount of time will be given for class work and homework assignments to be completed.

When a child returns to school from an absence or lateness, he/she must bring a note for the teachers, signed by a parent.

If a child will be absent from school for reasons other than illness, arrangements must be made with a principal before the teachers prepare advance assignments.

## **Early Dismissal**

Students may not be excused from school early, before regular dismissal time, unless there are extenuating circumstances. Parents are urged to cooperate by arranging medical, dental and other appointments after school hours. If a student must leave school early, parents should send a written request to the office to arrange for dismissal. The sign out form must be completed and signed by the adult picking up a student before dismissal time.

**PLEASE NOTE:** Teachers will not dismiss students without notification from the office. Students are to be picked up and signed out for early dismissal **from the carpool line**. Other than in an emergency, children will not be called down to the office prior to the parent/adult arriving to pick them up. \*\*Parents need to call into the office or inform security when they have arrived to pick up their child. The child will be escorted to the parent.

## **Tardiness**

Please make sure your child arrives at school on time. Since your child is required to be seated in class by 8:30, arrange your carpool to arrive between 8:20 - 8:25.

The tardy student develops a poor sense of responsibility. He/she disrupts an entire class and misses part of the daily work. Consequently, time is lost by the latecomer, and the lateness causes a disruption for the entire class. The student may become upset in anticipation of the teacher's disapproval, which is a very poor way to start the day.

There is a strong correlation between academic success and being on time to school. Missing even just 10 minutes each day translates into 30 hours of lost instruction time - a full week of school - over the course of the school year. In most cases, these situations can be prevented by adequate preparation. Parents in carpools need to be forthright with each other to make sure their children are brought to school on time.

If your child is escorting a younger sibling to an EECC classroom, factor that extra time into your morning schedule.

## **BUS**

Daily transportation to and from many of our neighborhoods is available. Contact [transportation@ytcte.org](mailto:transportation@ytcte.org) for further information.

## **CARPOOL**

When arriving for morning carpool, all vehicles are to get in line behind the last car on line. Follow instructions of school personnel.

In general, parents and children should try to ensure that the children exit their vehicles quickly, and parents should drive off immediately afterwards, to make room for others in the

carpool line. AM carpool takes place in and through the parking lot. Children are not to be dropped off or picked up on 11th Avenue during AM carpool times

Afternoon dismissal is by a computerized system. As soon as your afternoon carpool arrangements are finalized, submit the information using the personalized link you received via email. If you have not received it, contact the school office. You will be assigned a carpool number. Dismissal takes place in the parking lot carpool line **and** after approximately 4:05, once the school buses have left, on 11th Avenue as well. Follow instructions of school personnel. The children will be informed as to whether their car is on the carpool line or 11th Avenue. This will take some practice in the beginning of the year, but will save everyone significant time once the routine is established.

You are responsible for arranging alternate rides for your children (and the children in your carpool) in the event you are unable to pick up your carpool. The school office is unable to make these arrangements for you.

### **FOR THE SAFETY OF OUR CHILDREN:**

**\*\*NO CELLPHONE USE ONCE CARPOOL BEGINS (3:50 PM)!\*\***

**All carpools must arrive at the school for the afternoon pick-up no later than 4:20 Monday through Thursday, and by 2:20 on Fridays.** There is no adult assigned to supervise the children after that time, nor can Yeshiva Toras Chaim Toras Emes take responsibility for the children's safety or security after that time. It is a very unfair burden on the children, who are anxious to leave school and go home after a long day. Accordingly, the school has instituted a system of fines to be levied on carpool drivers each time they arrive late, as follows:

| <u>Monday – Thursday</u> | <u>Friday</u>       |
|--------------------------|---------------------|
| After 4:20 — \$5.00      | After 2:20 — \$5.00 |
| 4:30— \$10.00            | 2:30 — \$10.00      |
| 4:40 — \$15.00           | 2:40 — \$15.00      |

The fines continue at this rate — \$5.00 for each ten minute increment. There will be ample warning before the fines begin, but parents need to realize that by coming late they unfairly inconvenience school staff, and jeopardize their children's safety. Remembering whose day it is to drive, and coming on time must be priorities.

