



The Silver  
Academy

# Student Handbook

## 2022-2023

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### MISSION STATEMENT

The mission of The Silver Academy is to educate Jewish children of varied backgrounds with the highest quality Jewish and General Studies in a nurturing environment, and to develop pride in the wisdom of Torah, in Jewish tradition and in the State of Israel.

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# ADMISSIONS POLICY

## Application Submission

All applications for admission will be submitted to The Silver Academy office.

## Procedures for admission are as follows:

1. A child must be 4 years of age to enter the Ganeinu program. Admissions will be accepted until December 31. The child must still meet the kindergarten eligibility requirements to enter that grade.
2. A child must be 5 years of age by October 1st to enter the kindergarten program.
3. There will be no pre-admissions testing for Ganeinu or kindergarten students.
4. No early admissions will be accepted into the Ganeinu or kindergarten programs.
5. Early admissions to first grade will be granted under the following conditions:
  - the child is at least 5 years and 7 months of age.
  - the child attended and completed a certified/ accredited kindergarten program.
  - a transcript is provided verifying completion of a certified/ accredited kindergarten program.
6. Students entering The Silver Academy for the first time must complete an Application for Admission and submit an application fee. Students entering second grade or higher must also submit a transcript from the previous school attended. Students entering first grade who attended a kindergarten or preschool program should also submit a transcript.
7. Notification of admissions decisions for new students entering The Silver Academy will be done in a timely manner.
8. Current Silver Academy students will be mailed re-enrollment contracts by March 31st. A re-enrollment fee must be submitted with each student's re-enrollment contract by April 15th of the current year. Contracts and fees not returned by the designated date will incur a late fee.
9. The Board of Directors will set all fees.

## Registration Affidavit

Pennsylvania School Code Section 1304-A states in part "Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property."

## Acceptance/Termination of Enrollment

The school reserves the right, without liability on its part, to terminate the enrollment, or to withhold any service or facility because of any non-compliance by the child or his/ her parent/guardian with any obligation or responsibility to the school or because of any misrepresentation in regard to the student's application.

# ATTENDANCE

*The Commonwealth of Pennsylvania requires 180 days of school.*

## Absences

(24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan)

- *Pennsylvania law...defines absences as excused when a student is prevented from attendance for mental, physical or other urgent reasons.*
- *All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence.*
- *Parents/guardians ...must submit the written explanation within three calendar days of the absence...*
- *A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year.*

When a student is absent or will be arriving late, parents must call or email the school to notify the office. If earlier than 7:45am email Amy Guilmette at [aroberts@silveracademypa.org](mailto:aroberts@silveracademypa.org). If after 7:45am call 717-238-8775 or email [aroberts@silveracademypa.org](mailto:aroberts@silveracademypa.org).

Attendance will be taken at 8:10 am. Students arriving after that time will be marked late.

Early dismissal or interruptions in the school day for any appointments will be reported as early dismissals.

Only lateness or early dismissals due to an illness, medical appointments or a school district bus issues will be excused. All other late arrivals and early dismissals will be considered to be unexcused (according to state law).

After each absence, a written statement MUST be received within 3 days (72 hrs).

The excuse MUST include the child's name, date(s) of the absence, reason for the absence and parent/guardian signature. If a written note is not received within 3 days, the absence is unexcused.

If you have a form from the doctor, that form should be returned to the school; in these cases, a note from the parent/guardian is not required.

### **Make-up Work**

If homework is desired for a child who is absent, contact the school office by 10:00 A.M. Teachers will gather the assignments which may be picked up after 3:00 P.M.

### **Family Travel**

When a student will be absent due to travel or other family matters, a request MUST be submitted to the principal in writing at least 10 days prior to the scheduled event for the absence to be considered to be excused. Again according to (24 P.S.13-1327): a maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year.

**Perfect Attendance** will be calculated based on NO days absent and NO unexcused late arrivals or unexcused early dismissals.

