



Family Handbook 2018 – 2019

MENACHEM MENDEL ACADEMY
Family Handbook

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I. WELCOME

We are honored that you have chosen Menachem Mendel Academy as your “partner” in the care and education of your child. We consider ourselves an extension of each individual child’s family. Like you, we are interested in the best care and education for your child. This handbook is essential to understand our policies and procedures so that we as a School Family can be effective in carrying out the goals of our program in ways that are most beneficial to the child. It’s imperative that the policies and procedures are followed and understood by everyone in maintaining our standards of excellence in education.

It's important to note that we strictly enforce our policies and procedures in order to maintain the highest quality of excellence in the education that our children receive.

II. MISSION

Our mission is to revolutionize Jewish education and create happy, centered, compassionate, and highly-skilled children who are rooted in Torah with a servant-leadership worldview by combining best practices in child-centered academia, holistic wellness, environmental preservation, cutting-edge technology, and good old-fashioned FUN.

III. PHILOSOPHY

The MMA Classroom Approach is built on eight fundamental principles:

1. MMA is based firmly on the best principles of Jewish education, in a way that reaches the inner soul of each child and brings out their unique light. We work to instill awe and love of Hashem and Torah as a way of life. Math, science, history, social studies, literature, reading, writing, and the arts are all taught through Torah. The end result is happy, accomplished children who are refined on all fronts, grounded in Torah, highly educated, compassionate, solutions-oriented leaders who are passionate about making the world a better place.
2. MMA maintains very high standards of academic excellence through cultivating the individual creative brilliance of each child. Your children won’t spend long hours sitting in desks or blindly memorizing useless data. Much of the time, they will be having so much fun through hands-on exploration that they won’t even realize they are doing any formal learning, yet the end result will trump every other educational method that exists. We are on a mission to create a reality where Jewish education is the benchmark for the rest of the world.
3. MMA children receive extensive individual attention to assess and support growth, even as the environment encourages intrinsic motivation and extended periods of concentration. The materials are geared toward specific stages of child development and multi-age classrooms bring a sense of belonging and community. Across their education, each child will have the opportunity to develop the life skills necessary to succeed in life as happy, centered, passionate, and responsible humans.
4. MMA education is a way of life that nurtures and educates the whole child, including physical, emotional, mental, social, and spiritual wellness. This supports and encourages them to develop into their best possible selves. The awe-inspired spirit of each child preserves the best of Jewish values. Children raised in this environment will grow to develop a love of learning and will in-turn continue on a lifelong journey of personal growth. It is a child-centered, holistic environment where children are given freedom to choose work based on their developmental needs and interests. The teacher works to establish core values of

respect and collaboration while encouraging independence. Through careful observation, the teacher links children to what they need in the environment and guides them along their learning journey. The child thrives through the integration of mental, spiritual, and physical energies.

5. MMA offers an innovative learning process that empowers children to be independent. It offers self-correcting activities that promote freedom and self-discipline that arise from within. Our aim is to empower children by teaching them to do things themselves rather than to do things for them. Children learn self-discipline and care for self, each other and the environment, equipping them to handle the challenges of today and tomorrow.
6. MMA is keenly aware that children learn through play. Running, having fun, exercising, and burning energy are all critically important to a child's overall well-being and ability to absorb new information. At MMA, we foster a healthy balance of indoor and outdoor activities, group activities and individual learning, textbook and tactile education. We sift every decision through the filter of the ultimate wellness of the child.
7. MMA is aware that all children will need corrective guidance and "discipline" at some point. We offer healthy boundaries and help each child find their way back onto the path while loving them and gently helping them to see the right choices. Every child is good and wants to *do* good, given the right environment, nurturing, and feedback. This isn't always a fast process, and definitely requires patience, especially depending on the prior experience and environment of the individual child. But it does provide the best overall outcome of a thriving child, given the right support and guidance from school and parents.
8. MMA is built and developed with the needs of the individual child in mind and is the opposite of a one-size-fits-all approach to education. Therefore, no two classrooms or two school years will ever be exactly the same. We provide freedom and independence within a structured environment and respect the natural development of each child. This philosophy is a preparation for life.