### **CELLPHONES**

Students may not have cell phones, smart watches or any devices that are capable of sending messages with them in school. In extenuating circumstances that necessitate a student having a cell phone for carpool or bus needs, the school must be

informed, and the phone must be deposited daily in the school office upon arrival, and picked up at the end of the day. Smart phones may not be owned or used by our students.

### **CHANGE OF ADDRESS / PHONE NUMBER / E-MAIL ADDRESS**

Please inform the office **immediately** if your address, phone number or e-mail address changes during the school year. The importance of the school being able to contact you in case of emergency cannot be overemphasized. Critical information during emergencies is shared with parents by text message, whatsapp and/or email.

### **CLASS TRIPS**

Class trips and outings are scheduled periodically throughout the school year. Parents will be notified in advance of the date, time, destination and mode of transportation. Prior to each trip, parents will be asked to sign a permission slip for their child to participate. Parent volunteers are usually needed. Try to make yourself available for at least one trip a year!

### **COMMUNICATION**

The Yeshiva's weekly newsletter is distributed each week and contains items of information and interest to parents. A copy will be sent home with your child, e-mailed and available on our website. Information announcing worthwhile and appropriate community items will gladly be distributed providing we receive the copies by Wednesday noon.

### **DIGITAL SAFETY**

#### **INTERNET SAFETY POLICY**

Any device with an internet connection poses a great risk to our children. Our students have the right to be protected from influence caused by others' exposure to internet content and activity. Therefore, the Yeshiva's policy is:

- 1) Smartphones may not be owned by KES students.
- 2) Each family is required to install an effective filter/protection on any internet capable device used by our students without supervision.
- 3) Each family is required to have at least one consultation each year with the local TAG (Technology Awareness Group) office.\*\*
- 4) Even the most effective filter/protection is not 100% foolproof. Therefore, students are to use computers and devices only in a public area of the home.

5) Discussions of and sharing information between students about inappropriate content, images and programs is strictly forbidden.

Parents must agree to and follow these conditions as a requirement for enrollment in Yeshiva Toras Chaim Toras Emes. In addition, parents are strongly encouraged to install effective filters/protection on all of their devices.

\*\* The TAG Office is reachable at 561-614-4686, by e-mail [info@tagsouthflorida.org](mailto:info@tagsouthflorida.org) or their website: [www.tagsouthflorida.org](http://www.tagsouthflorida.org). The TAG technicians will guide and assist the parents, enabling them to comply with the requirements.

### **DIRECTORY**

The following should be contacted as needed:

Academic or behavioral issue in the classroom: - Your child's teacher

Academic or behavioral concern after speaking with your child's teacher –

Division Principal or Assistant Principal -

Boys - Rabbi Noam Grossman - ext. 102, e-mail [ngrossman@ytcte.org](mailto:ngrossman@ytcte.org)

Rabbi Yaakov Alcabes - ext. 106, e-mail [yalcabes@ytcte.org](mailto:yalcabes@ytcte.org)

Girls – Mrs. Miriam Deitsch - ext. 408, e-mail [mdeitsch@ytcte.org](mailto:mdeitsch@ytcte.org)

School Policy questions -Rabbi Baumann ext.403, e-mail - [kbaumann@ytcte.org](mailto:kbaumann@ytcte.org)

Executive Assistant - Mrs. Rivka Drebin e-mail [rdrebin@ytcte.org](mailto:rdrebin@ytcte.org)

Bus Issues – Mrs. Nechama Riesel e-mail [transportation@ytcte.org](mailto:transportation@ytcte.org)

Carpool Issues – school office

Hot Lunch Issues - Mrs. Sara Tamir ext. 100, e-mail - [stamir@ytcte.org](mailto:stamir@ytcte.org)

Personal Day-to-day Student Issues -

Girls – Mrs. Tovi Freilich ext. 400, e-mail - [tfreilich@ytcte.org](mailto:tfreilich@ytcte.org)

Boys Grades 1, 2 & 3 - Mrs. Sara Tamir ext. 100, e-mail - [stamir@ytcte.org](mailto:stamir@ytcte.org)

Boys Grades 3, 4 & 5 – ext. 409



Medical Forms and Immunizations, Nits and Lice Issues, Uniforms, Student Records

- Mrs. Rucha Baumann ext. 402, e-mail - [rbaumann@ytcte.org](mailto:rbaumann@ytcte.org)

