

Student Parent Handbook

2022–2023
5782–5783



Mission Statement

Lehrman provides a dynamic general and Judaic curriculum within a pluralistic Jewish environment for students 18 months through Grade 5, nurturing each child's potential, social confidence and spirituality through engaging experiential opportunities.

Accreditations and Affiliations

Lehrman Community Day School is accredited by the Association of Independent Schools of Florida (**AISF**) the Southern Association of Colleges and Schools (**SACS**), and National Council for Private School Accreditation (**NCPSA**).

The Lehrman Early Childhood Department is approved by the Florida Department of Children and Families (**FDCF** License Number C11MD0807).

We are a pluralistic day school. To advance that aspect of our mission, we support and encourage our professionals, volunteers and families to participate actively in the educational, governance, development and other worthy activities of the following organizations with whom Lehrman has established strategic partnerships:

Miami **CAJE** (Center for the Advancement of Jewish Education) specifically through its Day School Excellence Project; and the Principals and Administrators Council (PAC), the Coalition of Miami Admission Directors (CMAD), and Jewish Early Childhood Network (JECN).

Lehrman is a beneficiary of the Greater Miami Jewish Federation (**GMJF**).

PRIZMAH Center for Jewish Day Schools.

AISAP Association of Independent School Admission Professionals.

ERB Educational Records Bureau.

EMA Enrollment Management Association.

School Hours

The Early Childhood Department (ECD) is open for arrivals between 8:10–8:45am (Exceptions are made for EC students arriving between 7:55–8:10am with elementary aged siblings). EC students who participate in half-day programs in the Turning Twos, Toddler and Nursery levels conclude their day at 1:00pm. EC students who participate in the full-day program are dismissed at 2:40–3:05pm (1:50–2:20pm on Fridays).

Kindergarten-Grade 5 students can be dropped-off from 7:55–8:10am ; all elementary students are expected to be in the building and seated in their classrooms by 8:10am. K-5 dismissal takes place from 3:05–3:40pm (2:20–2:55pm on Fridays). Early Childhood students who have K-5 aged siblings, may be dismissed together with them at 3:05–3:40pm (2:20–2:55pm on Fridays).

The school can assume no responsibility for the supervision of students who arrive before 7:55am, accordingly, please do not drop off students prior to 7:55am. All students should go directly to their homeroom classroom.

Attendance Policy

Regular attendance and punctuality are traits to be developed by every person, and consistent attendance contributes to academic success. Additionally, a child develops socially and emotionally by following a regular schedule. Chronic absences may jeopardize a student's promotion to the next grade. When your child returns to school, please send a note to indicate the reason for your child's absence.

Tardiness

Any K-5 student arriving after 8:15 am is considered tardy (9:00 am in the Early Childhood Department). Tardiness is detrimental to your child's education and is disruptive to the rest of the class and its routine.

Late Policy

All K-5 students who arrive after 8:15 am will be marked tardy. ECD students who arrive after 8:45 am, should wait in the Miller Welcome Center and a school staff member will escort your child to his or her class.

Chronic Tardiness

If a student is chronically tardy, a notice will be sent home and/or a meeting will be scheduled to discuss the problem, assess alternatives and determine a plan to resolve the issue. Attendance records are maintained by the school attendance officer and are noted on transcripts which are sent on to your child's next school.

Absences

Excused Absence:

Illness: The parent must call or email the school on the day of the absence by 9:00 am. Whenever possible, medical appointments should be arranged before or after school. If absent, a student is expected to make up work. Parents should check with the teacher, or the teacher's website, regarding their child's make-up work.

Approved Planned Absence:

Parents should make every effort to arrange vacations during school vacation time. If a student must miss school more than three days, the parent will notify the school in writing two weeks ahead of the planned absence and request approval. Such approval is within the discretion of the administration. Any academic work missed must be made up under the direction of a private tutor at the family's expense for anyone who misses more than two weeks of school.

Unexcused Absence:

Any absence that is not excused is considered unexcused. State law requires the school to contact students' homes to verify absences. Attendance and tardiness are monitored on a regular basis and

maintained in the student's file. The School will notify parents when their child's tardies or attendance becomes problematic.

A K-5 student accumulating ten (10) or more unexcused absences in a school year or five (5) or more unexcused absences in a designated trimester will be subject to discipline to be imposed by the classroom teacher or the Head of School, at his or her discretion, including but not limited to additional assignments, required make-up time spent at school or at home with a private tutor, parent conferences, a truancy referral or grade retention.

Early Departures

In an effort to keep class disruptions to a minimum, and in order to maximize teaching and learning, the following is the policy for necessary early departures:

Half-day ECD students **will not** be dismissed between 12:40-12:55 pm. Full-day ECD dismissal is 2:40-3:05pm; students **will not** be dismissed between 2:25-2:40pm.

K-5 students **will not** be dismissed between 2:45-3:05 pm.

Scheduled appointments for K-5: If it is necessary for a student to leave school early for a scheduled doctor appointment, please email the teacher or send in a note indicating when s/he will be picked up. Please direct your child to give the note to the homeroom teacher first thing in the morning. The teacher will notify the security desk of the early pick-up. The teacher will send your child down in time for his/her dismissal.

A Lehrman staff member will walk the children to the Welcome Center.

Emergency early dismissal: If an emergency occurs at home that entails an early dismissal, we will bring your child to you in the Welcome Center.

Illness: If a child is ill, we will call home and ask you to pick up the child.