IV. CURRICULUM

Our curriculum is a fully integrated program that merges academics with Jewish knowledge and life skills. We have designed our learning to equip our students to thrive in today's world, while preparing them to be the Leaders of Tomorrow. We cover the skills and knowledge that a top secular school would cover as well as what a traditional Jewish school would cover, plus we add in the critically important but grossly overlooked life skills that every human needs, all within a child-focused, creative learning environment. Our customized curriculum consists of teacher-led activities, 1-on-1 learning, group work, peer-to-peer lessons, and independent learning. The topics include but are not limited to: Chumash, Kriya, Ksiva, Gemorah, Novi, Parsha, Yomim Tovim, Halacha, Maths, Accounting, English, Reading, Computer Skills, History, Science, Geography, Sports, Personal Development, Technology, Cleaning, Personal Hygiene, Organizational Techniques, Healthy Eating and Lifestyle, Mental and Emotional Health, Gardening, Farming, Art, Music, Sewing, Overcoming Challenges, and much more. Incorporated into our program is the renown Conscious Discipline program which is specifically designed to foster healthy communication and praise children to success.

V. CORE VALUES

1. **Torah is Life:** MMA is based firmly on the best principles of Jewish education, in a way that reaches the inner soul of each child and brings out their unique light. We work to instill

awe and love of Hashem and Torah as a way of life. Math, science, history, social studies, literature, reading, writing, and the arts are all taught through Torah. The end result is happy, accomplished children who are refined on all fronts, grounded in Torah, highly educated, compassionate, solutions-oriented leaders who are passionate about making the world a better place.

2. **Academic Excellence through Creative Learning:** Our students are our top priority, as opposed to test scores, archaic curriculums, or government budgets. At MMA, your children won't spend long hours sitting in desks or blindly memorizing useless data. Much of the time, they will be having so much fun that they won't even realize they are doing any formal learning, yet the end result will trump every other educational method that exists. We are on a mission to create a reality where Jewish education is the benchmark for the rest of the world.
3. **Life Skills are Critical:** We are strongly committed to help our students learn and master the critically important, yet often underestimated life skills that are required to thrive in today's environment. Time-management, emotional-management, communication skills, leadership, goal-setting, home and self-management, nutrition, money-management, and long-term planning are just a few of the skills that our boys will strive to learn.
4. **Customized Education:** Through careful observation, our teachers link each child to what they need to excel and guide them along their learning journey. The child thrives through the integration of mental, spiritual and physical energies. MMA children receive extensive individualized attention in addition to multi-age classrooms that bring a sense of belonging and community. Across their education, each child will have the opportunity to develop the life skills necessary to succeed in life as happy, centered, passionate, and responsible humans.
5. **Holistic Happiness:** MMA is a way of life that nurtures the whole child, including physical, emotional, mental, social, and spiritual wellness. This supports and encourages them to develop into their best possible selves. The awe-inspired spirit of each child preserves the best of Jewish values. Children raised in this environment will grow to develop a love of learning and will in-turn continue on a lifelong journey of personal growth and development.
6. **Goodness and Kindness:** Far more important than test scores, class ranking, or pedigree is the inherent trait of caring for another human being. What good does another Ivy League graduate or Torah scholar do this world if they to overlook the basic moral obligation of helping the person next to them? We aim to cultivate brilliant minds with resourceful hands *and* caring hearts by infusing acts of goodness and kindness into everything we do. This is leadership that will shift an entire generation and change the world.
7. **School is FUN!** MMA is keenly aware that children learn through play. Running, having fun, exercising, and burning energy are all critically important to a child's overall well-being and ability to absorb new information. At MMA, we foster a healthy balance of indoor and outdoor activities, group activities and individual learning, textbook and tactile education. We sift every decision through the filter of the ultimate wellness of the child.
8. **We don't "punish":** MMA is aware that all children will need corrective guidance and discipline at some point. We offer healthy boundaries and help each child find their way back onto the path while loving them and gently helping them to see the right choices. Every child is good and wants to *do* good, given the right environment, nurturing, and feedback. This isn't always a fast process, and definitely requires patience, especially depending on the prior experience and environment of the individual child. But it does provide the best overall outcome of a thriving child, given the right support and guidance from school and parents.
9. **True Health for a Lifetime:** We follow the Rambam's approach to wellness, which considers taking care of your body to be just as important of a mitzvah as putting on tefillin

and davening! Hence, all meals and snacks are provided in the annual tuition and consist of kosher, organic, plant-based foods.

