



FAMILY HANDBOOK

2019 - 2020

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I. WELCOME

Menachem Mendel Academy
3024 E. Fillmore St
Phoenix, AZ 85008

Dear Parents & Students,

Welcome to Menachem Mendel Academy! On behalf of the Faculty and Staff, I wish to welcome you to our MMA Community. The MMA Family is made up of students, teachers, and parents working together as partners on a common commitment. We are honored that you have chosen us, Menachem Mendel Academy, as your partner in the selection, education, care, and success of your child.

We consider ourselves an extension of each individual child's family. At MMA, we are interested and invested in providing the best care and education for our students. Our teachers not only strive to educate, but also build, encourage and develop interpersonal skills with students. The MMA Team is devoted and committed to focus on Student-Centered Learning. Student-Centered Education refers to a wide variety of educational programs, learning experience, instructional approaches, and academic-support strategies that are intended to address the distinct learning needs, interests, aspirations, and cultural backgrounds of each individual student.

This Family Handbook has been prepared for your benefit. In it you will find many answers to questions that may arise during the school year. Please use this essential guide to better understand our policies and procedures. Together, as a School Family, we can effectively reach our goals and maintain Menachem Mendel Academy's Standard of Excellence!

Sincerely,

Rabbi Yoseph Wernick
Principal

II. MISSION

Our mission is to revolutionize Jewish Education and create happy, refined children who are also compassionate, highly skilled and rooted in Torah with a servant-leadership worldview. At MMA, we accomplish this by combining the best practices with Student-Centered Academia, Holistic Wellness, Environmental Preservation, Cutting-edge Technology, and good old-fashioned FUN!

III. CORE VALUES

1

TORAH IS LIFE

- ★ Knowledge is power. To know G-d's way is to connect with G-d's essence in the deepest way possible. Torah is the looking-glass with which we view the world.
- ★ All knowledge stems from Torah. At MMA, math, science, history, social studies, reading, writing, and the arts are all taught through a Torah perspective.
- ★ MMA focuses on educating happy, refined, solutions-oriented leaders, who are accomplished, loyal, proud, and compassionate Jews.
- ★ The same way a soul is connected to the body, Jews are tied to each other and the Land of Israel. We strive to instill our students with a loving attachment to the Land of Israel, the Jewish people, and a sense of responsibility for their welfare.

2

LIFE SKILLS ARE CRUCIAL

- ★ The wise King Solomon described the Torah saying, “its ways are pleasant ways (*darchei noam*) and all its paths are peace (*shalom*).” At MMA we seek to model a courteous and gentle approach.
- ★ We believe that every child is good and will do good if s/he can.
- ★ Life-skills like critical thinking, problem solving, communication, leadership, emotional-management, time-management, and goal setting are equally important as textbook data.

3

HOLISTIC HAPPINESS

- ★ The word *Shalom* is from the root word *shalem*, which means, **to be whole**. We nurture the *whole* child—their physical, emotional, mental, social, and spiritual well-being.
- ★ We teach our students self-control and healthy boundaries; guiding and developing students to have respect for themselves, others, and the property of others. We focus on building character traits (*middot*), including gratitude and modesty (*tzniut*). Consequences for poor choices and behavior are learning experiences for the future, not punishment.
- ★ Art, music, sports, gardening, and teamwork are essential parts of the curriculum and make learning fun.
- ★ MMA proudly promotes true health for a lifetime! Students learn how happiness, nutrition, exercise, and being proactive with their health are the essential keys to longevity.

4

WORLD-CLASS ACADEMICS THROUGH CUSTOMIZED EDUCATION

- ★ Students often learn faster and perform better in smaller classrooms. At MMA, we help our students strive for excellence by utilizing a curriculum designed specifically for each child.
- ★ Frequent evaluations help us monitor and understand the individual learning curve of each student, to encourage advancement in their success without excessive tests.
- ★ Outstanding teachers make our model possible. We insist on excellent pay, a supportive environment, and fulfilling roles for our MMA Team.
- ★ Parental partnership is also key to student success. MMA encourages parents to share their passions, contribute to school activities, and model life-long learning.