All children who leave school early will be signed out by a school staff member.

Security

Lehrman maintains a secure environment and safe learning experience. Suspicious persons or activity in or outside of the building should be

reported to the security personnel immediately. For reasons of security, all doors are locked at all times from outside entry. Please use the Miller Welcome Center entrance to gain access to the building. **Parents will be required to wear a visitor pass or Lehrman ID at all times while in the building.** Please refer to the section entitled “Early Departures” if you plan to take your child out of school early.

The school regularly conducts fire and other security drills. From time to time, the school may search a student’s desk, cubbies, and any item that a student brings to school, including backpacks. There is no reasonable expectation of privacy at school, and these items may be searched without a student’s or parent’s consent. Searches will be conducted at the discretion of the Administration and Security team in order to maintain a safe school environment for students and staff. Visitors to Lehrman are asked to cooperate with us as we practice safety procedures.

Carpool, Drop-Off and Dismissal

The safety of your children and the Lehrman staff is of utmost concern at all times, and especially during transition times like carpool arrival and dismissal. Please cooperate with the school Administration and Security team at all times.

Drop-Off Times

K-5 drop-off takes place between 7:55-8:10am daily. After this time, students will be marked tardy and should proceed to the classroom.

EC drop-off takes place from 8:10 – 8:45am daily. An exception is made for EC students arriving between 7:55-8:10am with elementary aged siblings.

After 8:45am: all arrivals must wait inside the Miller Welcome Center to be escorted to class by a school staff member.

ECD Dismissal Times

EC pick-up for half-day students takes place at 1:00pm.

EC students who participate in half-day programs in the Turning Twos, Toddler and Nursery levels conclude their day at 1:00pm. EC students who participate in the full-day program are dismissed at 2:40-3:05pm (1:50-2:20pm on Fridays).

EC students who have K-5 aged siblings, may be dismissed together with them at 3:05-3:40pm (2:20-2:55pm on Fridays). Please Note: Parents **MUST** inform their child's teacher or Maya Rhodes (mrhodes@lehrmanschool.org) if they will dismiss with their older sibling or a carpool during the K-5 dismissal times.

Elementary (K-5) Dismissal Times

K-5 dismissal takes place from 3:05-3:40pm (2:20-2:55pm on Fridays).

Carpool Procedures

Please adhere to these procedures so we can make carpool as safe and efficient as possible:

- **Lehrman Security Stickers** must be affixed to all cars used to pick up students. If you need additional stickers, please contact Director of Security, Jason Einbinder - jeinbinder@lehrmanschool.org
- All placquard name signs **MUST** be placed on the dashboard. They will be provided by the Director of Security.
- **If there are any changes to your pick-up/drop-off arrangements (i.e., another person is picking-up your child on a particular day) all changes must be communicated in writing by emailing security@lehrmanschool.org.**
- **Cell phone use is absolutely** prohibited during carpool.
- Pull your car in as near to the curb as possible, and as close to the car in front of you as possible.
- **Stay in your car at all times.*** A staff member will bring your child to the car for you. (*unless buckling your child)
- Avoid engaging staff members in conversation during carpool.
- When traveling north on Dickens Avenue, **do not turn left** onto Lehrman Drive (77th Street). You must enter the carpool lane when traveling south on Dickens Avenue only.

- **Blocking the crosswalk** when turning the corner is illegal. The fine for doing so is **\$250**.
- Move promptly when the car in front moves. Move up as guided even if your children are on the way to your car—we will bring them to you.
- Please be certain to provide a car seat for your child(ren), as required by local and state ordinances.
- For safety reasons, doors should be opened from the curbside only.
- Police regulations **prohibit left turns** when leaving the parking lot and exiting the carpool lane.

Early Dismissal Days

School ends at 1:00pm on early dismissal days (refer to school calendar). Dismissal procedures are the same for early dismissal days. ECD children will be dismissed at 12:00pm on Early Dismissal Days. K-5 siblings may join them. Please email Erica Kalish (ekalish@lehrmanschool.org) if you would like a K-5 sibling to dismiss with Early Childhood.

Parking

We understand the difficulty of parking in Lehrman’s neighborhood and we have worked with the Miami Beach Police Department to allow parking in front of the school for short amounts of time and during some major events (consult with the Security Associates); however, they will ticket and tow those who park illegally, especially those parked in bus or bike lanes. You are also permitted to park anywhere on neighborhood streets where there are no restrictions. The west lot is for faculty and staff members only, unless otherwise specified.

Religious and Ethical Guidelines

As a Jewish community day school, the educational experience at Lehrman is informed by Jewish tradition and learning. Just as we strive for academic excellence in both general and Jewish studies, we endeavor to transmit the Jewish value of *derekh erez*—appropriate behavior, which includes mannered conduct, preparedness, respect and kindness, throughout the school day. Lehrman students learn to respect one another, their teachers, and other adults. Considerable effort is invested

in ensuring that every child is exposed to the virtues of Jewish wisdom and its emphasis on respect, kindness and thoughtfulness. Kind and considerate behavior is valued by our community. Parents and teachers are likewise expected to be role models of appropriate conduct in the spirit of this important Jewish value.

Food and Mealtimes

The Jewish tradition teaches us to sanctify each meal. We raise the level of each mealtime from mundane to sacred by invoking blessings before and after meals, and by adhering to kashrut, the Jewish dietary laws. We teach all students respect and appreciation for food, both as a gift from God, and a sign of their own good fortune and privilege. Please adhere to all Lehrman policies with regard to food and mealtimes.