ACE Resource Room Program - Mrs. Goldie Berman ext. 413, e-mail - [gberman@ytcte.org](mailto:gberman@ytcte.org)

School Counselor - Mrs. Batsheva Marlowe - ext. 104, e-mail - [bmarlowe@ytcte.org](mailto:bmarlowe@ytcte.org)

Tuition Payments - Mrs. Julie Kirschenbaum - ext. 220

Financial Office email: [financialoffice@ytcte.org](mailto:financialoffice@ytcte.org)

Parents Association – Mrs. Ruchie Berger e-mail – [pta@ytcte.org](mailto:pta@ytcte.org)

## **DISCIPLINE**

On the class and school-wide level, we implement the Responsive Classroom approach to discipline. In a respectful, yet forthright manner, rules of conduct are clearly articulated and fairly and consistently implemented.

Everyone is at the school for the purpose of learning and helping others to learn. Behavior which interrupts, disturbs, or contravenes that purpose is unacceptable. Acting in a manner that is hurtful to others will bring a swift, firm and constructive response. The school has a standing policy on bullying, as well as on physical aggression and foul language.

## **BULLYING BEHAVIOR POLICY**

### **DEFINITION OF BULLYING**

**BULLYING IS WHEN A STRONGER\*, MORE POWERFUL\* PERSON OR GROUP OF PERSONS USE(S) HIS OR HER ADVANTAGE TO HURT OR FRIGHTEN A SMALLER\* OR WEAKER\* PERSON DELIBERATELY (ON PURPOSE) AND REPEATEDLY (AGAIN AND AGAIN).**

**\*Stronger, more powerful, smaller and weaker refer to each specific circumstance. For example: A child can be stronger than others physically, while weaker academically and socially.**

**A school bullying situation inevitably includes three types of students:**

Ø Bully

Ø Victim

Ø Bystander

The goal of the policy is:

- 1) **Protect the victim**
- 2) **Address the underlying needs of the bully**
- 3) **Empower the bystanders to report incidents of bullying**

Students and parents need to be aware of the policy and its implementation. Acts of physical and verbal aggression may or may not be acts of bullying. In any event, they are unacceptable and will be addressed in the appropriate context. Refer to the Physical Aggression and Foul Language Policy that follow.

The Behavior Rubric of Consequences for Bullying Behavior is implemented by the administration. It consists of inevitable and escalating consequences for a student who engages in bullying behavior. It follows below.

Bullying is a specific type of interpersonal behavior, not to be confused with peer to peer aggression. Using the behavior rubric as a foundation, each bullying situation requires careful consideration as to how best to eliminate the behavior. This may involve counseling for the `bully' as well as the victim, and social skills development for the bystanders. All involved – teachers, school counselors, administration, students and parents need to work together to control the situation so it does not, *Chas V'Sholom*, lead to any long-lasting harm to any of the students.

## **BEHAVIOR RUBRIC FOR BULLYING BEHAVIOR**

### DEFINITIONS

**Teasing** – name-calling, insulting; any behavior that would hurt others' feelings or make them feel bad about themselves.

**Exclusion** – Starting or spreading rumors, telling others not to be friends with someone, any actions that could cause someone to be without friends.

**Hitting** - pushing, grabbing, slapping

**Severe hitting** – punching, kicking and similar behavior that could injure others

**Threat of violence**

**Harassment** – racial, ethnic, gender based name calling or other severe harassment

Grades 1-5 Rubric

| Behavior   | First Time**                           | Second Time**   | Third Time**                           |   |
|--|--|---|--|---|
| Teasing, Excluding or Hitting                            | Warning.                               | One inside recess.<br>Student calls parent.           | Classes only.<br>Student calls parent. | After three incidents, develop individual plan. |
| Severe hitting, threat of violence, or severe harassment | Classes only.<br>Student calls parent. | In/Out of school suspension.<br>Student calls parent. | Develop individual plan.               |   |

- Students in grades 1 and 2 receive one additional warning.
  - “Inside recess” means the student stays indoors at one recess under supervision. “Classes only” means the student stays in at lunch and at all recesses under supervision.
- \*\*Repeating the conversation you had with the principal to any other student will be considered an additional ‘time’ and trigger the next set of consequences

**Severe behaviors may lead to more serious consequences.**

### **Physical Aggression and Foul Language Policy**

Personal and spiritual safety is of paramount importance in our Yeshiva. Physical aggression and foul language is not tolerated at KES.