10. **Green is Great:** We pursue knowledge and practices that help us make more environmentally friendly and ecologically responsible decisions, both at school and home. As Jews, we want to work hard to help protect the environment and sustain Hashem’s resources for future generations.
11. **Teachers are Priceless:** Our teachers and staff are as important as our students. We insist on excellent pay, a fantastic environment, and fulfilling roles for our MMA leadership team. Why would we offer anything less? After all, we are entrusting the success of our children, the next generation of leaders, to this Team! At MMA, we are family and we all succeed together.

VI. REGISTRATION

All children must be enrolled before attending. Once the decision for acceptance is made, families must complete the following items and return prior to the child’s first day of attendance:

1. Registration Agreement
2. Family Handbook signature page
3. Transcripts from previous school
4. Current Immunization Record or Personal Belief Exemption Form
5. Birth Certificate (original or certified copy from the state) to prove identity and age
6. Arizona Private School Affidavit
7. Medical Consent Form
8. Allergy Profile & Response Plan
9. Pick-up Authorization Form
10. Authorization for Automatic Deduction
11. Fieldtrip Permission Form

NOTE: These must be updated and current throughout the child’s enrollment or enrollment may be subject to termination.

VII. TUITION

MMA tuition fees are charged monthly. The tuition is automatically deducted from an account or credit card provided by the parent. By using automatic deductions, it allows the staff at MMA to focus on our program goals and the children. There are no discounts or reimbursements for days missed due to illness, absences, vacation, or the School being closed for holidays, weather or emergencies. Two weeks’ notice is required for all withdrawals.

VIII. NON-SUFFICIENT FUNDS

An NSF fee of \$25.00 will be assessed when a payment of school fees cannot be withdrawn. Failure to promptly provide the tuition or provide a new account may result in termination of your child’s enrollment.

IX. WAITING LIST PRIORITIES

Priority for available spots is given to families with students already enrolled. Having priority does not guarantee that space will be available when needed.

X. TARDINESS

We create an environment where we believe kids will want to come to school. We also understand that traffic, unexpected hiccups, and life happen. However, we do need to ensure that our entire School Family understands the importance of every minute of school. For that reason, we ask that all students arrive by 8:20 AM. If a child has repeated absences, parents will be contacted, and a meeting will be required to help make an action plan for success.

XI. LATE PICK-UP

Late fees may be assessed if you repeatedly fail to pick up your child by closing time. We have teachers and staff that need to get home to their families as well. We ask that you respect our time for those reasons. The fee is calculated at \$15.00 for any part of the first 5 minutes, an additional \$10.00 for any part of the next 5 minutes. Repeated failure to pick up your child on time can result in enrollment termination.

NOTE: If we have not heard from the parent and we have not been able to contact other authorized persons listed on the child’s enrollment form by 6:30 PM, we are required by law to contact the local law enforcement.

XII. HOURS OF OPERATION / SCHOOL HOURS

Menachem Mendel Academy is in operation and available to students:

Monday – Thursday: 8:10 AM – 4:15 PM

Friday and Erev Yom Tov: 8:10 AM – 3:15 PM

School hours are as follows:

Monday – Thursday: 8:30 AM – 4 PM

Friday and Erev Yom Tov: 8:30 AM – 3 PM

XIII. VACATION AND HOLIDAYS

In order to allow our School Family to enjoy holidays with their home family MMA, is closed in observance of all major Jewish holidays and for those when work is not permitted. We also observe all National Bank Holidays. Please see the school calendar for more information.

XIV. LEADERSHIP TEAM TRAINING

The MMA Leadership Team will participate in Professional Development Days during the year. Children will not attend on these days. These training/workdays are very important to providing quality care, education and support to our Leadership Team. This training is imperative in order to give your child the best education and care possible. Currently, we are looking to have one Training Day scheduled in October and another around March/April.