Allergies

Because the health and safety of our students and staff are our first priority, we have instituted a number of policies and procedures regarding allergies in the Lehrman community. As in any community, success is based on the cooperation of everyone in adherence to these policies and communication of any changes in status in regard to these matters.

As some allergies are transmitted through the air and by touch, we ask that you have your children always wash their hands before they come to school after they have their breakfast.

We urge all parents to keep the school updated on all changes in status vis à vis allergies.

As the Talmud tells us, "All of Israel is responsible one for the other." The Lehrman community takes that responsibility for your child's health and safety very seriously.

Kosher Food and Kashrut

Lehrman is a Jewish community day school committed to pluralism. As a pluralistic school, we seek to admit children from all walks of Jewish life. We abide by Jewish dietary laws, known collectively as kashrut. Kashrut requires that we eat only kosher foods and abstain from prohibited food

mixtures. This includes at all events at which students are included, i.e., birthday parties and school sponsored events.

What Does “Kosher” Mean?

Kosher foods are classified as either dairy, meat, or parve (neither meat nor dairy, e.g. fruit or pasta); prepared foods bear markings indicating that they are indeed kosher. The laws of kashrut also require that we do not mix meat and dairy foods, and that a meaningful amount of time lapses before we consume one after the other. The laws of kashrut apply to all school activities and trips, including birthday parties. (See: Lunches and Snacks, and Birthday Parties and Other Celebrations.)

For additional background on *kashrut*, visit: en.wikipedia.org/wiki/Kashrut and jewishvirtuallibrary.org/jsource/Judaism/kashrut.html

Lunch Program

Monday meals are *parve* (see below). On Tuesday, Wednesday and Thursday, meat lunches are served. Dairy meals are served on Fridays. “Parve” denotes that an item is free from both meat and dairy ingredients. Visit LehrmanSchool.org/Lunch to view the weekly lunch menu.

Snacks

Morning and afternoon snacks are provided daily. **No additional snacks are permitted to be sent in except fruits and vegetables** for your individual child. Both lunch and snack menus are posted at and on the Lehrman App.

Please consult with any of the Administrative Team for additional information with regard to treats and other snacks.

Please check with your classroom teacher before bringing in any food.

Birthdays & Lehrman

Birthdays are an important and joyous time in a child’s life. We have outlined birthday party protocols on our website at, lehrmanschool.org/parents/lehrmanbirthdays.cfm. Please refer to the Lehrman Birthday Party Protocols. Lehrman’s policies and traditions seek

to optimize the positive aspects of the day, while keeping everyone as healthy as possible.

In-School Birthdays

In the interest of health, fairness, and of course, joyous celebrations, we will celebrate K-5 birthdays once a month for children born in that month.



The celebration will occur at lunch, from our Lehrman bakery, along with fellow students from the birthday boys' and girls' class. The school will provide the treats at no cost to parents.

ECD Parents: please coordinate with your child's teacher a day for your in-school party. Parties will include your child's class only and will take place in his/her classroom. All treats must be approved by Erica Kalish prior to the day of the party. Goodie bags are permitted but cannot contain any additional food. Cakes/cupcakes are allowed from Bunnie Cakes or Gallery of Cakes only. For additional approved treats, email ekalish@lehrmanschool.org

Security staff will turn away any treats that have not been pre-approved by Erica Kalish for an EC birthday party.

Which Foods are Kosher?

Foods are most easily identified as kosher by packaging that bears kosher markings. Typical markings of kashrut include:

Kosher: ; Kosher Dairy  D, KD; Kosher *Parve* (neither meat nor dairy): *Pareve* or *Parve*.

For out-of-school parties: Kosher bakeries and restaurants should have a certified letter of kashrut displayed in their store window. If your ordered food is in a plain box, please request a store sticker be placed on the box. The following local establishments are all kosher: Rolling-Pin Bakery, Lenny's Pizza, Bagel Time.

Religious Practices

Familiarity with the Jewish life and holiday cycles, and fluency in Jewish prayer, are all objectives of our program. Our students' learning is therefore informed by instruction in modern Hebrew and Jewish studies, but also by Jewish living. If we are to take pride in our school, then each

of us is responsible for adhering to these guidelines both on Lehrman grounds and also at other school-sponsored activities and field trips. Expressions of Judaism are present throughout the school day and include, but are not limited, to the following:

Kippot: K-Grade 5

A *kippah* (plural: *kippot*), also known as a *yarmulke* or skullcap, is to be worn by every male student K-5 (optional for girls) and is considered part of the Lehrman dress code. A *kippah* is not merely a head covering; a *kippah* is worn to remind oneself that there is something greater than a physical existence in this world. Students should be aware of this concept particularly when they study and when they eat. In the event that a child does not bring a *kippah* to school, the school will provide the student with one. A Lehrman *kippah* is given to all male students in Pre-K through grade 5 at the beginning of the year. *Kippot* can be purchased at Judaica stores, many synagogue gift shops, and online, and the Lehrman *kippot* are available through the PTC spirit wear store. The *talit kattan* (little *talit* with *tzitzit* worn under clothing by some) is optional.