**Hitting, punching, pushing, kicking or any form of physically harming a fellow student is forbidden. Saying, writing or hinting at**

**`curse' words (referred to as *Nivul Peh*), is forbidden. These behavior rules are independent of and separate from those of bullying.**

The following is our policy of outcomes and consequences for physical aggression and foul language:

- **First Offense:** Warning and documentation by teacher, logical consequence
- **Second Offense:** Communication with parents, class presentation, logical consequence
- **Third Offense:** In-school suspension, administrator calls parents
- **Fourth Offense:** Suspension followed by parent meeting, before re-entry
- **Severe physical aggression and foul language may be treated like a third or fourth offense immediately at the discretion of the school administration.**

At Klurman Elementary School, we encourage our students to take pride in themselves and their school. The school discipline policy stresses the positive, but logical consequences are employed when necessary. Extreme misbehavior may result in an in-school or out-of-school suspension, if absolutely necessary, to maintain a safe and secure learning environment. A child removing himself from the teacher's presence without permission is considered 'extreme behavior.' Parent involvement and support are vital in encouraging our students to live up to the high standards of behavior set for young Bnei Torah and Bnos Yisroel.

KES has three school counselors on staff, to help children with social, emotional and behavioral issues. Children will be referred to the school counselor by the administration. As appropriate, parents will be brought into the process. Parents or teachers may initiate a request for the school counselor's help.

Part of discipline is helping keep the buildings and grounds in good condition. This includes no littering in the rooms, walkways and playgrounds, school grounds and surrounding areas. Children are not to eat while moving through the walkways, corridors or stairs. Students with a healthy self-respect take pride in a clean and orderly environment and actively assist in maintaining a clean classroom and school.

## **DRESS CODE – UNIFORMS**

Children who are appropriately dressed and well-groomed have a more wholesome attitude towards school, perform better, and set the best possible school atmosphere. Therefore, we have a uniform policy for all elementary grade students. All students must be dressed in clean uniforms that conform to school policy in order to be allowed into class.

The uniform company for KES is Clothes 'N Bows. The store is located at 1410 NE 163rd St., N. Miami Beach. The telephone number of the store is 305-947-9646. You may order uniforms by phone or shop at the store. E-mail: [clothesnbows@gmail.com](mailto:clothesnbows@gmail.com).

All students in the elementary school are to be dressed in the school uniform while attending school. The uniform is in effect at two levels:

- 1) On **Uniform Day**, which will include the first day of school, special program days, trip days, and other special occasions as indicated on the school calendar or announced through a specific communication, all students must wear the **official uniform** which consists of:

### **BOYS-**

**Shirt:** **white collared 3 button polo shirt, with the school logo**, only available from the uniform company.

**Pants:** **Navy (semi formal) uniform slacks**, only available from the uniform company. No turos, cords, jeans, cargo, sweat, racing, joggers or short pants or other varieties. (Pants that are faded, have holes or visible patches are not acceptable.)

**Tzitzis:** must be worn at all times

**Socks:** must be worn at all times and reach above the ankle

**Hair:** should be cut so as not to reach the shirt collar and be neatly combed.

**Necklaces:** may not be worn

**Shoes:** No crocs or wheelies.

### **GIRLS-**

**Tops:** **white collared 3 button long-sleeved polo shirt with the school logo** only available from the uniform company. No ruffles, bows, trim, other logos or other decorations are acceptable.

**Bottoms:** Plaid 'black watch' knife pleat jumper or knife pleat skirt available only from the uniform company.

**All skirts must be mid-calf length**

**Socks:** Navy knee socks, pulled up at all times.

**Shoes:** No crocs or wheelies.

**For everyone (on all days) - Sweatshirts/Sweaters:** the Official Uniform Sweater Zip Up with the school logo only available from the uniform company

On very cold days heavier winter sweaters or jackets may be worn when outside, but not in the classroom.

