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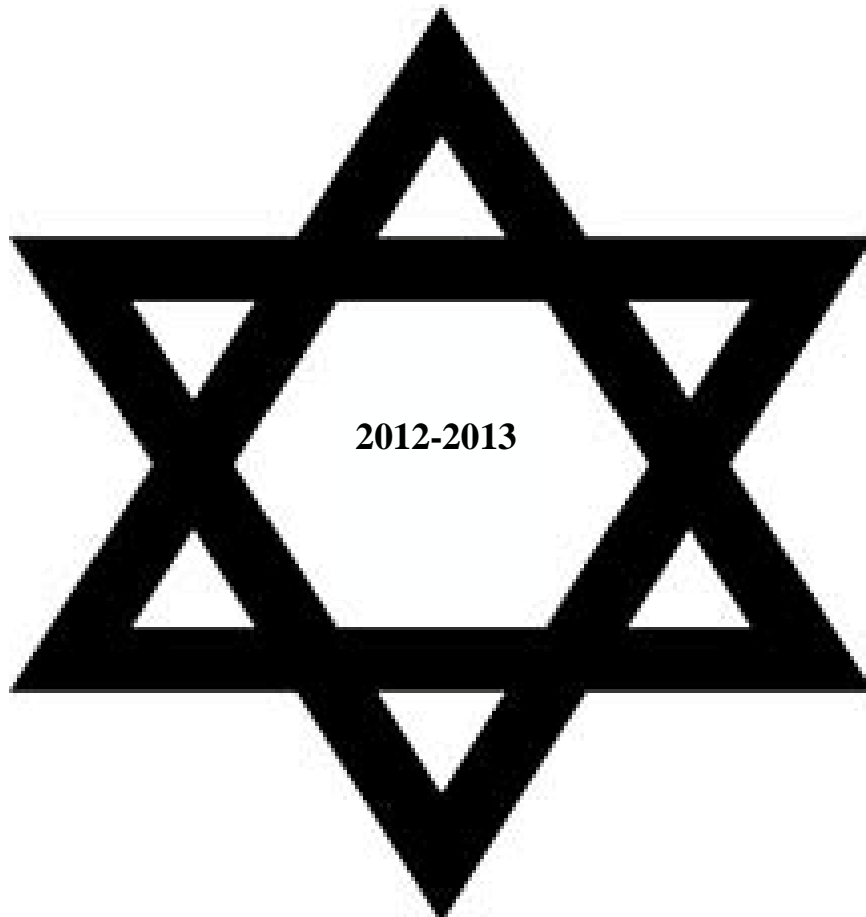
**THE LISA KAMPNER HEBREW ACADEMY
OF SAN FRANCISCO**

645 14TH AVENUE

SAN FRANCISCO, CA 94118

415-752-7333

PARENT AND STUDENT HANDBOOK



August 7, 2012

Dear Parents,

We are pleased to welcome you to Lisa Kampner Hebrew Academy's 43rd school year! We want to extend an especially warm welcome to new families at our school. We hope you will experience the strong community spirit that characterizes the Hebrew Academy and that you will feel a part of our family as quickly as possible.

The first day of school for grades 5-12 is **Monday, August 27, 2012**, and the first day for the nursery through 4th grade is **Tuesday, September 4, 2012**. Students in grades 1-12 should arrive at school between 8:15 and 8:25 AM. **All classes begin at 8:30 AM.** Lower School students in grades 1-4 are dismissed at 3:30 PM, and students in grades 5-12 are dismissed at 3:35 PM. On Fridays, grades 1-4 are dismissed at 2:50 PM and grades 5-12 are dismissed at 2:52 PM. Students will have a complete day of school on the first day, and will be given their textbooks, schedules, and room assignments. Please make sure to send in all forms (EMERGENCY CARD, HEALTH FORMS, DRIVING PERMITS, TYLENOL, and CONSENT TO LEAVE PREMISES) immediately. We update these forms every year. Please be sure your 2012-2013 forms are on file. **Students cannot begin school without these items.** In addition, all financial obligations should be paid in full.

It is important for you and your children to know the school's policies and procedures. Please read this information thoroughly and share it with your child. Your support and cooperation are essential in creating the strong partnership between home and school that is such an important part of the Lisa Kampner Hebrew Academy's success. We appreciate having our parents back up the school rules outlined in the handbook with their children. Additionally, if your child has a communicable disease, we expect you to report it to the office and take the proper precautions in treating the disease. Thank you for your help in this. If we work together, this school year will be the best ever.

WELCOME TO THE 2012-2013 SCHOOL YEAR!

Sincerely,

Rabbi Pinchas Lipner
Dean

Ms. Katheryn Schopp
Secular Principal

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Accomplishments

We are very proud of the accomplishments of our high school students. We congratulate our students, their parents, our shlichim, our teachers, our administrators, and our high school counselor, who, working together, have produced the following results:

For the past 14 years, **100% of our graduates have gained acceptance to colleges and universities.** The Lisa Kampner Hebrew Academy graduates attend some of the country's most prestigious universities in California and nationwide, including Stanford University, UC Berkeley, Harvard Business School, Columbia University, UCLA, Yale, Princeton, the University of Pennsylvania, Cornell, Johns Hopkins, Carnegie Mellon, Williams College, Wellesley College, NYU, Stanford Law, UC Davis, UC San Diego, UC Santa Barbara, UC Santa Cruz, University of Southern California, San Francisco State University, University of San Francisco, Cal Poly San Luis Obispo, and others.

Administrative Offices and Contacts

The administrative office is located to the right of the school's main lobby. The office staff is available Monday-Friday from **8:00 AM to 4:00 PM**. Please feel free to contact us if you have any questions. The answers to many questions can be found on our website at **www.hebrewacademy.com**. The calendar and handbook are available on the website.

By E-mail

- To reach the administration, email **lkhaadm@gmail.com**.
- To specifically reach Katheryn Schopp, principal, e-mail **krschopp@gmail.com**.
- To specifically reach Rachel Gefen, dean's assistant, email **rachelgefen92@gmail.com**.
- To reach Marietess, administrative assistant, e-mail **lisa_kampner@yahoo.com**.
- To reach any other staff member, e-mail either **lisa_kampner@yahoo.com** or **lkhaadm@gmail.com** and your email will be forwarded to the correct person.