## **APPOINTMENTS**

It is important for students to be present for the entire instructional day. Outside appointments should be kept to a minimum and scheduled outside school hours to the greatest extent possible.

If a student needs to leave school before the end of the school day for an appointment, parents must advise the school of the time of dismissal and who will be picking up the student.

If there is an unexpected reason for picking up your child early, please call the office as soon as possible.

The parent or other designated adult MUST call the school office upon arrival.

The student will be escorted out of the building and brought to the parent.

The parent or designated adult must sign the student out on the provided sign out sheet.

Under no circumstances will a child be dismissed directly from his/her classroom.

Upon return to the school, the parent MUST call the school so that the student can be escorted back into the school. The parent must sign the student back in on the provided sign in sheet.

## **ARRIVAL & DISMISSAL PROCEDURES**

### **Arrival**

All students (Ganeinu-8) MUST enter through the main lobby of the building.

**7:45 am** Students may enter the school.

**8:05 am** A warning bell will signal that there are 5 minutes remaining until the start of announcements.

**8:10 am** Announcements, the pledge and national anthems begin the start of the school day. No school business will be conducted at this time. All persons in the school will stop their work/business and stand respectfully in place during the anthems and announcements.

Students who are not seated in their respective classrooms by 8:10 am are considered tardy and must report to the office for an admission slip. Teachers will NOT admit a student without this document. Late arrivals due to medical appointments or late bus arrival are the only reasons for which lateness will be excused; all other late arrivals are considered to be unexcused according to state law.

### **Dismissal**

Dismissal time is 3:40 pm Monday - Friday during daylight savings time. During standard time dismissal is 2:40 pm on Fridays.

**Changes** - Parents MUST send a note or call the office with any changes to the child's normal dismissal procedures as soon as possible, and no later than 1:00 pm. Without

a signed note or phone call to the school office, normal dismissal procedures for your child will be followed.

**Aftercare Students** will be escorted to the aftercare room by a designated member of The Silver Academy staff. No students are permitted to proceed to the aftercare room without the staff escort. Aftercare is a program provided by the JCC. Options for up to five days a week and drop-in are available. You can register for this program by calling the JCC at 717-236-9555 ext. 3121 or e-mailing Macy Deskiewicz at [mdeskiewicz@jewishfedhbg.org](mailto:mdeskiewicz@jewishfedhbg.org).

**Bus Students** will be picked up in front of the JCC. Students **MUST** wait in a designated classroom until dismissed by the school office. District regulations state that only students residing in a given school district are allowed to ride the bus provided by said school district. Please do not ask the school to send your child home on a bus from a different school district as the driver will not allow the student on the bus.

**Carpool Students** Carpool Students **MUST** be picked up at the far end of the field by the Bergner St. side of the parking lot between 3:45 pm and 4:00 pm. On Fridays during standard time students must be picked up between 2:45 pm and 3:00 pm. If you are late arriving and the teacher on duty is not waiting with the student please call the school office. If you are late more than once, alternative arrangements will need to be discussed with the office.

**Walkers** **MUST** wait in a designated classroom until dismissed by the school office.

**Students who are going to an after school activity in the JCC, will be dismissed along with walkers.** They will follow the procedures noted above.

Students are not permitted to wait in the JCC or lobby area unattended.

### **12:40 PM Early Dismissals**

On days that we dismiss at 12:40 pm the Susquehanna, Cumberland Valley, and Harrisburg buses will pick up students at 12:40 PM. Unfortunately the Central Dauphin bus does not provide transportation home on our early dismissal days. Other arrangements will need to be made for these children. We will dismiss carpool students around 12:40 pm.

Aftercare may be available to those who are signed up to attend aftercare regularly.

### **Friday Bus Club**

The Central Dauphin and Susquehanna buses are not able to accommodate our 2:40 pm dismissal on Fridays during standard time, but can come to the school at the regular dismissal time, 3:40 pm.