\*\*\*\*\*

On all other days the rules are the same with the following few exceptions:

**Boys:**

**Shirts** may be **solid** white, light blue, hunter green or navy, with a collar and at least 2 buttons. The school logo/monogram is not required. No other logos, trim or stripes are acceptable

**Pants** may be navy or black semi formal slacks. None of the alternative style trousers are acceptable

**Girls:**

**Tops** may be **solid** white, light blue, hunter green or navy with a collar and at least 2 buttons. The school logo/monogram is not required. No ruffles, bows, trim, logos or other decorations are acceptable.

**All grades are required to have sleeves covering the elbow.**

**Bottoms** the knife pleat jumper or skirt may be the uniform plaid or navy available only from the uniform company.

**Socks:** colored knee socks are acceptable. No logos or words.

**All grades are required to wear knee socks, on all days. Pulled up on all days.**

Leggings may only be worn if not visible below the skirt, with socks of the same color pulled up over them.

Special notes:

1. Please contact the uniform company as soon as possible to order your uniform pieces so they can supply all the uniforms before school starts. When ordering in advance, they take into account growth spurts and they allow exchange if the size ordered no longer fits.
2. Please be aware that other stores may sell what they call uniform pieces that do not meet our uniform requirements. They are not acceptable.
3. There are many uniforms in the Uniform Gemach. Contact the Girls Office.

### **ELECTRONIC HAND-HELD TOYS**

These devices, including game watches, may not be used at school, including at dismissal.

### **FINANCIAL RESPONSIBILITY**

It is the responsibility of each family to keep current with the financial obligation agreed upon with the school.

Admission to class at the beginning of the school year is contingent upon finalizing tuition arrangements and timely payment of fees and tuition.

Non-payment of tuition is grounds for expulsion from Yeshiva Toras Chaim Toras Emes.

Any family with outstanding obligations during or at the end of the school year, including, but not limited to: tuition, fees, and lost book fees, may not receive report cards or achievement test scores. Timely payment of obligations helps ensure a more productive and efficient school for your child.

### **HEALTH CARE AND SAFETY**

In cases of emergency, parents will be notified immediately. It is the responsibility of each parent to fill out the emergency information properly and keep the information up to date with the school office, so that, if necessary, we may be able to contact the parents at once. School wide emergency situations and instructions will be communicated via text, whatsapp and/or email.

School policy prohibits the faculty or staff from administering oral medication to any student without parental permission.

**Before school starts every student must have the health portal completely filled out**, with up-to-date emergency contacts, medical history, medical protocols, including but not limited to medical conditions, allergies and administration of medicine directives, consent to treat and signatures, etc. including the most up to date immunization forms and doctor checkups for each and every child. These forms must be completed before the school year begins on August 29th. Florida state law mandates each student to have a completed and submitted medical portfolio with all required forms.

Be reminded that only valid medical exemptions from childhood vaccinations will be accepted. **Religious exemptions are not acceptable for any required immunization.**

Fire drills are conducted periodically to make certain our children can vacate the building in a minimum of time.

Evacuation drills are conducted periodically to make certain our children can vacate the campus in a minimum of time.

Lockdown drills are conducted periodically to ensure our children's safety in the unlikely event of a security breach.

Roller blading is not permitted on school grounds.

The perennial problem of lice and nits in children's hair requires constant attention. School policy is to isolate and immediately send home any child found with lice or nits. That child may return only after appropriate treatment has been given. It is the responsibility of the parent to keep a child with lice or nits out of school, to spare other children from getting lice and spare their own child the potential embarrassment of being separated from their classmates. The problem seems to be particularly acute following vacation periods and therefore all parents are requested to check their children's heads and treat accordingly before the school year begins and after extended vacations from school. The school will conduct an in-school check during the first week of the school year.

Water fountains function also as bottle-filling stations. All children are encouraged to bring a refillable water bottle with them each school day to remain properly hydrated.

All staff and students are encouraged to hand sanitize whenever entering or leaving the classroom or bathroom. Frequent hand washing with soap will be encouraged.

In addition to our school wide Peanut-Free Policy (see section below), several classes have children with other serious allergies. You will be informed if your child's class has additional food restrictions.



## **HOMEWORK**

Homework is designed to be a relatively quick, focused review of skills and information already learned in school. It is the student's responsibility to complete the homework. It is the parents' responsibility to enable the student to do so. There are few things that are more undermining to a child's progress in learning than coming to school without homework completed.