By Phone

The telephone number is **415-752-7333**. If calling after business hours, please leave a message with our answering service.

Family Policies and Expectations

School Hours

Arrival

All morning classes begin promptly at 8:30 AM for students in grades 1-12. Students are permitted in the school building at 8:15 AM. **The Hebrew Academy will NOT be responsible for students who arrive before 8:15 AM**, as we do not have the staff to supervise students before that time. Students are to go directly through the front door upon their arrival on or after 8:15 AM; students should not congregate in front of the school or in the streets. All grades must wait in the lobby until the arrival of their teachers. All students

should be in class by 8:30 AM. Late students must enter through the front doors and must receive a late note before proceeding to class.

Daycare

Daycare is available for students through 1st grade. Daycare is available as follows:

Nursery and Pre-kindergarten students: 2:00 to 6:00 PM, Monday through Thursday
2:00 to 2:50 PM on Fridays

Kindergarten and 1st grade: 3:30 to 6:00 PM, Monday through Thursday

No daycare Friday

All students must leave campus by 3:00 PM sharp on Fridays.

Dismissal

- Students in grades 1-4 are dismissed at 3:30 PM, except on Fridays, when they are dismissed at 2:50 PM.
- Excepting students elective classes, students in grades 5-12 are dismissed at 3:35 PM on Mondays through Thursdays and at 2:52 PM on Fridays.
- Students who get picked up by their parents, grandparents or babysitters must wait in the lobby. They may not play in the gym, hallways or backyard, and they may not go outside until they see the person who is picking them up.
- Students who are old enough to walk or take the bus home may not to linger at or around the school, unless participating in a specific supervised activity. Smoking, littering, reckless driving, and socializing in front of the neighbors' houses are not allowed, as neighbors have complained in the past. Violators may face the loss of their off-campus privilege, suspension, and possible expulsion.
- Our school policy is that 1st through 5th grade students should be picked up from school or accompanied home by an older sibling. Grades 6th through 8th may go home alone with a guardian's permission. Students in 9th and 12th grades are free to return home by themselves. This policy is important to note for instances of suspension or other unforeseen circumstances of early dismissal. Forms are available if you would like to request other arrangements for your children.

Early Dismissal & Illness During School

- Please make every effort to avoid scheduling appointments during school (especially Upper School students, who may miss only 10 classes/semester). However, if this is unavoidable, the following rules apply to early dismissal:
 - Students will be dismissed early only if they have a note from a parent stating the time and reason they need to leave.
 - These notes must be brought to the office before 8:30 AM and not during class time.
 - Students will not be allowed to call home if they do not have a note.
 - If a student becomes ill during school hours, he or she should report the issue to the office. If it is decided that the student should go home, the following actions will be taken:
 - The administrative staff will call the parent(s). **If your phone number changes during the year, please make sure the office has your updated contact information.**
 - Parents are expected to arrange for pick-up within 30 minutes. Alternatively, parents may give permission for their child to drive, walk, or take the bus home.
 - **If a student calls his or her parent before reporting to the office, the student**

will face disciplinary action for improper use of electronic devices on campus.

Minimum Days

Check your calendar for minimum days. On these days:

- Students in grades 1-4 will be dismissed at 1:15 PM, and students in grades 5-12 will be dismissed at 1:24 PM.
- Parents **must** pick-up their children promptly, as there will be no after-school supervision.
- Children registered for daycare may go to daycare after dismissal and remain there until their typical pick-up time.

Thursday's Mail

Thursday's Mail is a newsletter that is given to Nursery through 6th grade students on Thursdays. It is also e-mailed to all parents who provide an e-mail address. Although it comes out most weeks, there are some uneventful weeks that do not warrant a Thursday's Mail. **BE SURE TO ASK YOUR CHILD FOR THURSDAY'S MAIL**, or check your email and read it to keep up on school news that is important to you and your family, including changes in schedule, announcements of special events, and reminders of important dates, times and obligations.

Books, Supplies, and Lab Fees

The school issues textbooks to all students, and students are responsible for keeping the books in good condition. All textbooks should be covered, but the covers should not be taped or glued directly to the book as this is damaging to the book. Also, please do not use contact paper or any other material that will damage books. If a student loses or damages a book, the student's family will be required to pay for the book before a new one is issued and before being cleared at the end of the year.

Additionally, students may be required to purchase books:

- Students in grades 3-12 will be using paperback novels as part of their English program. Parents are asked to purchase these books throughout the year. This is necessary as paperback books are seldom reusable, since we encourage students to underline and take notes in the margins. Parents will be notified throughout the year when books should be purchased and at what cost.
- Students in grades 6-12 are required to purchase a basic writing handbook that will be used both as a teaching tool and a home reference source. These are paperback books that cost approximately \$15. If you take good care of them, you will only need to purchase them every two to three years.
 - 6th-8th graders must have or purchase ***Write Source 2000***
 - 9th-10th graders must have or purchase ***Writers Inc.***
 - 11th-12th graders must have or purchase ***Write for College***
- Students in Advanced Placement courses and in some elective classes also purchase their own books.

Parents may be asked for, and are expected to pay, small lab fees for courses that are generally taken by students in grades 7 and higher.