5

GOODNESS & KINDNESS

- ★ Kindness and concern for the welfare of others are a hallmark of the Jewish people.
- ★ Frequent *chesed* projects and field trips allow MMA students the opportunity to develop compassion and give back to the community by volunteering at elderly homes, food banks, animal shelters, and helping children with disabilities.
- ★ As Jews, we work hard to protect the environment and sustain Hashem's resources for future generations.

IV. PHILOSOPHY

MMA Education is a way of life. We nurture and educate the whole child, including their physical, emotional, mental, social, and spiritual wellness. Menachem Mendel Academy is built and developed around the needs of each individual child. MMA's approach is the opposite of a one-size-fits-all approach to education, therefore, no two classrooms or academic school year will be exactly the same. We provide freedom and independence while keeping a structured environment to respect the natural development and success of each child.

The MMA Classroom experience focuses on the best principles of Jewish Education. At Menachem Mendel Academy:

- 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 the prism of Torah.
- Children don't spend long hours sitting at their desks, blindly memorizing useless data. At MMA, students are having so much fun exploring with hands-on assignments, allowing them to be more creative without realizing they are doing any conventional learning at all!
- Children receive an extensive amount of attention to assess and support growth.
- The learning materials are geared toward specific stages of Child Development.
- We empower children by teaching them to do things themselves rather than doing things for them. Children learn self-discipline and how to care for themselves, each other and the environment, to better equip them and learn how to handle the challenges of today, tomorrow, and the future.
- We foster a healthy balance of indoor and outdoor activities, group activities and individual learning, textbook and tactile education. MMA creates healthy boundaries and helps each child find their path, by gently helping them see different perspectives and make the right choices.

V. MMA FAMILY PROFILE

Menachem Mendel Academy's model is built on a *strong partnership* between parents and school staff.

Qualities we look for in our MMA Families:

1. Parents who want to take an active role in the education of their children.
2. Parents who expect excellence in the school system and are prepared to contribute their time and talents.
3. Parents who want their children to have the benefits of a customized curriculum, 1:1 attention, and creative, out of the box, learning opportunities.
4. Families who want to prepare their children to *thrive* in tomorrow's world while being proficient and actively involved in the Jewish world. Hi-tech **and** hi-touch. World class academics, life skills, and character development.
5. Parents who want strong academics **and** strong Jewish studies. We strive for a fully integrated educational program, featuring "enrichment" activities as part of our core curriculum (i.e. art, music, athletics, gardening, coding, computer and keyboarding skills, baking, sewing, woodwork, drama, yoga, foreign languages).

What does the finished product of an MMA Education look like?

- MMA Graduates are grounded in Judaism, others-focused, compassionate, generous, grateful, curious, big-thinking, humble, hard-working, confident, creative, self-starting, goal-minded, and solutions-oriented servant leaders.
- Young adults who are enthusiastically involved in the service of Hashem, devoted to a life of Torah and Mitzvot. They embrace the opportunity to infuse their individual path of choice with passion and excellence, striving to make a kiddush Hashem wherever they go.
- Life-long learners who influence their surroundings with goodness and kindness as they work hard to pursue their own personal and professional dreams.
- Young men and women who will be leaders/active members of their communities and looking to build their own families, while engaged with civic issues, and business or the professions.

VI. CURRICULUM

Our curriculum is designed to equip our students to thrive in today's world, while simultaneously preparing them to be the Leaders of Tomorrow. Our curriculum includes: traditional Jewish knowledge and wisdom, outstanding "secular" academics, and critically important, but grossly overlooked life skills that every human needs, all within a child-focused, creative learning environment.

VII. REGISTRATION

All children must be enrolled for this academic school year before attending Menachem Mendel Academy. Once a decision for acceptance has been 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. Student Transcript(s) from previous school
4. Current Immunization Record or Personal Belief Exemption Form
5. Birth Certificate (*original or certified copy is required by the State to prove identity & age*)
6. Arizona Private School Affidavit
7. Medical Consent Form
8. Allergy Profile & Response Plan
9. Pick-up Authorization Form
10. Field Trip Permission Form
11. Sports Permission Slip
12. Transportation Agreement Form
13. Photo/Video Release Form
14. School Supplies & Sefarim Levy

NOTE: These forms must be updated and concurrent throughout your child's enrollment, otherwise enrollment may be subject to termination.