To accommodate this one hour time difference, we have a Friday Bus Club option. One of the Silver Academy staff members will be the leader of this club. At 2:40 pm on Friday afternoon, the students who will be remaining in school until 3:40 pm will report to the designated location. At 3:40 pm, they will be escorted to the lobby to board the bus for their return home; their arrival home should be the same as it is for the other days of the week.

To participate in the Friday Bus Club, your child **MUST** ride one of the above noted district buses.

Children who reside in the districts noted above who are scheduled to ride the bus home on Friday will automatically be enrolled in the Friday Bus Club unless we are otherwise notified. There will be **NO** fee for this club.

### **Ganeinu Arrival and Dismissal Procedures**

The Ganeinu teacher will pick up Ganeinu students at noon from the JCC's Early Childhood Center on designated Ganeinu days (Tuesdays and Thursdays).

Ganeinu students who do not attend the JCC's program will be dropped off in front of the JCC at noon.

Ganeinu dismissal is at 3:40 pm. At that time students who are being picked up by their parent/guardian will be escorted to at the far end of the field by the Bergner St. side of the parking lot. The students who will be going back to the JCC program after Ganeinu will then be escorted to their ELC classrooms.

## **GENERAL SCHOOL POLICIES & PROCEDURES**

### **Building Care and Use**

Staff and students are equally responsible for the building appearance.

### **Bus Safety**

- The bus drivers will advise students of the bus rules. Students who fail to follow the safety rules may lose their transportation privileges.
- See Code of Student Conduct for more details on student behavior

- On the first infraction the principal will give a warning and call the parent.
- On all subsequent infractions the student's bus pass will be revoked for one week.

### **General Rules**

- Respect others and all property.
- Be responsible.
- Follow directions from teachers/staff.
- Lockers, cubbies and desks should be kept neat and uncluttered.
- Stickers are not permitted on lockers, cubbies or desks.
- Walk quietly and in an orderly way in the hallways and stairwells.
- See also Code of Student Conduct for more details.

### **Recess Rules**

#### **Outdoor**

- Enter and exit the building in an orderly way.
- First person or designated door holder holds the door for the class.
- Share.
- Take care of the property and equipment.
- Playground balls are to be used only in the field area.
- Playground balls should never be used in the enclosed area where there is climbing apparatus and other playground equipment.
- Silver Academy students are not permitted to use the small ELC playground equipment.
- Throw wrappers, etc. from snacks in trash receptacles.
- When the whistle is blown, line up quietly to return to the classroom.
- Check playground to be sure all equipment and personal items are brought back into school.
- Return equipment to the proper location.

#### **Indoor**

- Play quiet games.
- Follow rules of classroom.
- If using the gym, proceed to/from in an orderly and quiet way.
- If using the gym, use equipment in an appropriate way.
- If using the gym, leave the facilities as you found them.

### **Lunchroom Rules**

- Talk in quiet tones and use good manners.
- Wait patiently.

- Follow directions from teachers/staff on duty.
- Keep lunchroom clean.

### **Clean up personal area after eating.**

### **Hallway Rules**

- Walk in a quiet and orderly way.
- Stay to the right.
- Do not touch hallway decorations.

# **CODE OF STUDENT CONDUCT**

The Silver Academy Board has adopted this Code of Student Conduct in order to ensure an orderly and safe educational environment for the students and staff. The Code of Student Conduct is designed to promote the ideals of citizenship and positive interactions between and among the students, staff and community.

As attendees of The Silver Academy students have rights and responsibilities as established by this Code of Conduct. Students' rights are achieved when the student fulfills his or her responsibilities and demonstrates appropriate behaviors. When a student fails, refuses or neglects to fulfill his or her responsibilities, the student's privileges will be denied.

### **Student Responsibilities**

The following responsibilities are expected of all students. Any student who fails to fulfill any of the following responsibilities shall be subject to disciplines as determined in this Code.