Student adherence to the homework policy for his/her grade is a component of appropriate school behavior. Homework at Klurman Elementary School is designed to reinforce and concretize the day's learning. Written homework, like any other work a child produces, is a reflection of a child's motivation, interest, pride and responsibility. All homework should be neat and presentable, and indicate a child's best effort. Sloppy and/or torn papers are unacceptable. Our homework policy is set by the principals and teacher in accordance with the specific needs of the class. Teachers may email the day's homework information directly to parents or share it via Google Classroom. Information directly from teacher to parent is to be used as 'back-up' information, and not replace the child's responsibility to be clear on what his/her homework is.

Following are a few guidelines for your involvement with your child's homework:

1. Take a sincere interest in your child's homework. Emphasize that doing homework with quality and neatness is very important. Periodically, take the time to look at the actual homework your child has done so you are aware of academic progress and that the work is presentable.
2. Help in a positive, caring manner rather than in a sarcastic and impatient one.
3. Help with homework; do not do it for your child.
4. When your child objects to your help and gets upset, he is sending you a message. It may be wise to tactfully investigate the reason for your child's negative reaction. Is he exerting independence, reacting to work that is excessively difficult for him, or concealing his/her messy paper? It is important to look into the matter.
5. Do not criticize the school or teacher in front of the child for giving too much homework. If you feel your child has too much work, speak to the teacher about it.
6. Look for things to praise – a neatly written paper, an improvement in spelling, a period of time of quiet concentration. Praise should also be given when an assignment is completed.
7. If your child comes home regularly with the report that "I don't have any homework" or "I did it all in school" – check with his/her teachers. "Do you have homework today?" is an appropriate question to ask your child once he/she has had a few minutes to unwind upon returning from school.

8. If the work consistently (not just once in a while) seems too difficult or time-consuming, find out from the teacher where the source of the problem may be.

Some practical suggestions for helping your child do homework are to:

a. Have a set homework area at home – whether it's a quiet room or in the kitchen with Ima – there must be consistency; (Let your child decide, with your guidance, then make sure he/she sticks to the decision.)

b. Your child should have a homework kit with all the necessary supplies immediately accessible. This kit is to include: - crayons, - sharpened pencils, - markers, - pencil sharpener, - erasers, - glue or paste, - tape, - writing paper, - construction paper, - hole puncher, - stapler, - scissors, - children's dictionary, - paper clips, - white out, - index cards, - and rubber bands.

c. The time for homework should be set in advance rather than being haphazard. A (written) weekly schedule is suggested that includes snack time, time for lessons, time for free play, time for homework, time for supper, after supper activity, and bedtime. It can vary each day, but if it's set in advance, each afternoon/evening can be a nice blend of work and play, rather than time for unpleasant parent/child struggles. Give your child choices of time and place, wherever possible.

d. Upon completion of homework, your child should place all necessary papers, books and supplies in his/her backpack before going to bed. Make sure the parent has signed where requested by the teacher.

There is no assigned homework for first graders until after Sukkos.

## **LUNCH**

The children eat lunch either in a lunchroom (tent) or their classroom. If bringing a home-prepared lunch, it should be brought in a lunch box, lunch bag or a brown paper bag, with a drink. Drinks in glass containers may not be brought to school. All laws of Kashrus must be carefully observed. Be advised that hot lunch, provided by JCafe, is fleishig on Tuesdays and Thursdays. You may send in fleishig lunches from home **only** on those days. Instruct your children not to share food if they have a milchig lunch on a fleishig day. Please minimize sending "junk food" for a snack. A child's daily snack is preferably a healthy snack. "Junk food" should be limited to an occasional special treat. Hot lunches are available Monday through Thursday and are ordered through the school website. Order forms are posted for the entire year. The deadline for ordering (or canceling) is 8:00 AM each day. **Friday is pizza and canteen day. Pizza and Canteen (flavored seltzer, water and chips) must be ordered in advance, through the school's website.**

## **PARENTS ON CAMPUS**

Due to security concerns and to enable the smoother functioning of our school day and the children's emotional well-being, parents are only allowed on campus for a previously scheduled meeting or a special class or school event. This includes the first day of school. Our security personnel will assist with late arriving and early departing students, as well as delivering lunches and other situations. This restriction applies to after school hours as well. See below concerning In-School Birthday Parties.