VIII. TUITION

MMA tuition fees are charged bi-weekly or monthly dependent on your arranged payment plan. The tuition fee will automatically be deducted from the checking account, savings account, or credit/debit card as provided on the Authorization for Automatic Deduction Form. Automating your payments frees up time and resources, allowing Menachem Mendel Academy the opportunity to focus on Educational Programs for the benefit our students. There are no discounts or reimbursements for days missed due to illness, absences, vacation, severe weather, emergencies, or during the holidays when school is closed. A two weeks' notice is required for all withdrawals.

IX. NON-SUFFICIENT FUNDS

A Non-Sufficient fee of \$25.00 will be assessed for failed/rejected tuition payments due to insufficient funds. Failure to promptly pay the outstanding cost of tuition or inability to provide a new form of payment may result in the termination of your child's enrollment.

X. WAITING LIST PRIORITIES

Students are accepted on a first come, first served basis. In accordance with Arizona State Law, siblings of enrolled students are given first priority. Having priority does not guarantee admission. If your child is placed on the waiting list, we will contact you by phone and email to inform you once space becomes available. Once placement has been offered, you will have 48 hours to contact the school and accept/decline admission. If we do not hear back within this time period, the application for your child will be deactivated and the next student/family will be contacted for enrollment.

XI. HOURS OF OPERATION/SCHOOL HOURS

Menachem Mendel Academy Office Hours:

Monday – 8:30 AM to 4:15 PM

Tuesday – 8:30 AM to 4:15 PM

Wednesday – 8:30 AM to 4:15 PM

Thursday – 8:30 AM to 4:15 PM

Friday & Erev Yom Tov – 8:30 AM to 2:45 PM

School hours are as follows:

Monday – 8:45 AM to 4:00 PM

Tuesday – 8:45 AM to 4:00 PM

Wednesday – 8:45 AM to 4:00 PM

Thursday – 8:45 AM to 4:00 PM

Friday & Erev Yom Tov – 8:45 AM to 2:30 PM

Before and after-school care is available with limited space.

XII. ATTENDANCE, ABSENCE, & TARDINESS

At MMA we create an environment where kids want to come and learn at school. Attendance is a crucial part of your child's academic success; children cannot learn if they are not in school. We understand that traffic, unexpected hiccups, and life happens. To ensure our MMA Families understand the importance that every minute at school counts, we ask that all students arrive by 8:40 AM.

Absences due to personal illness, medical appointments, court or any other legal reasons can be verified if official documentation is provided.

Absences which are not verified by either official documentation or parental notification will be marked as truant.

Unauthorized or Excessive absences, even those verified by parents, may lead to disciplinary actions which include but are not limited to detention assignments, parent conferences, or alternative placement.

Type of Absences are as followed:

- **VERIFIED (E):** An absence due to illness approved by a physician or a court summons with verification. Medical, dental, or optometric appointments, with verification. Death of an immediate family member.
- **UNEXCUSED (X):** An absence which is personal and all other forms of illness, not verified by a doctors note.
- **TRUANCY (T):** An absence without the knowledge or approval of parent/guardian, or school authority.
- **TARDY (L):** Arriving to class and/or not being in assigned seat by the time the tardy bell rings for the period.
- **SUSPENSION (S):** An absence due to a student being involved in violation(s) of any of the listed reasons of the MMA Suspension Form.

XIII. PICK-UP/DROP-OFF PROCEDURES

Class attendance begins promptly at 8:45 AM. In order for children to receive the full benefit of our program and participate in group activities, we ask that you have your child here by this time. We are open to welcome students as early as 8:30 AM.

When you arrive at the school, an MMA Team Member will be waiting on the curbside to greet you. Please prepare to say goodbye to your child(ren) at the drop-off line. Students will be guided towards the building to settle in, and find their place before 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.

Students will be released to parents, guardians, and/or authorized persons at the designated pick-up area. Daily signatures are not required for authorized persons, as all signatures are kept on file electronically.

Per MMA's Policy:

- Children must be picked up by their parent/guardian or other authorized person.
- Authorized persons are at least 18 years of age and may be asked to provide a photo ID to verify identification.
- Parents/Guardians are required to inform Menachem Mendel Academy with the name of the person picking up their child if for any reason they are unable to pick up their child from school that day.
- Under no circumstances will your child be released to anyone other than those listed on the Pick-Up Authorization Form. Please contact the Administration Office if you need to update this information.