Drop-off and Pick-up

We are concerned about traffic problems we have had during drop-off and pick-up times. To keep our students safe while they are going to and from school, please observe the following procedures:

- The San Francisco Department of Parking & Traffic has painted a white loading zone in front of the school. The white zone is in effect from 8:00 to 9:00 AM and from 3:15 to 4:15 PM on school days. You may **NOT** park in the white zone during these hours.
- Drivers should proceed in a single file of traffic from Balboa St. onto 14th Avenue. **Students should only get out on the passenger side of the car once it has entered the white zone.**
- If the white zone is full, all other cars must line up, single file, and wait. **DO NOT allow children to leave or get into your car while you are in the double-parked position waiting to use the white zone.**
- Pull as far forward in the white zone as possible.
- As soon as a car pulls up to let out a child, the child must get out of the car immediately. Parents should finish giving their child(ren) last-minute instructions and goodbyes **BEFORE** pulling over to let them out of the car. The driver must then drive off immediately. No lingering or talking with other parents, drivers, etc. If a parent wants to talk with friends, teachers, etc., the parent must first park his or her car in a legitimate parking space.
- As an alternative to letting your child or children off in the white zone, you may park your car in a legitimate parking space and let your children off. Your child or children must exit the car from the sidewalk side of the car.
- Cars **MAY NOT** stop across the street from the school and discharge students under any circumstances, even if the parent escorts the child across the street. In other words, cars are not allowed to approach the school from Cabrillo.
- Under **NO** circumstances is the parent or other adult driving the car allowed to leave the car double parked and walk away – into the school, to another car to talk with another driver, onto the sidewalk to talk to teachers, etc. **NO EXCEPTIONS!** If parents must accompany their children into the school or see someone in the office, they **MUST** first park their car in a legitimate parking space.
- When you pick-up your child(ren) after school, you **MUST** either leave your car in a legitimate parking space and wait for your child(ren) in front of the school, or drive into the white zone and quickly drive off after your child(ren) get in the car.
- Refrain from complaining and being rude to the teachers who are on duty after school to supervise pick-up time. They are making departure safe for your children. If you follow these simple rules, there will be no problems.
- Take note of street-cleaning restrictions when parking your car.
- Children must not jaywalk; they must **cross only at corner crosswalks**. We will give citations to students who violate this rule.
- Shouting, blowing horns, and leaving cars unattended are prohibited.
- **Do not block our neighbors' driveways** for any reason. We encourage our neighbors to call the police and have you towed. A few years ago, some parents were fined \$100.00 for blocking driveways. **Do not be rude to our neighbors**. You are wrong if you violate their property rights; when they are angry, they have every right to be so.
- Avoid backing up and making U-Turns. Take the time to go around the block rather than reversing direction.
- Any student, parent, friend or family member who violates these traffic rules will be given a warning. If the violations continue, scholarship may be revoked and, in some cases, the student involved may be asked to leave the school.

Late Pickups

All students must leave campus by 3:00 PM sharp on Fridays.

Our teachers are responsible for supervising students only until 3:00 PM on Fridays. Students must be picked up at that time or before. Continued tardiness for pickups will result in **financial penalties** and/or **suspension of daycare privileges** (if your child receives daycare). If this presents a problem you are responsible to make other arrangements.

Security and Visitors

Maintaining tight security at the LKHA requires the full cooperation of students, staff and parents. Despite any inconvenience caused by the enforcement of policies related to security, we know the school's efforts to create a safe and secure environment will be fully supported by all. As the front door and all visitors must be constantly monitored, **it is important that the following policy be strictly adhered to:**

- All visitors (those people unknown to the front office) must check in at the front office. Those with valid reason for further entrance into the building will be authorized to enter. Dropping off a lunch or key is not a valid reason for further entrance; parents may leave lunches, keys, etc. in the office.
- The LKHA does not allow relatives, friends, or former students to visit or observe classes except with prior approval. **Drop-in visits are not allowed under any circumstances.** Visitors may stay for no more than one school day, as visiting is generally considered a disruption of our rigorous academic routine. Visitors are expected to abide by all school rules, including the dress code and kashrut laws.
- Parents and grandparents of students in grades 1-12 may **NOT** walk their children to or from classrooms. In fact, parents are encouraged to not enter the building when dropping off and picking up their child(ren), unless they have specific business in the office. Due to our limited staff it is more convenient if parents wait in their cars or in front of the school.
- Students may not open the front door for anyone except staff and students.
- In the past, students have been caught propping open the back door. **DO NOT PROP OPEN THE BACK DOOR.** It compromises the safety of everyone in the building. If you are caught propping open the back door, you will be issued a detention and your parents will be called.

Messages

Please do **NOT** call the office to request to speak with your child or to leave a message for your child, unless it is an emergency. Emergency messages will be delivered during lunch or recess. Please make carpool and other after-school plans before your child goes to school.

Valuables, Storage, and Missing Items

While we hope and expect that all students act with honesty at all times, please avoid creating the temptation to steal by leaving valuables at home. There is no reason to bring large amounts of cash or other valuables (such as iPods, cameras, etc.) to school, since these items may not be used on campus. Stolen items are rarely recovered, and the LKHA is not responsible for any lost, stolen or broken items.

Lockers

All students in grades 6-12 will be provided with a locker in which they can keep their personal belongings. Follow these rules in order to keep your locker and protect your belongings:

- Do not exchange lockers with another student without Mr. Poirier's permission.
- Each student must protect locker mechanisms by keeping his or her locker organized. If your locker jams because you overstuffed it, you will be charged for the cost of opening and fixing it. This cost can run as high as \$200.00.
- If you have trouble with your locker, see Mr. Poirier at lunch or after school.
- Do not put anything permanent, such as stickers, on the locker. You are only **BORROWING** the locker for this year. If you decorate, be sure you do so in a temporary way. Temporary locker shelves and organizers are available at many stores.
- Do **NOT** put up any pictures you know would be unacceptable to the Hebrew Academy.
- Do **NOT** give your combination to anyone. Your locker is private. No one should be able to open your locker but you.
- **NEVER** keep valuables, such as money or jewelry, in your locker. You can never be sure your locker is secure, and the school will **NOT** be responsible for any loss. You are responsible for your things.
- If you bring something to school that is too large to fit in your locker, you must keep it with you throughout the day. You may not store items in the office because we do not have the space for this.

Lost and Found

- We suggest that students in grades 1-6 have their name written on their clothing labels, so items can be more easily returned.
- Check with Marietess for any items lost at school.
- Unclaimed items will be periodically displayed in the multi-purpose room. Any items that remain unclaimed after this will be donated to the needy.