XV. SIGN IN / OUT PROCEDURES

Students will be released to parents or approved adults at the pick-up line. There will be no signature needed, as all signatures will be kept on file.

- Children must be picked up by an authorized adult. MMA cannot release any child to an unauthorized person; MMA commits to providing a safe environment and protecting the children. Therefore, parents must call the Director directly AND provide a written signed authorization if someone other than an authorized person is to pick up the child.
- If a new person is picking up for the first time, they must provide identification upon pick up.
- No child will be released to anyone under the age of eighteen (18) under any circumstances.

XVI. CHILD ABUSE AND / OR NEGLECT

By Arizona State Law and the Department of Children and Families, MMA is required by law to report to the Child Abuse Hotline any and all suspected cases of abuse or neglect.

XVII. SECURITY

Each classroom is equipped with web-based cameras for parent viewing through a password protected private parent portal. The campus is monitored continuously with security cameras and all gates are locked.

XVIII. CLOTHING AND PERSONAL BELONGINGS

At MMA, we do not require a set uniform. Rather, we have a Dress Code that allows our children to express their unique individuality and yet still maintain an environment that promotes excellence.

The MMA Dress Code is as follows:

- Shirts can be any color, but must have a collar
- Sleeves to elbow area
- All dress should be modest and respectful
- No images, no logos, no words (small brand emblems are okay)
- No shorts after bar mitzvah age
- Shorts for under bar mitzvah boys should be long, close to the knee
- Pants, jeans, and slacks are acceptable for all ages
- Tennis shoes are required, no open-toed shoes
- Socks required
- Kippah and tzitzit must be worn at all times

Please ensure that all clothing and personal belongings are modest and respectful. If clothing is not appropriate, MMA will ask parents to bring new attire. Please ensure that all personal belongings brought to school are plain, contain no images, and have your child's first and last name clearly marked.

Parent Dress Code

MMA appreciates that our parents come from various backgrounds and levels of observance. We do request that our parents honor the wholesome Jewish environment that permeates our

School and dress accordingly when coming to campus. Please make sure that attire is modest and respectful.

XIX. FIELDTRIPS

Connecting Classroom Learning to Real-World Experience

We view fieldtrips as an integral part of your child’s curriculum and learning. For this reason, we put thought and effort into planning fieldtrips that will make connections between classroom learning and vibrant, meaningful, real-world experiences. Because fieldtrips are part of the curriculum, fieldtrip attendance is *not* optional; all students are required to participate. It is expected that permission slips and any necessary payment be submitted at least one day prior to the field trip in order for your child to attend.

Code of Conduct for Fieldtrips

Visitors often form a lasting impression of our School community by our behavior on fieldtrips, and therefore it is important our students hold themselves with dignity and reflect our School values. We hold students to the same behavioral standards as we do at School. Teachers accompany their students on fieldtrips and are in charge of both students and parent chaperones. Each class will have a number of parent chaperones, and each chaperone will be assigned to supervise a number of designated children, under the teacher’s guidance. We ask that chaperones please attend to their group equally and fairly, without coddling their own children. Because field trips are connected to a specific curriculum, we cannot allow siblings to accompany students on fieldtrips. During field trips, teachers are in “teaching mode,” and are not available to discuss children’s academic performance. Game boys, Ipods, or other electronic equipment are not part of our learning values, and therefore must be left at home, including during fieldtrips.

XX. NON-DISCRIMINATION POLICY

Menachem Mendel Academy is a school that promotes diversity, differences, and uniqueness among us. At no time will MMA discriminate against any child or family based on religious observance, disabilities, race, or sex. Reasonable accommodations will be made to provide services to all children enrolled in our program.

XXI. CONFIDENTIALITY

Menachem Mendel Academy respects and maintains the utmost confidentiality of each individual child and family. MMA shall have an obligation of confidentiality in disclosure of children’s records. MMA respects the family’s right to privacy and will not disclose confidential information. However, by law, MMA must provide information pursuant to a subpoena or if a child’s welfare is at risk to the appropriate agencies. AT NO TIME should a parent discuss another child’s information with another parent. This is grounds for being removed from the school.