XIV. LATE PICK-UP

Menachem Mendel Academy closes promptly at 4:15 PM Monday through Thursday and at 2:45 PM on Fridays and Erev Yom Tov, excluding Holidays and No-School Days.

Late fees may be assessed if you repeatedly fail to pick-up your child by closing time. MMA Teachers and Staff have families waiting for them as well, and we ask that you respect the school closing times.

The following fees may be assessed for tardy pick-up:

- \$15.00 fee – first 5 minutes late
- \$10.00 fee – each additional 5 minutes late

Repeated failure to pick-up your child on time can result in enrollment termination.

NOTE: We are required by law to contact the local law enforcement if a child gets left behind and is not picked up. This policy will be enforced if we do not hear back from a parent, guardian, or authorized person by 6:30 PM.

XV. SCHOOL BUS/TRANSPORTATION PROCEDURES

We are currently working on offering transportation to our students. MMA Transportation is limited and available on a first-come, first-served basis. We will notify you as soon as possible regarding the transportation procedures closer to the first day of school.

XVI. VACATION, HOLIDAYS, & NO SCHOOL DAYS

Menachem Mendel Academy is closed in observance of the Jewish Holidays including major holidays in which work is forbidden. Adequate vacation time has been scheduled around the holidays to ensure MMA Students along with the MMA Faculty and Staff can enjoy quality time with their families. Additionally, we are closed in observance of all National Bank Holidays. Please see the 2019-2020 MMA School Calendar for more information about vacation, holidays, and no school days.

XVII. PROFESSIONAL DEVELOPMENT/TEACHER WORKDAYS

The MMA Team will participate in Professional Development Days throughout the year to demonstrate ongoing growth and leadership within our Faculty and Staff for the benefit of our students. The school is considered closed and students shall not attend school on these designated days. Teacher Workdays are essential to your child's development and success at Menachem Mendel Academy. Please see the 2019-2020 MMA School Calendar for more information about Teacher Workdays.

XVIII. CHILD ABUSE AND/OR NEGLECT

Per State Law, Menachem Mendel Academy is required to report all and any suspected cases of child abuse or neglect with the Arizona Department of Child Safety.

Arizona Statewide Toll-Free Child Abuse Hotline

1-888-SOS-CHILD

1-888-767-2445

XIX. SCHOOL SECURITY AND SAFETY

All external doors and gates are locked to ensure the safety of our students, faculty and staff. Classrooms are equipped with CCTV cameras and the campus is continuously being monitored with security cameras.

XX. CLOTHING/DRESS CODE AND PERSONAL BELONGINGS

At MMA, we do not require a set uniform. We encourage a dress code that allows our children to express their unique individuality while maintaining an environment that promotes excellence.

A smart-looking dress code raises students' expectations of themselves. When dressed neatly and presentable, students tend to behave more seriously. Oftentimes, teachers find calmer, more polite and attentive students. When students feel more confident in the way they look, their behavior tends to reflect the same confidence.

Some people mistakenly believe that dress codes do not prepare students for the real world, however, most workplace and professional settings have a uniform or dress code policy.

A dress code also makes meeting Shulchan Aruch's expectations of dress and Tznius easier to achieve.

Students are expected to maintain the highest possible standards of personal hygiene. This includes personal cleanliness, as well as wearing clean clothing.

Dress Code for Boys:

- A Kippah/Yarmulke and tzitzit should be worn at all times (*off-hours as well*)
- Pants can be nice slacks and can be any solid color (*e.g. grey, black, dark green, khaki, navy*)
- No jeans, torn pants, oversized-cargo pockets or skin-tight pants should be worn
- Shorts may be worn up to Bar Mitzvah
- Shirts should be button-down with a collar, in any solid color or pinstripe; respectful in color (*e.g. white, cream, blue, light blue, green, red, etc.*)
- Shirts should be tucked in at all times (*except during play time*)
- Long sleeve and short sleeves shirts are acceptable
- No T-shirts, polo shirts or collarless shirts
- Polo shirt and tracksuit pants are acceptable on gym days only

- White shirts should be worn on Rosh Chodesh and other special days (*See MMA School Calendar*).
- MMA sweater or a plain sweater may be worn
- Closed-toe shoes should be worn with socks at all times
- No sandals, Crocs or Heelies.
- Hair should not be overly long. Payos/Petot should be recognizable and at a minimum reach the cheekbone.