Dress and Behavior Standards

Dress Code

As an institution of Torah learning and Jewish values, the Hebrew Academy conveys a sense of modesty and dignity. Consequently, students are expected to dress conservatively to show respect for their studies and the school they attend. The dress code applies during school **and at any school-related events, such as field trips and the Purim Carnival**. Any student who does not meet the dress code will be sent home or asked to wait in the lobby until a parent can bring appropriate clothes. Any class time missed because of improper dress will count as unexcused absence. Please assist us in respecting the following dress code. If you have any questions, please direct them to Mrs. Lipner.

Basic Guidelines

- All jewelry is subject to the discretion of the administration.
- Hair dyed unnatural colors (including streaks of unnatural-colored dye) is unacceptable.
- Clothing may not bear phrases or messages other than brand names. Appropriate images of flowers, brand logos, etc. are acceptable.
- No hats or sunglasses are permitted.

- Clothes should be neat and clean.

Boys in Grades 1-12

Use the rabbi's styles as guidelines for your own haircut, and please give clear instructions to your barber:

- Hair length must not be below the collar in back, and must not reach past the eyebrows.
- Mohawks, ponytails, hair dyed unnatural colors, and other outlandish styles are not allowed.
- **It is Torah law that side burns may not be cut above the cheekbone.**
- Hair should be neatly combed.
- Jeans are permitted, providing there are no holes in them, but the following are not permitted:
 - Shorts, sweat pants, or warm-up pants are not allowed.
 - Pants should not be too baggy or worn in a style where the underwear can be seen.
- Boys must wear socks.
- Boys must wear **collared shirts**:
 - T-shirts are not acceptable.
 - Hooded sweatshirts don't count as collared shirts; collared shirts must be worn beneath any jacket or sweatshirt.
 - Polo shirts are acceptable.
 - Shirts must be buttoned.
 - A shirt with an uneven hem must be tucked into pants.
- Boys may not wear earrings.
- Boys may not grow beards or mustaches. The only exception to this rule is when students are allowed to grow beards during the period preceding Lag Ba-Omer.
- Boys may not enter school without a kippah.
 - If a student forgets his kippah, he can purchase one in the office for \$3. We will not loan a kippah. Once a kippah is worn, it may not be returned.
 - Boys must wear a kippah at all times, including recess and P.E. Bobby pins are useful in keeping a kippah in place. In the past, students without bobby pins have removed their kippot during recess and P.E. - **this will not be tolerated**. If a student insists on doing this, we will require that he keep a cap in school for use during recess and P.E., or we will not allow him to participate in recess and P.E. No baseball caps or other hats may be worn in school except during P.E. or recess.
- According to Torah law, boys must wear tzitzit under their shirts. You can purchase tzitzit in the office for \$14.

Girls in Grades 1-12

- Girls must wear skirts or dresses that cover the knee, even when seated. No excessively tight skirts or skirts with slits are allowed, even if the slit is pinned shut. Slips must be worn if the skirt material is thin.
- No pants of any kind are permitted. This includes leggings, capris, and culotte pants. On outings and on gym days slacks or leggings are permitted, but only under appropriate skirts or dresses, and only at the time of the activity. The pants must be removed before entering class.

- No sleeves that come above the elbow
- No low-cut or see-through tops
- No immodest attire of any type

Girls in Grades 6-12

Due to past abuses of our previously vague dress code for girls the following dress code has been adopted.

- Girls in grades 6-12 must wear collared blouses that button from the neckline to the waist. Blouses with V necklines are not allowed.
- Blouses must cover the midriff even with the arms raised.
- Blouses must not be so tight that they strain or gap at the buttons.
- Polo shirts are not permitted.

School Decorum

We ask that parents instill respect for other's property in their children. Each student must feel a personal responsibility for keeping his or her classroom and school building neat and clean.

- **Any student caught defacing or damaging school property will be suspended and not allowed to return until a parent meets with an administrator.** The parents will be expected to compensate the school for any monetary loss. A second offense will result in expulsion.
- Students must not sit on tables or desks.
- Any student caught touching or playing with classroom phones will be suspended immediately.
- **Gum chewing is not allowed in school.**
- Students must not litter.
- Coats, backpacks, etc. must be hung in their proper place and not left on the floor. This creates a fire hazard.

Driving

Students who drive to school must obey all local and state driving laws, as well as the following school rules. Any student who violates these rules may lose the right to drive to school. He or she will also risk suspension, loss of off-campus privilege, loss of scholarship, and possibly expulsion.

- Any student who drives to school must have signed the driving form.
- Once the car is parked, the student may not enter, move, or use it during school hours. Therefore, **do not park in two-hour zones.**
- Students must be particularly careful when driving near the school.
- Looking for parking does not excuse lateness. Allow time for this.

Electronic Devices

Students use of electronic devices, such as CD players, iPods, cell phones, Gameboys, etc., during school hours is not permitted, with the exception that teachers may allow students to find information on iPhones for class, or allow them to make calls while waiting for a ride home so long as the student is supervised.

Note that if a student is **seen** with a cell phone in building before 5:15 PM on a weekday or on Sunday (if they are here for detention) or during and elective class the phone will be confiscated. A phone may also be confiscated if it rings in class.

The use of cell phones during school hours is allowed off-campus provided the phone is NOT used directly in front of the building, and the student has off-campus privileges.

ONLY A GUARDIAN LISTED ON THE EMERGENCY CONTACT FORM IN THE OFFICE MAY RETREIVE A CONFISCATED PHONE. To retrieve the phone, parents or guardian must make an appointment to see Ms. Schopp by calling Marietess at the office.

After the first offence, parents will have to pay \$10 to pick up an iPod or regular phone and \$25 to retrieve a smart phone, or leave the device locked in the office for one week.

Repeated confiscation of a phone from the same student may result in the administration keeping the phone for a more extended period of time.

Language

Only English is spoken in secular classrooms. The only exception will be if a teacher specifically asks a student to interpret for another student. Using other languages is disruptive, rude, and sometimes unethical. We ask that parents please work with us if your child is disciplined for repeatedly disobeying this rule.

We are convinced that not allowing foreign languages to be spoken in classrooms will improve the quality of education for all students and will be especially helpful to non-English speaking students.

Profanity and vulgar expressions are absolutely unacceptable in any language. It is against the Torah. **Students will be suspended for use of such language.**

Elevator

Students are not allowed to use the elevator unless given written permission from the office.