- Attend school regularly.
- Demonstrate conscientious effort in classroom work.
- Follow all school rules and regulations.
- Respect the rights of others.
- Be polite. Rudeness, foul language and name-calling are not acceptable.
- Respect the school environment. Keep your surroundings in good order including lockers, cubbies, bathrooms, corridors, etc.
- Cooperate with school staff.
- Be on time for classes.

Students who conduct themselves in a manner that is detrimental to the school population, or to the reputation of the school, are accountable and will assume the consequences of their behavior.



All school rules apply for ALL school-related events and activities including on the bus to and from school or school-sponsored activities.

## Prohibitions

Students will not:

- Deface or damage school facilities or property, i.e., books, furniture, other children's belongings.
- Be defiant to teachers, supervisors or any school personnel.
- Steal.
- Participate or engage in any activity which interferes with or disrupts the educational process.
- Cause bodily injury to another student or employee by pushing, shoving, or fighting.
- Verbally assault, abuse or threaten another student or employee (i.e. name calling, derogatory statements, verbal threats to harm, etc.).
- Cheat or be dishonest.
- Leave school grounds without permission.
- Use profanity or vulgar language.
- Vandalize or write graffiti on school facilities.

## Expectations & Interventions

The achievement of a safe and orderly environment is the result of clear statements of specific expectations, the consistent monitoring of student behaviors and the application of intervention strategies. Interventions are designed to motivate students to return to appropriate behaviors. Interventions will be administered in a timely manner with the least disruption to the education program. Interventions will be consistent with the degree of the infraction, be appropriate for the age/developmental level of the child, and maintain the child's dignity.

## BEHAVIOR INTERVENTIONS

### Low Level

The following are used for minor disruptions:

- Parental contact.
- Clarification of expectations.
- Verbal reprimand.
- Time out.

- Student/teacher conference.
- Change of position of desk, in line, etc.
- Isolation within room for a designated period of time.
- Behavior correction related to infraction (i.e. use a paper towel to clean up spilled water; go to end of hallway and walk).
- Suspension of privileges (i.e. recess, special program, etc.).

### Medium Level

The following are used for continued, unmodified minor disruptions and/or behaviors that have a negative impact on the learning, safety or property of others:

- Parental contact.
- Behavior modification plan.
- Removal from classroom.
- Referral to principal.
- Consultation with counselor.
- Repair, clean or replacement of property.
- Home/school plan.
- Personal physical intervention (stopping a behavior that is dangerous to the student or other students).

### High Level

The following are used for extreme learning disruptions, dangerous acts or severe safety violations:

- Parental contact.
- In-school suspension.
- Out-of-school suspension.
- Expulsion.

## MIDDLE SCHOOL BEHAVIORAL PLAN

The middle school has worked together to create a behavioral management plan that has established consequences for problematic behaviors, as well as rewards for positive behaviors and random acts of kindness spotted by peers or adults. Our ultimate school rule is respect.

Teachers will be utilizing the Fix It Ticket system to address problematic behaviors as defined below (Please see the Fix It Ticket packet for a more detailed explanation on the system).

Teachers will give students warnings prior to giving Fix It Tickets, with the exception of behaviors that warrant immediate Fix-It Tickets (please see list below).

- We will be following the “3 Strikes and You’re Out” type of policy:
- If a Fix It Ticket is given to a student, teachers will make a copy of the original ticket at the end of the class, and will turn it into the office by the end of the day.
- The student is responsible for bringing the ticket home to be signed by a parent, and will return it the following school day. If the ticket is not returned, the student will call their parent from the office to alert them of their ticket and why they received it.
- The school resource officer will be in charge of counting the Fix It tickets at the end of the day and anyone with three Fix It Tickets, will receive a consequence the subsequent school day.
- To begin, students will have a weekly period for receiving Fix It Tickets. When the first week is finished, students will start fresh with no Fix It Tickets. After that, students will have a fresh start at the end of the month. Students will also receive their rewards at the end of each time period.
- Rewards will be given to students who have no Fix It Tickets during the designated time frame. Students’ names will be entered in a drawing to receive their reward.
- Students may earn extra entries in the drawing by being nominated by teachers or by reports to teachers from peers on their random acts of kindness (see below for examples).