Dress Code for Girls:

- Skirts/Jumpers should reach the mid-calf and can be worn in any solid color or pinstripe; respectful in color (*e.g. grey, black, green or navy-blue, etc.*)
- Blouses should be button-down with a collar and can be any solid color or pinstripe; respectful in color (*e.g. white, pink, purple, navy, etc.*)
- No T-shirts, polo shirts or collarless shirts.
- Polo shirt and leggings worn under the skirt, in addition to socks/tights, may be worn on gym days only
- All shirts to be either $\frac{3}{4}$ length (covering the elbows) or long sleeve
- Skin tight shirts should not be worn
- White shirts should be worn on *Rosh Chodesh* and other special days (*See MMA School Calendar*).
- MMA sweater or a plain sweater may be worn
- Closed-toe shoes should be worn with socks at all times
- No sandals, Crocs or Heelies.
- Tights or knee-high socks should be worn at all times during all seasons, in any solid color or pinstripe; respectful in color (*e.g. navy, black, white, brown, etc.*)
- Hair longer than shoulder length should be tied back and not worn loose/down
- Stud earrings and earrings worn close to the earlobe are acceptable
- No hoops or dangling earrings
- Make-up and nail polish should not be worn to school

NOTE: All students are expected to comply with the dress code. Dressing loudly or in a manner that distracts other children from learning may result in sending your child home. Students who do not meet the dress code will not be allowed to attend class until appropriate clothing is provided by their parent/guardian.

Dress Code for Parents:

Menachem Mendel Academy respects that our MMA Parents come from various backgrounds and levels of observance. We do request that all parents honor the wholesome Jewish environment that permeates our school and dress accordingly when coming to campus. Please make sure all attire is modest and respectful.

XXI. FIELD TRIPS

Connecting Classroom Learning to Real-World Experience

We view field trips as an integral part of your child's curriculum and learning. For this reason, we put extensive thought and effort into planning field trips that will make connections between classroom learning and vibrant, meaningful, real-world experiences. Since field trips are part of the curriculum, field trip attendance is **not** optional; all students are required to participate.

Code of Conduct for Field Trips

Oftentimes, visitors form a lasting impression of our school community by the way our children behave on field trips. Therefore, it is imperative that our students hold themselves with dignity and reflect our school core values. We hold students to the same behavioral standards on field trips as we do at school. Game boys, iPods, or other electronic equipment are not part of the MMA learning curriculum, and must be left at home.

XXII. 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.

XXIII. 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. By law, MMA must provide information pursuant to a subpoena or if a child's welfare is at risk to a third party and/or appropriate agencies when required. AT NO TIME should a parent discuss another child's information with another parent. This is grounds for being removed from the school.

XXIV. SCHOOL MEALS/FOOD AND DRINK POLICY

The mealtime experience at MMA is special. It is essential for children to have a nutritionally balanced diet for healthy growth and development. We strive to provide a freshly made, nutrient-dense lunch for every child. The menu is carefully created with *love* for your child's wellness in mind. All food is made from scratch, using organic produce and kosher ingredients.

We are committed to protecting the earth's ecosystems by 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 and selected based on seasonality. Our nourishing menu is vegetarian-pareve, and 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 invite children to enjoy a second serving if they wish. We encourage children to try each dish and explore new tastes and flavors. Drinks are provided as well. While we primarily serve water as the body's main need, we 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 during the student enrollment process. No outside food is allowed on campus, unless medically mandated in writing from a physician. If you have any questions, concerns, or feedback regarding the food provided at our school, please contact us so we may address your concerns.

Special Events/Food

Occasionally 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:

- Kosher
- No disposable water bottles
- No candy
- No soda
- No Lunchables
- Meals should be healthy and balanced
 - homemade sandwich
 - fruits 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
- Reusable thermos/containers are allowed

XXV. TOY POLICY

Students are not allowed to bring toys to school as it is a distraction to learning and often results in lost or broken toys. The school provides sufficient items for children to play with for both outdoor and indoor recess. Theft or loss of any toys will not be investigated by school personnel. MMA will not be held liable for any damage or loss incurred, and all or any toys unlabeled in which a dispute may arise will be confiscated and considered the property of Menachem Mendel Academy.