Academic Policies

Missed School

Please notify the office as early as possible if your child will not be in school. When your child returns to school, **a note explaining the absence must be handed in to the office** before she or he enters class. If the child does not have a note, the absence will be unexcused. While phone calls are greatly appreciated, a note is still required so the office can maintain proper records. Please note: family vacations are not excused absences. Also, students caught cutting class are suspended.

Upper School students who are absent more than 10 times in a semester are not covering the material adequately, and will not receive credit for the semester. It is the student's responsibility to make up courses needed for graduation; this may involve summer school or extra classes. On rare occasions, extended illnesses of five days or more that are confirmed by a doctor may allow for adjustments in the total number of absences allowed per semester.

Make-Up Work

It is the student's responsibility to ask the teacher for make-up work. Upper School students are expected to make up missed classwork and homework within one week, and to make up missed tests and quizzes on the first day back at school, unless otherwise decided by a teacher.

If a student is absent, the student should call a friend to get assignments in order to hand them in on time.

Homework

Homework is an instrumental part of the educational process. Lower School students will have one to two hours of homework per night. Upper School students will have two to three hours per night. Parents can assist their children greatly by establishing homework guidelines and cooperating with the teachers to see that all assignments are completed. Questions regarding homework can be answered directly by the teacher.

Grading

Grade Point Average

All high school students will have their grade point average (GPA) determined by the following scale used by the University of California:

GRADE POINT	LETTER GRADE	PERCENTAGE
4.0	A / A+	94-100
3.7	A-	90-93
3.3	B+	87-89
3.0	B	84-86
2.7	B-	80-83
2.3	C+	77-79
2.0	C	74-76
1.7	C-	70-73
1.3	D+	67-69
1.0	D	64-66
0.7	D-	60-63
0.0	F	0-59

Honor Roll

The Hebrew Academy Honor Roll will be announced soon after the end of each semester. It is indeed an honor to qualify for both of these honor rolls, and we are extremely proud of those 5th through 12th grade students who meet our stringent criteria:

- To qualify for the Principal's Honor Roll, a student must achieve a 3.5 grade point average or higher

in **BOTH** secular and Judaic classes.

- To qualify for the Dean's Honor Roll, a student must have an A- or better in every secular and Judaic class.
- To qualify for either honor roll, the student must not have excessive tardies or unexcused absences, excessive or unserved detentions, behavior problems, or unfulfilled obligations.

Interim Reports

Interim reports are sent out halfway through each quarter to any student who is failing a class or who needs improvement. We urge parents to be aware of their child(ren)'s progress by checking the grades on assignments that are returned to your child. If you are concerned about your child's grade in a particular class, please call the office and leave a message for the teacher to contact you.

Report Cards

Report cards are sent out approximately two weeks after the end of each quarter, about once every eight weeks. If you prefer, you can pick up your child(ren)'s report card(s) in the office when they become available. Thursday's Mail will announce this date.

Advanced Placement Classes

The LKHA offers several Advanced Placement (AP) classes, which is remarkable for a school our size. Many schools only allow seniors to take AP exams, but at the LKHA, students may begin taking AP classes and exams during their sophomore year, with the following guidelines:

- Students who enroll in AP classes must have permission from Ms. Schopp, who will consult with the AP teachers first, as these classes require extra time, effort and commitment. As a rule, only students with an "A" average in a particular subject will be allowed to take a college-level Advanced Placement class.
- In order to receive AP credit on an LKHA transcript, a student must take the national Advanced Placement exam, and receive a grade of 3 or higher. If you do not take the exam, or if you score a 1 or 2 on the exam, **no AP credit will be given** on your LKHA transcript. The only exception will be that if you earn an "A" in the AP course, regardless of your test scores, AP credit will be given on your Hebrew Academy transcript.
- **Students must be in school on the day the test is taken as well as on the day before and on the day after.** If you take the AP exam, you will only get credit if you follow this, and all other, rules.
- Before you enroll in an AP class, be sure you are willing to do the extra college-level work involved and to pay the extra fees. In addition to the monthly charge of \$60 per student, AP fees may run as high as \$200 per course for books, materials and exams; these fees are the financial responsibility of the student.

Conferences

- Teacher-Parent conferences are held once a year, after the first quarter (usually in late November). Thursday's Mail will announce the deadline to sign up.
- If, at any other point during the year, you would like to set up a meeting with a teacher, please call the office. Please do not contact teachers directly.

Lateness

Students who arrive late to class cause a major disruption, and excessive lateness will affect a student's understanding of materials. Therefore, we ask that parents put forth every effort to have students on campus before 8:30 AM. Any student who walks in after 8:30 is late. Lateness will only be excused if the student brings a note from the doctor, DMV, or other official office.

Grades 1-4

All students who arrive late must come to the office and get a note before going to class. First through fourth grade students are marked tardy if they are 10 minutes or more late to class. If a 1st through 4th grade student accumulates 5 days of tardiness they will be suspended for one day.

Grades 5-12

Students in grades 5-12 are expected to take responsibility for getting to school on time. If they are late, they must come to the office and get a note before going to class. Lateness will be dealt with according to the following policy:

- Accumulation of three times late to any class throughout the day late will result in a detention.
- Three detentions (nine times late) in one quarter will result in exclusion from the Honor Roll.
- 12 times late may result in suspension for one day.
- **Students arriving after 8:40 a.m. without documentation from a doctor, INS, or other official source will not be permitted to enter class.** A note from a parent is not enough. No credit will be given for any work due or tests given on that day. Exceptions for extreme circumstances will be made **ONLY** by Rabbi Lipner, Ms. Schopp or Ms. Gefen. If your child is not feeling well in the morning, please do not send him or her to class halfway through the day unless he or she has been seen by a doctor who has confirmed that your child's illness is not contagious. We understand that your child may want to come to school to take a test, but that is not worth sacrificing the health of your child's classmates.
- Unexcused lateness will be recorded on high school transcripts.
- Towards the end of the school year, 12th graders tend to come late more than usual. Remember: lateness can look bad on your transcripts and affect your college acceptance.