XXII. ATTENDANCE / ARRIVALS

Classrooms begin curriculum instruction at 8:30 AM. In order for children to receive the full benefit of our program and to participate with the group activities, we ask that you have your child here by this time. We are open to welcome students from 8:10 AM.

When you arrive at the School, an MMA Team Member will be at the curbside to greet you. Please prepare to say goodbye to your children at the drop off line. Students will then come inside, settle in, and find their place before our morning assembly.

Please do not use this time to speak to Teachers or Team Members about issues or concerns. To keep the flow of the day going, we ask that you simply use the drop-off line for its intended purpose.

NOTE: please apply sunscreen prior to bringing the child to school. Due to allergies and other concerns, our teachers will not be able to apply sunscreen to each child.

XXIII. PICK-UP

Parents will be expected to arrive at our pick-up line on Jenan Ave. at or before school pick up time. Students will be brought out to waiting cars. Pick-up is only available for 15 minutes and then the students and teachers will return inside. If you arrive late, you will need to park, come inside, and find your child.

XXIV. FOOD AND DRINKS

The mealtime experience at MMA is special. It is essential for children to have a nutritionally balanced diet for healthy growth and development, and we provide a freshly made, nutrient-dense lunch for every child. The menu is carefully and lovingly created with your child’s wellness in mind, and all our food is hand-made on site, from organic produce and kosher ingredients.

We are committed to protecting the earth’s ecosystems and offering the best possible nutrients to our children, without pesticides. The produce we use in our lunch and snack program is organic whenever possible and locally grown, selected based on seasonality. Our nourishing menu is vegetarian pareve, and the menus are posted monthly on our website. Click here for an in-depth explanation of our [MMA Food Philosophy](#).

Food choices are built into the daily menu. We serve small portions so that food is not wasted, and we invite children to have a second serving if they wish. We encourage children to try each dish and explore new tastes and flavors. Drinks are provided as well, and while we primarily serve water as the body’s main need, we also occasionally offer homemade treats, such as agave-nectar lemonade or herbal fruit teas. A variety of morning and afternoon snacks are also provided.

Lunch is a time when children share a warm, home-cooked meal, eat cooperatively together, and use both their manners and communication skills. Children participate in both the set-up and clean-up of the meal and learn to take responsibility for the cleanliness of their areas.

Parents must notify MMA of any allergies via the student enrollment paperwork. No outside food is allowed on campus, unless medically mandated in writing from a physician. If you have any feedback on the food being provided, please be in touch so we can address your input.

Occasional Special Event Food

On rare occasions throughout the year, MMA may host or participate in events that allow or require children to bring their own food. MMA fosters awareness of our planet as a gift from Hashem, and the need for children to take care of it. Therefore, it is important that when children bring their own food, they reflect this value in the meals they bring with them. We ask that you follow our guidelines when preparing special meals.

- Food/Drink Guidelines:
 - We *do* allow children to bring water in reusable thermos/containers, but *not* disposable water bottles.
 - Meals should be healthy and balanced
 - A homemade sandwich
 - Fruit and vegetables
 - Minimal sweets
- Packaging Guidelines:
 - Pack lunch in a reusable sack or lunchbox
 - Pack snacks in *reusable containers*
 - Send drinks in a reusable metal or BPA-free bottle
- No candy, sodas, or “Lunchables”

XXV. GOING GREEN

We are in the active process of going green at MMA. The School Family will be learning more about protecting the resources Hashem has given us and how to create a sustainable environment around us at school and home. This knowledge will empower all of us to make wiser choices on behalf of our future generations, and the children will be very excited to share this new awareness and responsibility.

XXVI. TOYS FROM HOME

We ask that toys be kept home; we cannot be responsible for lost or broken toys. If a child brings a toy/object to school that is unlabeled, and any disputes arise, it will become the property of Menachem Mendel Academy. Better to be safe and leave it at home.

XXVII. POOL USE

Our premises include a swimming pool. Swimming is only allowed with teacher supervision, with a trained lifeguard in attendance. Students will be responsible for wearing appropriate clothing, sunscreen application, and returning all wet objects home. Parents will be notified of swim days in advance and will be asked to send a towel from home.