Shabbat

Shabbat is observed in accordance with the fourth of the Ten Commandments: "Observe the Sabbath day and keep it holy." Lehrman encourages students to view *Shabbat* as a day of rest from weekday activities. We similarly teach that the Sabbath is an opportunity to share with family and reflect upon the blessings of life. While each family may interpret holiness and rest in a different manner, we request **all parties and special events to be held prior to Shabbat** (which begins with candle lighting at sundown on Friday; times are listed weekly in the *eLink* newsletter and on the back of the one-page school calendar) or following its end at sundown Saturday. Scheduling an event during *Shabbat* will preclude many members of the Lehrman community from participating in your celebration.

Blessings and Mealtimes

Blessings are recited prior to meals and snacks. *Birkat Hamazon* (grace after meals) is recited subsequent to all full meals. All of the texts can be found in the Lehrman *Siddur*.

Parent Teacher Association (PTA)

The Parent Teacher Association is comprised of every parent/guardian, teacher and staff member of our school. Together we can fulfill our mission to foster a strong Lehrman community and support our children in their academic pursuits. We accomplish this by providing meaningful experiences for our families as well as necessary services for our school. For more details, visit the PTC web site: lehrmanschool.org/PTC or email PTC@lehrmanschool.org.

Annual Campaign Fund

Lehrman's Annual Campaign is the cornerstone of our fundraising efforts. We expect 100% parent participation. Your support will make it possible for Lehrman to continue to provide our students with the finest faculty and modern learning technologies. In addition, with your support, we are able to offer tuition assistance to families in need, ensuring that no child is left without a Jewish education because of financial need. This creates a more diverse student body, enhancing the education and life experiences for all of our students.

Lehrman Homework Policy

Homework is an extension of learning acquired during the school day and is beneficial in providing students with:

- an opportunity for review of skills and content
- a method of teaching time management and organizational skills
- an opportunity for parents to see what is happening in class
- a bridge that will strengthen the home/school connection

Although we believe that its benefits have merit, we choose to focus on the development of the whole child - children need family time as well as time for extracurricular activities. The ONLY daily homework in Kindergarten-grade two will be daily reading. Each child should read for

a time period that his/her teacher deems appropriate. Teachers will communicate their specific reading desires for their students, as children at different reading stages have diverse needs. We encourage parents to spend time choosing books with their children and reading them together, fostering a sense of love for literature as well as an opportunity for parent/child bonding and connection. At times, teachers may send home unfinished work with your child or ask that they complete an out-of-school project. These times will be few and far between. Students may have weekly spelling assessments and will need to study for them during the course of the week.

As children grow it is important to provide them with increased practice in the various subject areas. In grades 3-5, students may receive weekly homework assignments that teachers feel are truly beneficial for their progression. Homework will be left to the discretion of the teacher but will not exceed twenty minutes per subject on a nightly basis. Homework will be an extension of material learned in class and will reinforce previously acquired concepts. It is equally important that older elementary students continue reading for enjoyment as well as for increased knowledge. Children at this age are no longer learning to read but rather reading to learn. As your children discover new books and demonstrate interest in new concepts it is important to ask them thought provoking questions. Students may have assessments during the week and studying will be a part of their weekly assignments.

Student Evaluation and Communications

It is in everyone's best interest for the school and the home to maintain close communication with regard to the student's progress. Communication is essential for achieving a cooperative relationship between the parent and the school, which in turn benefits the child. For this reason, one parent-teacher conference is scheduled, which is a universal practice for all students at all levels in our school. Additional parent-teacher conferences may be scheduled. Parents and/or guardians are expected to attend conferences.

Lehrman also has numerous established means of communication.

Parent-Teacher Conferences

In addition to scheduled conferences, parents and their children may request additional conferences (ZOOM or in-person) throughout the

school year. Please refrain from conferencing with your child’s teacher in an impromptu manner. If you would like to schedule an appointment, please call or email your child’s teacher to arrange a time.

Friday Folders

Friday Folders are sent home weekly in all grades K-5. All folders must be returned to the classroom teacher on the following Monday. Grades 1 - 5 Friday Folders must be signed by the student’s parent or guardian.

Progress Reports (Report Cards)

As a means of evaluation and assessment, a *Progress Report* will be emailed home at the end of each trimester for students in Grades K – 5. *Progress Reports* document student progress and development, with respect to all academic subjects, specialties, and conduct.

Grading System

Kindergarten

Marking Code

- 1 – Independently and consistently demonstrates
- 2 – Developing skills and concepts
- 3 – Not yet developing
- X – Not formally introduced/not evaluated at this time

Current stage of reading

EE Early Emergent Reader: Student is beginning to understand that printed text has meaning, learning that reading involves printed words and sentences, print flows from left to right and from top to bottom, and to identify colors, shapes, numbers, and letters.

LE Late Emergent Reader: Student can identify most of the letters of the alphabet and match most of the letters to their sounds. The student is beginning to “read” picture books and familiar words around the home. Through repeated reading of favorite books with an adult, students are building their vocabulary, listening skills, and understanding of print.

TR Transitional Reader: Student has mastered alphabet skills and letter-sound relationships, identifies many beginning and ending consonant sounds, short vowel sounds, is probably able to blend sounds and word parts to read simple words, and is likely using a variety of strategies to figure out words, such as

pictures, story patterns, and phonics.

PR Probable Reader: Student is becoming proficient at recognizing many words, both in and out of context. Spends less time identifying and sounding out words, and more time understanding what was read. Can blend sounds and word parts to read words and sentences more quickly, smoothly, and independently.

FR Fluent Reader: Student is able to read a variety of books with oral fluency and comprehends what has been read. The student reads above grade level.