XXVI. CHERISHING & PROTECTING HASHEM'S WORD

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.

XXVII. DISCIPLINE POLICY

An important part of our program and curriculum is positive guidance. At Menachem Mendel Academy, we utilize the best practices from two highly acclaimed and effective behavioral models in our school.

1. Conscious Discipline
2. 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 that they learn and become aware of what is and what isn't acceptable behavior.

XXVIII. ANTI-BULLYING POLICY

We are committed to providing a safe and supportive school environment in which all members of the MMA Community are treated with respect. In the rare case of bullying, Menachem Mendel Academy will use appropriate interventions. 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 do **not** tolerate bullying of any kind at our school.

XXIX. 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 an important concern for safety and healthy boundaries surrounding this topic. Touch is inevitable, as numerous occasions will arise in which physical contact with children may occur.

In caring for your child, there may be times when they need extra comforting or reassurance. In a minority of circumstances, removing your child from a risk or from risking other children, staff may require prevention or intervention with physical touch. The MMA Staff may also need to physically guide or prompt students if they require personal care, assistance with writing, eating, dressing etc.

It is important for the MMA Staff and MMA Parents to have a clear understanding of the school's guidelines for physical contact.

Summary

- Sometimes children enjoy holding hands; this is natural
- Hand holding will never be used as a method of control
- Women will not have physical contact with boys over aged 9, except in the case of unusual and warranted circumstances
- We do not allow lap sitting

- The MMA Team will always respect a child's choice to not be touched
- The MMA Team has a 'duty of care' to all pupils
- If there is a risk leading to serious harm, the MMA Team will take action by following school procedures, and may physically intervene to remove a child from harm or from harming other children
- The MMA Team has been trained using de-escalation strategies.
- Staff members are never to be unsupervised with a child in an enclosed room

XXX. HEALTH AND SAFETY

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

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

XXXI. ACCIDENTS/EMERGENCIES/FIRST AID

MMA works hard to provide a safe environment for our all our students. Part of growing up can include bumps and bruises from time to time. Our School is equipped with First Aid kits for minor injuries and accidents. The MMA Staff is trained to provide appropriate first aid assistance to a child in the case of a minor injury or accident.

When an injury occurs, a written report is created and the parent/guardian will be notified about the incident in writing. If a child sustains a serious injury, a trained staff member will provide first aid, and you (parent/guardian) may be contacted to pick your child up from school. In the case of an emergency requiring immediate medical attention, 911 emergency personnel will be called first, followed by the parent/guardian and/or the child's physician.

If a child needs to be transported by an ambulance, an MMA Team Member will accompany your child until a parent, guardian, or emergency contact can be located. All MMA Team Members, including Administration, are trained in First Aid and CPR.

XXXII. SICK CHILD POLICY

Every effort is made by Menachem Mendel Academy to prevent the spreading of germs. We strive to maintain the highest standards of cleanliness, by focusing on practicing good hygiene and implementing frequent hand washing for children and teachers. Children are required to hand wash throughout the day.

One of the most serious challenges facing schools is preventing illness. All children must be protected and therefore this policy is applicable to our MMA Families. **We take this policy very seriously to prevent the spread of 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. Menachem Mendel Academy uses the following guidelines to protect your child as well as others from contagious illness.

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. Yellowing of the skin or eyes
5. 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 (ringworm)
12. Ear infection, unless provided notification that child is under physician's care.
13. Head lice
14. Pinkeye
15. *Other - any other conditions deemed necessary by the MMA Team

The best way to prevent the spread of disease is to strictly enforce our standards regarding the exclusion of ill children. We need your help for this.

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

Do not bring ill children to school. If your child becomes ill, please pick your child up from school immediately.

XXXIII. 24-HOUR 'SYMPTOM-FREE' RULE

Menachem Mendel Academy school 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 readmitted to the School.

XXXIV. MEDICATIONS

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

1. Parents must authorize MMA in writing, to administer medications
2. MUST have a doctor's written prescription on the medication bottle
3. All medication must be in the original container
4. The container must be labeled with the child's name
5. Medication can only be administered to the child for whom it is prescribed
6. All medicine must be labeled with the date filled, and date brought to MMA
7. Medication must include directions on how to administer the medication
8. All medications must have an expiration date
9. MMA cannot administer medication after the expiration date
10. Staff shall administer the medicine no more than twice per day unless directed by a doctor.