Community Service

All students in grades 9-12 are required to complete 30 community service hours before the end of the school year. These hours **MUST** be served for the benefit of the school and must be approved by a principal or a member of the office staff. Hours served one year do not "roll over" to the next year.

We believe these hours help build character. However, they also give students experiences to list on college applications and résumés.

Cheating and Computer Research

THIS IS VERY IMPORTANT. PLEASE GO OVER THIS CHEATING POLICY WITH YOUR CHILDREN:

- **The LKHA expects all students to do their own work on all homework, papers and tests, and will not tolerate cheating of any sort.**

- We encourage students to use computers in completing their home assignments. However, the following must be kept in mind:
 - Basic research rules apply when doing research on the internet. All sources must be cited. **Plagiarism is never acceptable**, and will result in a failing grade.
 - Acknowledge all sources you use. You have the responsibility to include a citation that shows that you found your information on the internet. Even if you just browsed through a source and picked up an idea, you should mention it.
 - Use the style of citation (MLA, Chicago, etc.) requested by your teacher.
 - Students should use a dictionary before using use Spell Check.
 - Computer problems do not excuse late or incomplete work. Students must plan ahead and save their work. Teachers will not extend deadlines because of computer problems; it is not fair to the other students.
 - Check with your teacher before you hand in computer-generated work. If you are asked to create a map, for example, a printout from your computer may not be acceptable.
 - We recommend the book *Kids, Computers & Homework* by James G. Lengel and Diane S. Kendall.
- Anyone caught cheating or plagiarizing will be treated as follows:
 - 1st offense: the student is automatically suspended from school for one day, and will receive zero credit for the assignment on which they cheated.
 - 2nd offense: the student will be suspended for an entire week with no opportunity to make up missed work, and the parents will have to meet with the administration.
 - 3rd offense: expulsion.

Library Rules

Our library contains a wonderful collection of both secular and Judaic texts. Students are permitted to use the library only while under the supervision of a teacher, and must follow these established policies:

- Books may not be removed from the library unless they have been checked out by a teacher.
- Books must be returned to the teacher responsible within two weeks.
- The library is a place for study, research, listening activities, quiet reading, and quiet games. Anyone who disturbs other library users will be asked to leave.

End-of-Year Clearance

Before the end of the school year, all students in grades 5-12 must be cleared. Students who are not cleared will not receive report cards or transcripts. To be cleared, students must complete the following obligations:

- Their locker must be cleaned out.
- Their books must be returned.
- Any detentions must be served.
- Any money owed to the school must be paid.
- Graduation fees must be paid (for 8th and 12th graders only).
- Community service hours must be completed (for high school students only).

Disciplinary Policies

Suspension

This handbook lists many behaviors for which a student can be automatically suspended. These include cheating, swearing, vandalism, violating the dress code, consistently disobeying a school rule, or any other inappropriate behavior deemed severe enough for suspension by an administrator or teacher. If a student's behavior warrants suspension, please be aware of the following:

- The student will not receive credit for any work given during the suspension, and no work or tests given during the suspension may be made up.
- The absence will be counted as a regular unexcused absence. Remember: Upper School students who miss more than ten classes during a semester will not receive credit for that semester.
- The suspension will be recorded in the student's file.

Food and Health

Kashrut Laws

We are fully aware that the Lisa Kampner Hebrew Academy, like most other day schools in this country, has a student body whose families do not all follow Jewish dietary laws in the home and so may be unfamiliar with the purpose or application of these laws. However, kashrut laws are strictly observed by the Lisa Kampner Hebrew Academy, both on campus and at school-related events. The following rules apply to all food:

- **Absolutely no meat of any kind may be brought to school.**
- **Absolutely no shellfish of any kind may be brought to school.**
- **Under no circumstances is food of any kind to be sent with your child for distribution to classmates, whether for birthdays or any other reason, unless approved in advance by Mrs. Lipner.** Besides our obligation to uphold the standards of kashrut, we must consider the needs of all students, namely those who are observant as well as those with food allergies. They should feel free to participate in all class parties and activities.
- For the above reasons, **students may not share or trade food.**
- Fresh fruits and vegetables, eggs, butter and plain milk are kosher. Chocolate milk is not necessarily kosher; Berkeley Farms chocolate milk is kosher.
- Kashrut symbols can be very confusing. The only consistently acceptable symbols are listed below. Plain "K" is only acceptable if it is on the Kashrut List included in this handbook, as a "K" does not necessarily mean that the product is acceptable at our school. Various other letters and symbols are sometimes used on products which appear to be kashrut symbols, but which actually do not have any form of rabbinic supervision. It is for this reason that, unless we know who the supervising rabbi is, we do not allow such foods into the school.
 - **Products labeled "kosher gelatin" are not kosher and are not acceptable.** Yogurt frequently has such a listing.
 - The letter "R" on a food product has nothing to do with its being kosher.
 - Any product bearing one of the following symbols is acceptable:




not be responsible for replacing food taken away. Do not put us in this position. It is painful for us and embarrassing for your child. **It is your responsibility to pack strictly kosher lunches.**

Most products listed below are available at any supermarket, except for specialty items, items imported from New York, and a few others. Goods from Krispy Kreme Doughnuts in Daly City, Grand Bakery in Oakland (510-465-1110) and Izzy's Brooklyn Bagels in Palo Alto (650-329-0700) are kosher and acceptable. Grand Bakery and Izzy's will deliver for a fee. Izzy's in San Francisco is, unfortunately, no longer kosher. For your information, Sabra Restaurant (419 Grant Avenue in San Francisco) is Glatt kosher.

Please call Mrs. Lipner for any help, or if you discover a new "kosher" product not on the list. During the year it is possible that new products will receive kashrut supervision, and some old products will lose their supervision. We will keep you informed of any changes.