Conduct and Effort Grades

Children in Kindergarten are also evaluated on work and social habits, according to the following measures:

- 1 Consistently demonstrates
- 2 Sometimes demonstrates
- 3 Seldom demonstrates

Grades 1-5

ES: Exceeds Standards – Consistently grasps, applies and extends key concepts, processes and skills. Works beyond stated goals.

MS: Meets Standards – Grasps and applies key concepts, processes and skills. Meets stated goals.

AS: Approaching Standards – Beginning to grasp and apply key concepts, processes and skills. Making less than expected progress.

NS: Needs Support – Not grasping key concepts, processes and essential skills. Area of concern that requires support.

NA - Not assessed at this time.

Citizenship and Study Skills

Children in Grades 1 – 5 are also evaluated on citizenship and study skills for each subject, according to the following measures:

1 Excellent; **2** Satisfactory; **3** Unsatisfactory; **N/A** Not Applicable

Standardized Testing

All students in grades 1-5 participate in standardized testing in the spring.

The results of these tests are included in a student's permanent record and shared with the child's parents. This information is kept confidential and secured. A parent may be requested to have a child further evaluated. For purposes of confidentiality, all information and forms are submitted directly to the individual who is conducting the evaluation.

Class Placement

Class placement of students will be based on grade level, chronological age, developmental age, social growth, emotional maturity, and equitable distribution of gender population and individual needs. These guidelines consider the welfare of the child and the academic, social and developmental needs of each student.

Class placement is solely at the school's discretion.

Birth Date Consideration

Lehrman deems the cutoff date for student grade level placement to be September 1st of the school year. For example:

Turning Twos: 18 Months old on or before September 1

Toddlers: Two (2) years old on or before September 1

Nursery: Three (3) years old on or before September 1

Pre-Kindergarten: Four (4) years old on or before September 1

Kindergarten: Five (5) years old on or before September 1

1st Grade: Six (6) years old on or before September 1

A copy of a valid birth certificate must be presented upon enrollment.

Achievement Groupings and Placement

On occasion, the school will sort students according to their achievement, for specific and limited learning experiences. Placement in achievement groupings is at the school's discretion.

Lehrman Teachers and Tutoring

Lehrman teachers are, by contract, prohibited from tutoring any student for whose academic studies they are in any way responsible. If you require the assistance of a tutor, kindly consult with any school administrator. We will be happy to recommend another teacher on staff or a qualified instructor outside of the school. Please do not put our teachers in the awkward position of having to decline your request. However, your child's General Studies teacher offers weekly office hours for additional support. Consult the teacher for specifics.

Uniform Dress Code

Detailed uniform information can be found by going to our website and clicking on "School Uniforms" under the Parents tab.

In an effort to teach responsibility and help each student learn the importance of a neat and clean appearance, Lehrman has a uniform dress code for children in Grades K - 5. Students are expected to accept the responsibility for coming to school in proper attire. Only students wearing the appropriate uniform in the elementary program will be allowed to attend classes. Otherwise, students will be detained from class and their parents will be called to bring an appropriate change of clothing to school.

Lehrman works with Lands' End for uniforms; you may find them online at or by calling 1-800-469-2222. Our Preferred School Number is **900145731**. Families may also choose to purchase permitted uniform pieces and have them embroidered with the official Lehrman name. One recommended local embroiderer can be reached at monikdurst@gmail.com.

The following uniform dress code applies to Grades K - 5:

Students may wear only closed shoes or sneakers

No hats are to be worn in the building

No tank tops or bare midriffs on dress down days

No gym shorts (soffee or mesh).

Shorts (and skirts) should be uniform shorts/skirts only and should follow the fingertip rule, i.e., the hem should be just below the tops of fingertips as the student stands straight with hands by his/her side.

No monogram clothing, other than the school uniform logo, may be worn

No "heelies" or other inappropriate types of shoes may be worn.

Girls' Attire

Girls may wear any of the following:

Short Sleeve Feminine Fit Mesh Polo from Lands' End (White, Heather Gray)

Short Sleeve Solid Mesh Polo Shirt from Lands' End (White, Heather Gray)

Long Sleeve Polo Shirt from Lands' End (White, Heather Gray)

Short Sleeve Peter Pan Ruffle Front Knit Polo (White only)

Any Uniform Navy Bottom (including leggings)

Uniform Navy Jumper from Lands' End

Uniform Navy Dress from Lands' End

Boys' Attire

Boys must supply and wear a *kippah*.

Boys may wear any of the following:

Short Sleeve Solid Mesh Polo Shirt from Lands' End (White, Heather Gray)

Long Sleeve Polo Shirt from Lands' End (White, Heather Gray)

Any Uniform Navy Bottom

The *talit kattan* (little *talit*) is optional in all grades

Shabbat Attire

Girls and Boys: Short or Long Sleeve Polo, **White Only** Any Uniform Navy Bottom

Spirit Day Attire

Spirit wear, available for purchase in the PTA online store, may be worn by ECD students every day, and by K-5 students on Thursdays with any uniform navy bottom.

Physical Education Attire

There is **no** PE uniform. The students will be wearing their school uniform for physical education.

Field Trip Attire

Students are to wear school uniforms for all field trips, unless they are specifically instructed otherwise. For reasons of security, children may wear a baseball cap over or in lieu of their *kippah*.