XXXV. FIRE DRILLS AND EVACUATIONS

Emergency fire drills are mandatory by law and are conducted regularly to prepare your child should an emergency situation arise. Our School is equipped with a 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. Practice safety drills will be organized in advance to ensure all students are prepared for a live evacuation.

In the event of an actual fire, students will be escorted by the MMA Team through the appropriate exits onto the enclosed playground. Teachers and Staff will take attendance records with them and ensure all children are accounted for. No one may enter the building until a final sweep and clearance has been given to return to the building.

XXXVI. EMERGENCY EVACUATION PLAN

IN CASE OF THREAT

In the event there has been made a threat to Menachem Mendel Academy or a nearby facility, the local law enforcement officials will be called and a lock-down of the School may take place. During a lockdown, all exterior doors will remain locked. No persons can enter or exit the building until the appropriate authorities arrive.

IN CASE OF SEVERE WEATHER

All parents will be immediately notified through our closed/private MMA Parent WhatsApp group and notified via email of the measures 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 plan. 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 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 Administration Office.

XXXVII. MMA COMMUNICATION

All Communication between the Menachem Mendel Academy and MMA Families will be sent via:

1. Private WhatsApp group
2. Email
3. Newsletters
4. School Website

An email list of all MMA Team Members will be provided to parents at the beginning of the year. An updated directory can be acquired from the office at any time. Please allow 24 hours for our MMA Teachers, Staff, and Leadership Team to respond to your email. For urgent matters, please contact the Administration Office.

XXXVIII. PARENT/TEACHER COMMUNICATION

Parents' involvement in their child's education is not only encouraged, but also mandated at MMA in both formal and informal ways. At Menachem Mendel Academy, we believe it is imperative to the success of your child for parents to know what is happening in their child's classroom as well as at the school in general. MMA views itself as an extension of each child's family and we want to partner with you for the success of each child individually. 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:

1. Teachers *want* parents to be satisfied with the care and education their child is receiving

2. Talk to the teachers directly whenever possible
3. Give teachers a chance to correct minor issues
4. Sometimes we cannot make the changes you may request due to other restrictions, but we *always* want to hear your suggestions
5. We promise to consider all input seriously and respond to you in a timely manner
6. 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
7. 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
8. Please use the school email or phone to reach out to your child's teachers rather than using their personal phone or social media
9. Please allow 24 hours for response time under normal circumstances
10. If you are unable to resolve the situation by speaking to your child's teacher please contact the Principal

XXXIX. PARENT PARTNERSHIP

At Menachem Mendel Academy we emphasize the process of parents and children learning, working, and growing together in a commitment to excellence. Your active participation is vital to your child's success. MMA encourages parents to share their passions, contribute to school activities, and model life-long learning. Information on such opportunities will be available throughout the year.

XL. ORGANIZATIONAL STRUCTURE

Our dedicated team at Menachem Mendel Academy is comprised of the following roles:

Founder & CEO

Chaya Mushka Ben-Shabat

Founder & COO

Mordechai Ben-Shabat

Principal

Rabbi Yoseph Wernick

Administrative Director

Sahar Zabari

MMA Teachers

XL. FAMILY HANDBOOK SIGNATURE PAGE

1. _____ [Initial Here] I have read and understood the Menachem Mendel Academy Family Handbook in its entirety.
2. _____ I agree to cooperate with the school policies and support these policies and procedures as an MMA parent.
3. _____ I understand that my child’s success is a partnership between the MMA Team at School and the MMA Family at Home, and that my child is counting on me for success.
4. _____ I understand that each classroom is equipped with cameras.
5. _____ I understand that smoking (including electronic cigarettes) 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.
6. _____ I understand that if I discuss negative, confidential, private information about a child to other parents, cause gossip or defame the school, I may be asked to leave.
7. _____ 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.*
8. _____ I understand that above all, MMA reserves the right to maintain a harmonious and safe environment for the children, and that the main goal is to bring about collaboration between the home and school in ways that enhance my child’s development.

Child’s Full Name: _____

Parent/Guardian Name: _____

Signature: _____ Date: _____