Table of Some of the Acceptable Kosher Foods

Bread, Rolls and Bagels	Caravan pita bread Francisco (not San Francisco) Sourdough or french Bread with Ⓚ International Lender's bagels Oroweat, rye breads only Wedemeyer * House of Bagels on Geary and Noah's Bagels are NOT acceptable
Cake Mixes	Duncan Hines with Ⓢ , some are dairy
Candy	Barton's Grocer's Hershey's with Ⓢ M&M's Nestle with Ⓢ Tangy Taffy Others with the acceptable kosher symbols
Canned	Most are acceptable EXCEPT fruit cocktails. These are problematic because they contain grape juice or carmine, which is a dye used for the cherries. The only Kosher brand of fruit cocktail is California Delight .
Canned Vegetables	Green Giants with Ⓢ

Cookies	<p>Chips Ahoy with </p> <p>Danish Delight</p> <p>Duncan Hines</p> <p>Entenmann's, all are dairy</p> <p>Manischewitz</p> <p>Oreo with </p> <p>Paskesz</p> <p>Pepperidge Farm, all are dairy</p> <p>Steit's</p> <p>Stella D'oro</p>
Cottage Cheese	<p>Knudsen with acceptable kosher symbol</p> <p>Lucerne with acceptable kosher symbol</p>
Crackers	<p>Albertson's with acceptable kosher symbol</p> <p>Bonnie Hubbard</p> <p>Devonshire Melba toast and Melba rounds</p> <p>Nabisco Triscuits</p> <p>Ralston</p> <p>Ritz with acceptable kosher symbol</p> <p>Safeway with acceptable kosher symbol</p> <p>Tam Tam's</p>
Cream Cheese	<p>Alouette with acceptable kosher symbol</p> <p>Phildalphia with </p> <p>Others with acceptable kosher symbol</p>
Gefilte Fish	<p>Manischewitz</p> <p>Mother's</p> <p>Rokeach</p>
Granola Bars	<p>Dipps:</p> <ul style="list-style-type: none"> Banana Chocolate Chips Chocolate Chip Chocolate Mint Chip M&M's Peanut Butter Raisin/Almond <p>Quaker Chewy Bars:</p> <ul style="list-style-type: none"> Chocolate Chip Chunky Nut & Raisin Mint Chocolate Chip Raisin <p>Others with acceptable kosher symbol</p>

Hard Cheese	Haolom Migdal Miller's Natural and Kosher Tam Tov Tnuva
Jelly and Jam	Knott's Berry Farm Kraft with Ⓚ Mary Ellen , no grape Polaner Smucker's with Ⓢ
Juice	Carmel Contadina tomato juice Hunt's tomato juice Kedem Ocean Spray , <u>Cranberry or Cranapple only</u> Snapple with Ⓚ Streit's *100% fruit juice (not "fruit drink") is kosher if it does not contain natural flavor or coloring (does not include grape juice). A product without an acceptable kosher symbol which contains "natural flavoring" or "natural coloring" is NOT acceptable. There are many juices and punches (especially those packaged in boxes), such as Crush, Hi-C, Kool Aid, V8 and Welch's, that contain grape juice or grape flavoring and are NOT kosher, even with a "K".
Margarine	Fleishman's Miracle with acceptable kosher symbol Nucoa Parkay Other with acceptable kosher symbol
Mayonnaise	Best Foods Kraft Miracle Whip
Peanut Butter	Jif Laura Scudder's , <u>old-fashioned style only</u> Skippy
Pickles	Clausen's Heinz Vlasic Other with acceptable kosher symbol
Potato Chips	Eagles Kettle Chips Lays with Ⓢ Pringles with Ⓢ Ruffles with Ⓢ

Pudding	Hunt's Snack Pack ® Swiss Miss with ®
Sandwich Spread	Best Foods with ®
Sardines	Beach Cliff Season's Underwood Other with acceptable kosher symbol
Soup	Goodman (labeled pareve) Heinz with ® Lucky's with ® Osem with ® Telma (pareve) Town House with ® Other with acceptable kosher symbol
Sour Cream	Knudsen with acceptable Kashrut Symbol
Tuna	Bumblebee with ® Chicken-of-the-Sea with ® Starkist with ® Some are ® ^D , which means dairy
Yogurt	Dannon with acceptable kosher symbol Mountain High Classic Low Fat with acceptable kosher symbol Stoneyfield Farm Whitney's with acceptable kosher symbol *Yopalit and any with "K" are NOT acceptable

Parties

All food brought for a class party must be approved by Mrs. Lipner before it can be distributed. The administration has the authority to cancel any party planned by a teacher.

If your child is having a birthday party outside of school, please do not send invitations for your child to hand out in class unless everyone in his or her class is invited to attend.

Health & Hygiene

The following are important health habits:

- Get plenty of sleep.
- Eat a balanced diet.
- Brush your teeth regularly.
- Bathe and wash your hair regularly, and wear deodorant if needed.
- Wear comfortable clothing and sturdy shoes, especially on days you have P.E.
- Do not share or trade food, as other students may be allergic to an ingredient in your food. Also, be considerate of the fact that some students keep strict kosher dietary rules.
- The LKHA is one of the few schools in the city that has never had a head lice epidemic, because we follow these guidelines:
 - Students may not share combs, brushes or kippot, as this can spread head lice from one student to another.
 - **Inform the office if your child has head lice.** Any student with head lice must be cleared by a doctor before returning to school.
- Control the spread of contagious diseases by following these rules:
 - **Wash hands before and after meals, and after using the restroom.**
 - If your child is ill, it is extremely important that you keep him or her home from school. While we understand that this can be a hardship given your work schedule, children will **NOT** be allowed to remain at school if they are sick when they arrive. If your child comes to school noticeably ill, we will call you immediately to take him or her home. We have been advised by a physician that your child should not return to school until he or she has been healthy for two days.

General Policies and Information

Lunch Procedure and Eating on Campus

General Lunch Rules

- Students may not remain on the second floor during lunch.
- Do not bring instant soups or anything else that requires preparation. If your child needs a fork or spoon in order to eat their lunch, please include the appropriate utensil. It is not the job of the office staff to prepare food or provide utensils.
- During lunch hours, the multipurpose room may be used for lunch only. Games may only be played if they are directly supervised by a staff member. **Students are not to eat food in any area of the school other than the multipurpose room at any time, unless given permission by a staff member.** Grades 5- 12 are allowed bottled *water* in classrooms.