Cold Weather Attire

On cold or inclement days, students may wear the following over or in lieu of their regular uniforms (must either be plain or with a Lehrman Logo. No other logos are permitted):

Sweatshirt (Navy)

Sweatpants (Navy)

Jacket with Hood (Navy)

Fleece Pullover (Navy)

Attire in the Early Childhood Department

Early Childhood Department students should dress in clothing appropriate for indoor and outdoor play, unless otherwise specified. It is preferred that children wear sneakers every day.

Lost and Found

Please label all of your child's clothing for easy identification in the event that s/he misplaces it.

Lehrman maintains a Lost & Found box for misplaced articles of clothing. Lehrman cannot, however, be responsible for misplaced clothing. On the last day of every month we donate the remaining items in the Lost & Found.

Personal Property

All personal property and articles of clothing should be marked with the student's name. Students are not to tamper with the personal property, desks, or cubbies of other students, the faculty or school. Failure to respect school or personal property will result in serious disciplinary action. Students should remember to remove their books and other personal belongings from their classroom when they leave. No student shall enter a classroom without the teacher being present.

Cellular Telephones/Electronic Devices

Students may bring cellular telephones to school provided they are turned off during the school day. Cellular telephones that are turned on will be confiscated. Unless otherwise specified, students may not bring to school other electronic devices.

Field Trips and Transportation

Field trips are a part of the educational experience in Grades K-5. Permission slips are sent home in advance. Permission slips must be signed and returned to the classroom teacher in advance of the trip. Children may participate only if the permission slip is returned. In advance of each trip, your child's teacher may assign up to three adult chaperones. The Jewish dietary laws of *kashrut* apply to all school-sponsored trips.

Parent Participation

Travel for field trips is frequently provided by an outside service. Lehrman shall determine, in its sole and absolute discretion, whether parents may accompany their children on day, overnight, or other field trips, including out-of-town trips. To the extent Lehrman permits such accompaniments:

All of the accompanying parents and students shall be obligated to comply with all the rules and regulations established by the school for that trip and otherwise in effect.

As Lehrman has selected an event or attraction for the children to attend, parents shall not make alternate arrangements for their own or any other children during the trip.

Lehrman shall have the absolute right to determine whether the accompanying parents may attend any particular event(s) or attraction(s) with their children.

Transportation and Lehrman Employees

Staff members are not allowed to transport students to/from school or any school related activity.

After-School Program (ASP)

The After-School Program (ASP) provides students the opportunity to participate in enrichment activities that expand on the programming offered during the school day. Offerings vary annually and include a range of activities from sports, theater, chess, and more.

Emergency School Closings

It is important that we have your emails and phone numbers in our database so that you can be included in our *Parent Alert System*, allowing you to receive the most up to date information by email and phone. Notifications will also be sent via our app.

Health and Medication Policies

Lehrman strives to teach and reinforce good health habits. It is important that your child works at full capacity, so when not feeling well, please keep your child home until s/he has recovered. Please cooperate in preventing the spread of contagious illnesses by notifying the school nurse **immediately** if your child has been exposed to, or has contracted, a contagious illness. Your child should stay home if any of the following is present:

Fever

Chills

Nasal discharge

Persistent cough

Red or swollen joints

Diarrhea

Nausea or vomiting

Earache

Skin rash or sores

Inflamed or swollen eyes

Sore throat

Head lice

Positive Covid-19 test

Children who have had a fever higher than 100.4, or exhibited severe symptoms as listed above, may not attend school for a minimum of twenty-four hours following the return to normal health. The school

Administration may, at its discretion, require a doctor's note in order for a child to return to school following an illness.

If your child presents sick symptoms, contact the School Nurse for next steps.

Covid-19

Please refer to the Lehrman's Covid-19 Policy at LehrmanSchool.org/Covid19.

Illness at School

All medical issues at school will be referred to the school nurse. If your child becomes ill at school, we will contact you to take him/her home. While we recognize that it can sometimes be an inconvenience, please cooperate with Lehrman personnel by immediately coming to school to take your sick child home. The School Nurse will let you know when you can return to school.

Medications

If your child needs to take medication during school hours, please send a doctor's written note and your authorization along with the medication. Please make sure the bottle is clearly marked with your child's name on it. All instructions should be detailed in the note. If for any reason your child requests an analgesic (e.g. Tylenol or Motrin), verbal parent permission will be required before any medicine is administered.

Emergency Allergy Medications

If your child requires an epinephrine injector such as an EpiPen, you will need to supply the school with two injectors to keep on the premises.

Health Forms

Because the health of individuals and the community as a whole is our first priority, Lehrman adheres to Florida State Requirements, as well as recommendations from the CDC (Centers for Disease Control and Prevention) and the AAP (American Academy of Pediatrics). Thus: All students new to Lehrman must present the following forms by August 1st in the year in which they are first enrolled in the school:

- a. DH Form 3040 (School Entry Health Exam)
- b. DH Form 680 (Certificate of Immunization)

Going forward, both forms must be renewed by the expiration dates documented on each form (DH Form 3040 and DH Form 680).

In accordance with Florida statutes, we will accept a temporary medical exemption to the immunization schedule on DH Form 680, which is signed by a licensed practitioner. All such exemptions must note a date when the immunization schedule will be resumed.

In the rare case of a permanent medical exemption, documented on DH Form 680 by a licensed practitioner, our medical consultants will review the documentation.

No student will be allowed in school without current health documents.