## **PARTIES – INVITATIONS**

If a child is making an out-of-school party for classmates, invitations may be distributed in school only if **all** members of the class are being invited. This includes the other class(es) in your child's grade. Otherwise, invitations need to be mailed home. Parties must either include less than 25% of the class, or 100%. Anything in between will cause unnecessary hurt to some classmates. Gifts may not be exchanged in school, nor should party favors or gifts be brought into school. Children should be told not to discuss parties they attended that may cause hurt to classmates.

In addition to sensitivity to social and interpersonal issues, parents need to be sensitive to religious standards of Yeshiva Toras Chaim Toras Emes families. This is particularly pertinent to the showing of videos, online games and swimming parties. Consult with Rabbi Baumann if you have any questions.

## **IN-SCHOOL BIRTHDAY PARTIES**

Contact the teacher to arrange a suitable time (later in the school day is preferable) and venue to mark your child's birthday. Cupcakes are recommended. Any food brought to school to be served to the rest of your child's class, may not be prepared at home. Prepared items must come from an establishment with an acceptable *Hashgocha*. See the CRC (Chicago Rabbinical Council) list for acceptable supervisions; [https://www.crcweb.org/agency\\_list.php](https://www.crcweb.org/agency_list.php). Only pareve foods may be served. Be mindful of the school's Peanut Free Policy and check if any class members have any other food allergies as well. Balloons and gifts are not to be brought to school. Siblings are not permitted to leave class to attend these parties. A maximum of two adult family members may attend (parents and grandparents only).

## **PEANUT POLICY**

We currently have a number of students with life threatening allergies to peanuts and peanut products which cause anaphylactic reactions. Because of our *Halachic*, moral, and ethical responsibility to provide a safe place of learning for every student, the entire Klurman Elementary School of Yeshiva Toras Chaim Toras Emes is a **PEANUT FREE ZONE**. This means that NO peanut butter, peanuts, or products containing peanuts may be brought to

school. Foods with the warning that they “**may contain traces of nuts or peanuts**” are also not allowed.

### **PTA**

Our active Parents’ Association serves an important supportive role in enhancing the children’s educational and social well-being. You are urged to get involved. Contact Mrs. Ruchie Berger at [pta@ytcte.org](mailto:pta@ytcte.org).

### **SCHOOL TELEPHONES / MESSAGES**

The school office telephone is reserved for official business. Students may receive or initiate calls only in an emergency. Important messages will be transmitted from parents to students and from students to parents by the school office staff. (See section concerning cell phones.) Dial the main number – **305-947-6000** and follow the prompts.

Please show consideration to the office staff by phoning in all messages before 3:30.

### **SCHOOL SUPPLIES**

Student supplies are ordered by the school office and handled by the classroom teachers. A supplies fee is included in the other tuition related fees that are part of your contract. **Backpacks**, which are purchased by parents, **may not have wheels**.

### **SECURITY**

All access gates are locked 24/7. Each family is furnished a transponder for their vehicle’s entry into the school parking lot/carpool line. If you do not already have a transponder, please contact the office.

**\*\*PLEASE NOTE: PARENTS ARE NOT TO BE ON CAMPUS OTHER THAN IN THEIR CAR ON THE CARPOOL LINE.** (further details in section – “Parents on Campus”)

Parents are asked to cooperate fully with instructions of security personnel.

### **STUDENT RECORDS**

The school is in compliance with The Federal Educational Rights and Privacy Act – FERPA - which gives parents the right to inspect and review education records and the procedures to do so; to seek amendment of records the parent or eligible student believes are inaccurate and the procedures to so do; to consent to disclosures of education records, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with SPPO (Student Privacy Policy Office) concerning potential violations.

## **SUNDAY SCHEDULE**

9:00 a.m. – 12:00 noon for boys in 3rd grade and up (and `Sunday' sections in Grades 1 & 2). Sunday classes are **mandatory**. Regular uniforms are to be worn. Please arrive between 8:45 – 9:00 for drop off and 12:00 – 12:15 for pickup. Bus service is available.