Lower School Lunch (Grades 1 – 6)

- Lunch begins at 11:45, followed by recess until 12:30.
- All students are required to wash ritually (when eating bread) before eating.
- Students must eat quietly in their seats. Nobody may leave the gym until recess begins, and no food may be eaten outside of the gym.

Upper School Lunch (Grades 7 – 12)

- Lunch begins at 11:10 (high school students with off-campus privilege may leave early if their last class before lunch is canceled).
- 7th & 8th graders must eat in the multi-purpose room
- Although they are encouraged to eat lunch on campus, high school students have off-campus privilege as long as they follow these guidelines (note: off-campus privilege may be cancelled at any time for security reasons):
 - Students may only leave campus if they returned a permission slip freeing the LKHA of responsibility while the student is off campus, or standing directly in front of the school. This form must be signed by both the student and a guardian.
 - Students must return to campus by 11:50 AM.
 - Students may not enter a car during lunch.
 - Students may not sit on neighbors' stairwells, and may not sit on or lean on neighbors' cars. These are **private property**.
 - Students may not socialize with friends who do not attend the LKHA.
 - Students may not disturb classes that are still in session.
 - Students may not play in the street.
 - No vulgarity or loud noise.
 - No littering.
 - If a student violates these rules, the following consequences apply:
 - 1st violation results in detention
 - 2nd violation results in loss of off-campus privilege for one month
 - 3rd violation results in loss of off-campus privilege for the rest of the school year, with possible suspension, loss of scholarship, or expulsion.

Do note that the school does not supervise students who sit on the front steps or walls of the school. Students in these area are considered to be off-campus during lunch.

P.E. and Recess

The following rules apply to all students during P.E. and recess:

- Students are to attend P.E. If your child is not feeling well, do not send him or her to school. If your child comes to school, then he or she must go to P.E. and recess. Exceptions will be made for students with a broken bone or with a note from a doctor stating they should avoid physical activity.
- Students must not play in bathrooms or halls. They must stay in the playground or gym unless they have permission from a teacher.
- Rough games such as dodge ball are not encouraged by the LKHA, and should only be played with strict teacher supervision. The 1st through 4th grade students are not to play dodgeball at all.
- **Baseballs and other hard balls may not be used when 1st – 5th graders are present.**
- If a ball goes over a fence, students should report the loss to the teacher on duty. **Students must not climb fences**, and must not contact the neighbors directly.

Office Equipment

All office equipment is for the use of administrative staff only. The administrative staff will not make copies for students without a written request from a teacher. Students may not use the copy machine, fax machine,

computers, etc. for personal purposes, such as printing homework assignments or faxing college related materials, even if they have a deadline; it is a student's responsibility to be aware of upcoming deadlines and not wait until the last minute. Students may use the office telephone in emergencies only. Asking permission to go home with a friend is not an emergency; please arrange this before school.

In addition, parents may not use the office equipment, or ask the office staff to make copies, send faxes, etc. If, for example, you would like a copy of your scholarship application, please make a copy before submitting it.

Israel

We believe that the creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the state and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

Personal Relationships

Student-Staff Relationships

Every staff person at the Hebrew Academy is advised that there is a thick black line that separates all staff from all students (even between a 19-year-old staff person and an 18-year-old student). It is not a gray or fuzzy line; it is a wall. This means that no romantic or sexual words, acts, or suggestions can occur between students and staff members. If a staff person were to cross this line, he or she would be dismissed immediately and never be eligible for re-hire. If a student were to make advances or suggestions toward a staff person, he or she would be directed to stop, taught why the behavior is inappropriate, and possibly be suspended or expelled from school.

Teachers do not date students and students should not pursue teachers as close friends outside of school. For example, it is not appropriate for students and teachers to communicate via their computers with e-mail messages, "IM" chatting, and Facebook in the evenings or on weekends. The only exception will be e-mailing for school work. It is also not appropriate for students to call teachers at home or on their cell phones, unless it is a dire school-related emergency.

Students should not invite teachers, and vice versa, to attend their birthday parties or to go to the movies with them. However, if a student is performing in a play or concert, it is fine to invite a teacher to attend. Moreover, teachers enjoy attending bar mitzvahs and bat mitzvahs. Such public events are quite different from intimate social gatherings.

Student-Student Relationships

Students of the opposite gender are not allowed to touch each other in school. Young couples who are romantically involved outside of school must not make their affections known while in school. It is up to the parents of each student to determine what is allowed outside of school. At school, hugging and even kissing on the cheek are reasons for immediate detention and suspension. Such contact is contrary to Orthodox teachings and is offensive to observant Jews.

Tobacco and Other Drugs

It is illegal for people under the age of 18 to purchase tobacco. Furthermore, for your health and the health of those around you, the LKHA strongly discourages smoking at any time or place, and takes the following rules very seriously:

- No smoking is allowed in or near the school, including across the street, on adjacent blocks, or in cars. High school students should be role models for the younger students, and therefore should not allow younger students to see them smoking.
- Do not leave cigarette butts on the ground. This is bad for the environment, and is a potential fire hazard.

Students are not allowed to use alcohol or any other recreational drug under any circumstances. Any student believed to be under the influence of alcohol or other drugs will be treated as follows:

- As a private school, the LKHA has the right to administer random drug and alcohol tests at the request of a staff member.
- A positive test may result in expulsion.

Weapons & Dangerous Toys

Toys or other items that are potentially dangerous (such as knives and matches) are banned from the school premises. We are especially concerned about **toy guns** that look real. Any student who brings such a toy to school will be subject to severe disciplinary action.

Child Abuse Reporting

In accordance with California law, school staff members are obligated to report the reasonable suspicion of physical abuse, emotional abuse or deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. As stated in the California code, the school does not contact parents before making a report to legal authorities. School staff members will make such reports in the best interest of the child; they are legally bound to do so.

Asbestos

In accordance with Title 40 CFR, Part 763, Subpart E, section 763.9 (g) (4), the Lisa Kampner Hebrew Academy is notifying all employees and parents of the availability of our AHERA Management Plan on file in the office. We are pleased to report that asbestos **is not and never has been** present in our building.