Other documentation:

A copy of the student's birth certificate will be required for all new students who enroll at Lehrman by August 1st of the year they enroll.

Emergency Medical and Release Information

Emergency Medical and Release information must be completed prior to the first day of classes. Please notify Ruth Quintana of any additional updates after the first day of school. Failure to complete these forms may delay medical treatment. Please make sure the information you provide is accurate and up-to-date, and advise the school of any changes in your child's medical history or your telephone and address. The contacts listed on the Emergency Release Form, also online (ParentsWeb), should be persons who are usually available and can leave their place of employment should your child need to be picked up from school due to illness or injury.

Please advise the school office in writing if you plan to be out of town and someone else will be responsible for your children.

Cooperative Working Relationship

A positive and constructive working relationship between the student's parent(s) or guardian and the school is essential to the fulfillment of the school's mission and to the progress of the student. Thus, the school reserves the right not to continue enrollment or not to re-enroll the student if the school concludes, in its sole and absolute discretion, that the actions of the parent(s) or guardian(s) make such a positive and

constructive relationship impossible or seriously interfere with the school's accomplishment of its educational purposes.

The school reserves the right to remove the student at any time if, in the sole discretion of the school, the student's industry, progress, conduct, or influence on- or off-campus is not in keeping with the school's accepted standards, in accordance with this handbook and all other now existing or later enacted rules, regulations, requirements and other provisions. There will be no refund of the fees where such enforced withdrawal occurs, and any unpaid balance is payable in full in accordance with the payment schedule.

Continuous Enrollment and Opt-Out Policies

Continuous Enrollment

You will only sign an enrollment contract for each of your children once - when they are admitted. Every year thereafter we will notify families of potential tuition increases in December, and send a reminder email about the annual deposit charge to your account. A date in mid-January every year will mark the deadline for families to inform Lehrman if they will not be returning the following year. Unless we hear from you, your child will automatically be enrolled, their spot secured, and the non-refundable deposit fee charged to your tuition account.

Every year there is an opt-out period for you to let us know that you will withdraw your child. Your decision to opt-out needs to be communicated in writing and we will know to not charge the tuition deposit to your account and that your child's spot for the following year is released.

After the Continuous Enrollment Anniversary date (second Wednesday in January) the non-refundable tuition deposit is forfeited.

The following penalties will apply if you choose to withdraw from your Continuous Enrollment Contract after the opt-out period. Percentages are calculated based on total annual tuition.

20% if canceled before May 1st

40% if canceled before June 1st

60% if canceled before July 1st

80% if canceled before August 1st

100% if canceled after August 1st

If the student(s) has not been enrolled at Lehrman for a full school year, the student is subject to Lehrman's admissions process as a new applicant.

Admission Calendar

Second Monday in September: New student applications open

First Monday in December: Opt-Out Period starts

Second Wednesday in January: Opt-Out Period ends

Second Thursday in January: Non-refundable deposit is changed to accounts

Second Monday in February: New student admission letters go out

After Second Monday in February: Rolling Admission based on space availability

Financial Obligations

Lehrman expects prompt payment for services. On-time payment is critical to maintaining the variety and quality of special programs that are offered at Lehrman. Please be sure you are up to date with any financial obligations. A family with an outstanding balance should be aware of the following:

The student(s) will not be allowed to participate in Lehrman After School Programs;

The school will not be able to release a child's Progress Report or any school records;

In accordance with CAJE policies, a family owing outstanding bills to any Jewish Day School may not enroll in another Jewish Day School;

If there is a question or a concern about a financial statement you have received, please contact our accounting department.

Student Affairs and Philosophy of Discipline

Lehrman views discipline as a means to an end rather than an end in itself. We use discipline to help students learn to accept responsibility for their own actions and behavior. The ability to accept such responsibility is one mark of a mature person. Every day we are given the opportunity to teach children how to express the ideals and standards set forth in the teachings of the Torah. Each of us has a responsibility to do so in an effective and caring manner. All members of our community are expected to join us as we strive toward the highest standards of educational and personal excellence at Lehrman.

Who Can Help?

There are many people at Lehrman who can and want to help you if you are experiencing a problem. First turn to your homeroom teacher, whom you should contact immediately if you are having a problem or find yourself in trouble. Faculty members will make most decisions concerning problems and issues of discipline. If, after having consulted your homeroom teacher, the problem is still not resolved, you should contact the School Counselor or the appropriate Administrator.

Contact information:

- Every faculty member has a school email account based on first initial + last name, e.g. Jane Doe would be jdoe@lehrmanschool.org

- Administration:

Jodi Bruce, Head of School

Dr. Rudy Collum, Chief Operating Officer

Bernie Rovt, Chief Financial Officer

Erica Kalish, Dir. of Early Childhood Education

Dr. Raquel Heisler, Dir. of Education
Ayala Zeev, Dir. of Hebrew & Jewish Studies
Natalie Bernard, Dir. of Admissions
Alexandra Silver, Dir. of Institutional Advancement, Marketing
and Communications
Rachel Schilt, Dir. of Development
Jason Einbinder, Dir. of Security
Aliyah Azarzar, Dir. of School and Community Partnerships

Our Website and ParentsWeb

LehrmanSchool.org has a wealth of information, especially under the **Parents** drop-down menu.

ParentsWeb, a component of our RenWeb Database system, is home to re-enrollment, our **Family Directory** (use it to update your information), and **Progress Reports**. Access it by visiting **RenWeb.com** and choosing **ParentsWeb** under the Logins menu; or find it in our **App**. Our District Code is **LC-FL**.