## **VISITORS' ATTIRE**

A Yeshiva has the inherent holiness of a Torah Institution. Therefore, parents and all visitors, including childcare providers, who come onto the campus, including carpool drop off and pickup, need to come dressed in a way that gives proper reverence for a *Makom Torah*. Women should wear dresses or skirts that cover the knee, blouses that cover the collarbone and sleeves that cover the elbow. All garments should not be form-fitting or tight. Men should wear long pants and a yarmulke. Parents must take responsibility for the dress of their maids and babysitters when sending them to school. Similarly, parents and guardians accompanying classes on school trips need to represent the standards of the Yeshiva and dress with modesty.

## **WEATHER RELATED CLOSINGS AND EMERGENCIES**

In the event of an impending storm, the administration will decide on canceling school on a case by case basis. There will be no school if a hurricane warning is in effect in Miami-Dade County. For any other set of circumstances or other emergencies, parents are encouraged to visit our website [www.ytcte.org](http://www.ytcte.org) and click on their child's division, or call the YTCTE Automated Information Line - 305-209-0495 for a message regarding schedule changes and school closures. This number is designed to work even if there is no power in the Yeshiva.

In addition, a text or whatsapp message will be sent directly to your cell phone, conditions permitting. Check for an email message as well.

After a school closure, the campus must be thoroughly inspected and electrical power must be restored before reopening. Information about resumption of classes will be made available through the website, and where possible, calls will be made and texts, whatsapp messages and e-mails will be sent.

In a situation where the school opens, please exercise good judgment and common sense. If you feel travel is not safe in your immediate area, or there are other safety concerns, act accordingly.

If it becomes necessary to evacuate and send the children home, we will need to contact you. It is therefore imperative that you keep the school current as soon as you change a phone number or e-mail address.

## **STATEMENTS OF POLICY**

### **NON-DISCRIMINATORY POLICY:**

TORAS EMES ACADEMY OF MIAMI A/K/A YESHIVA TORAS CHAIM TORAS EMES ADMITS ALL JEWISH STUDENTS OF ANY RACE, COLOR, NATIONAL OR ETHNIC ORIGIN. ALL SCHOLARSHIPS AND PROGRAMS ARE ADMINISTERED IN A NON-DISCRIMINATORY FASHION AS TO RACE, COLOR, NATIONAL OR ETHNIC ORIGIN.

ADMISSION TO YESHIVA TORAS CHAIM TORAS EMES IS OPEN TO ANY STUDENT WHO DEMONSTRATES MINIMAL ACADEMIC ABILITY FOR THE AGE APPROPRIATE GRADE LEVEL. AN ENTRANCE EXAMINATION AND INTERVIEW WITH THE PRINCIPAL ARE PART OF THE ADMISSIONS PROCEDURE.

DISMISSAL FROM YESHIVA TORAS CHAIM TORAS EMES IS THE FINAL STEP OF THE DISCIPLINE PROGRAM IN USE AT THE SCHOOL. A STUDENT WHO IS OVERLY DISRUPTIVE, WHO IS A BAD INFLUENCE OVER THE OTHER STUDENTS, OR IS A POTENTIAL THREAT TO THE OTHER STUDENTS, MAY BE EXPELLED TO PROTECT THE OTHER STUDENTS AND TO MAINTAIN YESHIVA TORAS CHAIM TORAS EMES AS A SAFE AND SECURE ENVIRONMENT IN WHICH TO STUDY. FULL DUE-PROCESS RIGHTS FOR THE STUDENT AND PARENTS ARE GUARANTEED INCLUDING THE RIGHT TO AN OPEN HEARING AND THE OPPORTUNITY TO PRESENT THE STUDENT'S POSITION.

NON-PAYMENT OF TUITION IS ALSO GROUNDS FOR DISMISSAL.

A STUDENT WHO FAILS TO MAINTAIN MINIMAL ACADEMIC PROGRESS WILL BE RE-ENROLLED WITH THE PROVISIO THAT HE/SHE EITHER BE RETAINED, PLACED IN A REMEDIATION PROGRAM, A SPECIAL EDUCATION PROGRAM OR SOME OTHER SPECIAL ARRANGEMENT, AS DETERMINED BY THE PRINCIPAL.