XXVIII. DISCIPLINE POLICY

An important part of our program and curriculum is positive guidance. We utilize the best practices from two highly acclaimed and effective behavioral models in our School: Conscious Discipline and Nurtured Heart Approach. These methods transform daily conflicts into opportunities to teach critical life skills to children. Children are taught the importance of self-regulation, respect, and treating others with care. It is our belief that the goal of discipline is to help young children identify their feelings and gain inner self-control, so they become aware of what is acceptable behavior. Our staff is trained in both Conscious Discipline and Nurtured Heart, and we try to foresee and prevent problems by structuring an appropriate environment and setting limits and using the skills and tools taught in these two methods. Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. Please see the School Office for more information on Conscious Discipline and/or Nurtured Heart techniques and programs, and things you can do at home as parents using these programs.

We aim to teach the children proper behavior not punish the child for undesirable behavior. If a child displays severe behavior that cannot be managed in the classroom setting, the parents will be contacted. Severe behavior is: danger to self or others; consistent disruptive behavior that interferes in classroom activities. The parents will need to meet with the teacher and/or the director to discuss the situation and appropriate measures. Behavior that is chronically unacceptable may be an indicator that further support or assessment is needed. This support may include a referral process for further assessment and additional outside services. If the School’s procedures for dealing with severe behavior problems do not result in the restoration of an acceptable and safe educational environment, the School Director reserves the right to temporarily or permanently remove a child from MMA.

XXIX. CODE OF ETHICS

We will be creating an MMA Family Code of Ethics with the boys during the first several weeks of school. This Code will be subsequently added to our website and Family Handbook.

XXX. BULLYING

In the rare case of bullying, we will implement Conscious Discipline procedures. We focus on a holistic approach that integrates Torah values and conscious responses. The success rate with this method is nothing short of remarkable. We will not tolerate bullying in any form.

XXXI. PHYSICAL TOUCH

At MMA, we understand the critical link between physical touch and healthy development in growing children. We are also cognizant that there is important concern for safety and healthy boundaries in this area. It is inevitable that there are numerous occasions when we need to have physical contact with children. As part of our duty of care to your child, there may be times when they need comforting or reassuring, or in a minority of circumstances to remove a risk to other children or staff. We may choose to hold children for a variety of reasons, but in general terms we would normally do so for either comfort or reward. We may also need to physically touch, guide or prompt students if they require personal care, assistance with writing, eating, dressing etc. It is important for staff and parents to have a clear understanding of the School’s guidelines for physical contact.

Summary

- Sometimes children do like to hold hands, this is natural. Hand holding would never be used as a method of control.
- Women do not have physical contact with boys over aged 9, except in the case of unusual and warranted circumstances.
- We do not allow lap sitting.
- A member of staff will always respect a child’s choice to not be touched.
- Staff have a ‘duty of care’ to pupils. If they believe there is a risk of serious harm, they will take action and, following school procedure, may physically intervene to remove a child.
- All staff have been trained in de-escalation strategies.
- Staff members are never to be alone with a child in closed rooms.

XXXII. HEALTH AND SAFETY

Sunscreen, hat, and water bottle are required are required every day. MMA recommends that all parents research to find and use safe, non-toxic sunscreens.

XXXIII. ACCIDENTS / EMERGENCIES / FIRST AID

MMA works hard to provide a safe environment for the children at all times. However, part of growing up can include bumps and bruises. Our School is equipped with simple first aid supplies and if a child has a minor accident the staff will provide appropriate first aid to the child.

When injuries do occur, we make two copies of a written report to inform parents about the accident, because we know parents want to be advised. One copy is for the parent and the other copy is to be signed by the parent and kept in the child’s file.

If a child sustains a serious injury, a trained staff member will provide first aid, and you will be contacted to pick up your child. If there is an emergency requiring immediate medical attention, 911 emergency personnel will be called, and the parent and/or the child’s physician will be notified. If a child needs to be transported by an ambulance, a team member will accompany your child if the parent is not available. When the parent is unavailable, alternate names in the child’s file are contacted as well. There are Team Members, including Administration, trained in First Aid and CPR.