Behavioral Expectations

All students represent Lehrman at all times, both on and off campus, including vacations and weekends. Any behavior during vacations or on a weekend which, in the opinion of the Administration, is viewed as detrimental to the school or its reputation may jeopardize the student's position at Lehrman.

The following are considered serious offenses and, although each situation will be considered individually, a breach of the rules below can lead to any number of consequences. We expect our students to adhere to the following rules:

Be honest with others in what you do and say.

Always show respect for your teachers, school staff, peers, parents, and visiting guests. Disrespectful behavior will not be tolerated.

Take credit for your work, and only your work. Any student found cheating on daily homework or other work may receive a zero for that assignment or test. Plagiarism is another form of cheating in which an individual copies ideas or quotes from any source, e.g., book, encyclopedia, magazine, or web site for a paper or a report without citing

the source. Students are required to state clearly where ideas other than their own came from. Cheating and plagiarism will be treated as a serious offense and may lead to suspension and/or expulsion.

Have self-respect and consideration for the personal and material rights of others. Destruction of property and stealing are unacceptable behaviors. All such acts of antisocial behavior will be dealt with severely, requiring in every case the cost of replacing or repairing damaged property.

Be fair to others: remembering that each of us is created in the image of God, bullying is unacceptable and will be dealt with in a swift and severe manner.

Use appropriate language. Swearing and obscene language and gestures are forbidden at all times in school and at school-sponsored activities.

Meet your school obligations: a demonstrated unwillingness to complete assignments and live by the spirit of Lehrman's policies, or inability to do so, may lead ultimately to dismissal.

Be healthy and safe. Possession of tobacco, matches, lighters or any illegal substance will be considered a violation of no smoking and safety rules, and is not allowed on campus, at school events or on school trips.

Settle disputes peacefully; fighting is not an acceptable alternative. The penalty for all parties involved in physical violence will be severe. Keep in mind that it takes more self-control to walk away from than to engage in a fight.

Secure permission to use a school telephone, including those in the main office.

In addition, the following are prohibited:

Possession of weapons or firecrackers of any kind.

Chewing gum on campus, on any school bus or van, or at any school-sponsored events.

Removal of food or drink from the cafeteria, unless permission is given by a teacher.

No animals are allowed on school property at any time, other than those in the science lab. The school will not be held responsible for animals, stray or leashed, on campus.

Biting

Young children will bite one another on occasion. While biting is not a preferred activity, it is reasonable to assume that biting, as it is a developmental behavior, will occur occasionally between young children. Lehrman will try to limit biting among children. Lehrman reserves the right to evaluate each scenario and determine consequences as needed. More extreme situations may result in consequences including but not limited to: the requirement of a shadow (to be provided at the related family's expense); time away from school; and/or, permanent removal.

Sexual Harassment

It is the policy of Lehrman to maintain an educational and working environment that is free from harassment of any kind. In enforcing this policy, we insist on behavior between people of all ages to be characterized as respectful, courteous, mindful of another's feelings, compassionate, and heeding the Jewish principle of *derech erez*. Lehrman maintains a separate Sexual Harassment Policy (available in the school office, upon request), the intent of which is to deal with this specific issue, but also to conform to the broader standards of conduct at Lehrman.

Consequences

All disciplinary infractions will be documented by the appropriate teacher or administrator using a Discipline Report; parents are expected to sign the form indicating that they received the notice.

Some infractions will result in a time for reflection, which is served after school. A student who does not attend the assigned period will receive an in school suspension the following day. On the day of the assigned period, the student reports to the designated teacher. An assigned period may be given to a student for: chronic failure to complete homework assignments; destruction of school property; being out of class without an appropriate pass; disruptive behavior; inappropriate language; inappropriate dress; disrespectful behavior to peers or others; or fighting.

Some infractions will result in probation or suspension, or both. Once on probation the student will bear the burden of demonstrating to the school that s/he wants to remain at Lehrman. Probation is always given a

specified duration and it may include a loss of some or all privileges. Probation will remain on a student's school record and will be a part of her/his permanent school transcript.

Some infractions will result in an in-school suspension. In-school suspension requires the student to attend school; however, for the period set by the Administration, the student will not be permitted to join his/her regularly scheduled classes and may be precluded from other school or after school activities. The student will have an assignment sheet listing all work required at the close of the school day. The isolated student will have the opportunity to complete the work during that school day.

Severe infractions may result in suspension, which requires a student to leave school and go home for a specific period of time. During this period of time the student, family, and the school evaluate whether he or she should remain at Lehrman. If the student returns to school, s/he is usually placed on probation and must show a marked improvement or face possible dismissal. Suspension is recorded as part of a student's permanent school transcript.

Dismissal or expulsion is the ultimate punishment and it is recorded as part of the permanent school transcript. Once dismissed, a student must leave campus immediately. All school property must be returned to the appropriate parties, and a dismissed student may not return to the campus.

A violation of any school rule(s) may lead to any and/or all of the foregoing consequences, and the school shall be under no obligation to elect a particular consequence prior to exercising another consequence (e.g., dismissal for certain violations may result without prior imposition of detention, in-door suspension, suspension, or probation.)

Internet/Computer Acceptable Use Policy

Lehrman requires that all students and their parents comply with our Acceptable Use Policy, which contemplates email and Internet usage and web etiquette, both at school and off campus.