Every effort is made by staff to prevent the spread of germs. We strive to maintain the highest standards of cleanliness, which includes required hand washing for children and teachers and instruction in hygiene to help minimize the spread of germs. Children are required to hand wash throughout the day.

XXXIV. SICK CHILD POLICY / SYMPTOM-FREE RULE

One of the most serious challenges facing schools is preventing illness. The children must be protected and therefore this policy is applicable to all families. *We take this policy very seriously to prevent the spread of illness.* MMA uses the following guidelines to protect your child as well as others from contagious illness. We realize that this can sometimes be an inconvenience for parents, but we trust that you will understand the necessity for such a policy.

If any of the following conditions* occur while your child is in attendance, you will be notified, and your child must be picked up from school as soon as possible:

1. Diarrhea
2. Difficulty or rapid breathing
3. Vomiting
4. Yellowish skin or eyes.
5. A temperature of 100.4 degrees Fahrenheit or higher and/or has had a fever during the previous 24 hours
6. Mucus with green or yellow color, unless child has been on antibiotic therapy for 24 hours.
7. Undiagnosed rash.
8. Sore throat.
9. Severe cough.
10. Chicken pox, pertussis, measles, mumps, rubella, impetigo, diphtheria or herpes simplex.
11. Untreated scabies, tinea corporis or capitis (ring worm).
12. An ear infection, unless provided notification that child is under physician's care.
13. Head lice.
14. Pinkeye.

*Or any other condition deemed necessary by the MMA team

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. We need your help for this.

Do not bring ill children to the School and if your child becomes ill, please pick the child up immediately.

Please notify the School immediately if your child has been exposed to a communicable disease.

XXXV. THE 24-HOUR 'SYMPTOM-FREE' RULE

The School's policy requires that your child be free of symptoms of illness: fever, diarrhea, or vomiting for at least 24 hours without the aid of medication. Please keep in mind that if we send your child home because of illness, the child will not be admitted back to School the next day because the 24-hour period will not have elapsed. Do not rush a child's return to school following an illness. The School reserves the right to require a doctor's statement before the child can be re-admitted to the School.

XXXVI. MEDICATIONS

In order for MMA staff to administer medication, we are required to adhere to the following protocol

- MUST have a doctor's written prescription on the medication bottle.
- All medication must be in the original container.
- The container must be labeled with the child's name.
- All medicine must be labeled with the date (if prescribed) or the date brought to the School.
- The medicine must include directions on how to administer the medication.
- All medications must have an expiration date and we cannot administer medication after the expiration date.
- The medicine can only be administered to the child for whom it was intended.

- The Wellness Coordinator shall administer the medicine no more than 2 times per day unless directed by a doctor.

XXXVII. DRILLS AND EVACUATIONS

Emergency fire drills are mandatory by law and conducted monthly to prepare the child should an emergency situation arise. Our School is equipped with fire alarm system, ceiling sprinklers, and fire extinguishers. It is important to talk to your child should they raise questions or concerns about the drills and we will prepare them in advance as well. Each classroom has an exit to the exterior outside. In event of a fire, each classroom will be escorted by the staff through the appropriate exits onto the enclosed playground. Staff will take attendance records with them and attendance is taken once outside to make sure all children are accounted for. No one can enter the building until a final sweep and clearance has been given to return to the building.

XXXVIII. EMERGENCY EVACUATIONS

- **IN CASE OF A THREAT:** In the event there has been made a threat on the MMA facility or nearby facility, the local law enforcement officials will be called and a lock-down of the School will take place. During a lockdown and as with all times during school hours, all exterior doors will remain locked and during a lock-down no one can enter or exit the building until the appropriate authorities arrive.
- **IN CASE OF SEVERE WEATHER:** All parents will be immediately notified through our parent closed WhatsApp group and email of any measures that are being taken, in the event of severe weather.
- **IN CASE OF EVACUATIONS:** Any time an evacuation is necessary, each classroom will follow the primary evacuation route that is posted in the classrooms located on the Emergency Evacuation Procedure map. If it is inaccessible, the classes will follow the secondary evacuation route. All teachers must carry their attendance records with them and remain in their designated space with their class until the Director checks the facility and gives clearance to return to the building. If clearance is not possible and the children must evacuate away from the building, the children will be escorted by staff directly to the designated evacuation location. A complete evacuation and emergency plan is available in the MMA office.

XXXIX. COMMUNICATION

Communication between the school and home family will occur in several ways:

1. The MMA App
2. Email
3. Newsletters
4. Private WhatsApp group

An email list of all MMA Team Members is provided to all parents at the beginning of the year, and an updated list can be acquired from the office at any time. Please give the Teachers and Leadership Team 24 hours to respond to your email. If it is more urgent, please message the office.

XL. CLASSROOM NEWSLETTERS

Parents will receive a weekly newsletter that the children have helped to create. Each edition will feature classroom updates, any special announcements, celebrations and recognition, Dvar Torah, Parsha readings, and much more.

XLI. ORGANIZATIONAL STRUCTURE

Our Leadership Team is comprised of the following roles. We will notify parents of any changes.

Founder, CEO & Head of School
Chaya Mushka Ben-Shabat

Founder & COO
Mordechai Ben-Shabat

Kodesh Director
Rabbi Chaim Milrad

Head of Curriculum
Hadassah Brofman

Teaching Team
Rabbi Chaim Milrad
Hadassah Brofman
Shmuel Gruys
Ari Parkhurst
Brooke Foster*
Robin Rosenblum*

* Part-time and enrichment staff

XLII. PARENT/TEACHER COMMUNICATIONS

Parents' involvement in their child's education is not only encouraged, but also mandated at MMA in both formal and informal ways. As a matter of fact, we believe it is imperative to the success of the child. It is important for parents to know what is happening in their child's classroom as well as at the School. MMA views itself as an extension of each child's family and we want to partner with you for the success of each child. Please make every effort to stay informed; you are your child's advocate and their most important teacher.

When you have a concern regarding a Teacher or Team Member, please remember:

- Teachers *want* parents to be satisfied with the care & education their child is receiving.
- Talk to the teachers directly whenever possible.
- Realize that if you have a concern with a teacher, the Head of School will need to investigate and talk with the teacher about your concern in order to deal with the issue in a straightforward manner.
- Please give teachers a chance to correct minor issues.

- Sometimes we cannot make the changes you may request due to other restrictions, but we ALWAYS want to hear your suggestions.
- We promise to consider all input seriously and respond to you in a timely manner.
- If at any time a parent wishes to meet with their child’s teacher to discuss issues that may arise, he/she can contact the teacher to schedule a meeting.
- We do ask that you schedule a conference with your child’s teacher to discuss issues in depth, and not try to discuss them during drop-off and pick-up times.
- Please use the school email or phone to reach out to your child’s teachers rather than using their personal phone or social media.
- Please allow 24 hours for response time under normal circumstances.

MENACHEM MENDEL ACADEMY
FAMILY HANDBOOK SIGNATURE PAGE

- I have read and reviewed all of the Menachem Mendel Academy Family Handbook. I agree to cooperate with the school policies and support them as an MMA parent.
- I understand that my child's success is a partnership between the Home and School Families. My child is counting on me for success.
- I understand that each classroom is equipped with web-based cameras for private-access parent viewing and the campus is monitored continuously.
- Smoking is strictly prohibited on any part of the premises owned by MMA, including but not limited to, the parking lot, front entrance, inside any part of the campus and/or any other part of the facility which potentially may be occupied by the children or not. This includes electronic cigarettes.
- I understand that if I discuss negative, confidential, private information about a child to other parents, cause gossip or defame the school, I shall be asked to leave.
- I understand that failure to abide by MMA policies and procedures may result in my child's enrollment termination. Disregard of policies can include: ignoring state licensing rules and regulations, not keeping my account current, aggressive, loud or argumentative interactions with the MMA Team, hostile communications to MMA or other MMA families.
- Above all, MMA reserves the right to maintain a harmonious and safe environment for the children. The goal is to bring about collaboration between the home and school in ways that enhance my child's development.

SIGNATURE PAGE

Sign and return this page to the MMA office:

Parent's Name: _____

Signature: _____

Date: _____

Child's Name _____

Additional Children:

Child's Name _____