## Problematic Behaviors

Below are some behaviors that will warrant a Fix It ticket after the teacher has already given the student warnings:

- Talking while others are speaking
- Being disruptive
- Consistent teasing or name calling
- Making jokes at the expense of others
- Disrespecting students or the school

Some behaviors that will warrant an immediate Fix It Ticket:

- Talking back to or acting disrespectful to teachers
- Using profane language
- Pushing or touching others in a disrespectful way

## Consequences

Consequences may include but are not limited to:

- Missing out on recess
- Having home room in the office away from peers
- Having lunch in the office away from peers
- For consistent consequences or extreme behaviors: parents and faculty will have an in school behavioral management meeting

## Random Acts of Kindness

Random acts of kindness are acts that go above and beyond manners and positive behaviors. Some acts that are considered random acts of kindness include but are not limited to:

- Being a role model for students
- Going out of your way to be friendly and help others
- Consistent positive behavior

## Rewards

Rewards will be chosen by teachers at random. There may be times where group rewards will be distributed instead of individual rewards. Rewards may include but are not limited to:

- Having a lunch party
- Extra recess
- Utilizing the computer lab for recess
- Sit where you would like at lunch
- Hot chocolate or treat party

## Weapons & Acts of Aggression Policy

Any objects that are generally accepted as a weapon or could be used to injure another student are NOT permitted in school – for example: guns, knives, sticks, lighter, etc. A toy or object that resembles a weapon and is used in an aggressive manner will be viewed as an act of aggression.

If the student brings such an item to school, the item will be taken from the child and given to the principal. The item will be returned only to the student’s parent/guardian.

The principal will meet with the student as soon as possible after the incident and will call the parents to inform them of the incident and of their need to come to school to discuss an appropriate disciplinary action if necessary.

There may be a follow up letter to the parent/guardian reviewing the incident, the discussion from the meeting, and disciplinary actions.

Any statement or act of aggression against another student or adult will be handled using the appropriate procedure.



# COMPUTER NETWORK & INTERNET ACCEPTABLE USE POLICY

The internet and computers on our network are used to support the educational objectives of The Silver Academy.

Use of these technologies is a privilege and is subject to a variety of terms and conditions. The Silver Academy retains the right to change the terms at any time.

## 1 . Privacy

- a. Students understand that anything they do online or electronically is not private and can be monitored (seen by others).
- b. Students will not tell their User ID or Password to anyone other than their teacher or parent.
- c. Students will not send or post pictures of themselves or others over the Internet without permission from my teacher or parent.

## 2 . Communication

- a. Students will use language that is pertinent and appropriate in all written work and when participating in online collaborative work. They will not use profanity or any language that is offensive to anyone.

## 3 . Respect for Others

- a. Students will respond respectfully to the opinions and values of others.
- b. Students will not send or share mean or inappropriate emails, texts or any other type of electronic messages.
- c. Students will not upload or publish personal information, private communications or photos of other people without permission.

## 4 . Honesty and Safety

- a. Students will not log into any account that belongs to someone else.
- b. Students will not pretend to be someone else while online.
- c. Students will only communicate with people they know online, unless they receive permission from their teacher or parent.
- d. Students will seek help if they feel unsafe, bullied, or witness unkind behavior.

## 5 . Using Online Materials

- a. Students will document and cite all works they find online and use in their school work. (This includes writings, data, pictures, music and more.)
- b. Students will not present online works as their own.
- c. Students will respect the creators of online works and will follow Copyright Law when choosing and using online resource works. (This includes writings, data, pictures, music and more.)

## 6 . Respect for school and personal property

- a. Students will take care of all equipment in our school.
- b. Students will use the computers at school for school related purposes only.

Students understand that it is their responsibility to honor the Acceptable Use Policy online at home and at school. Students understand that they will be accountable for their behavior and will not engage in activities that are in violation of this Policy.

# DRESS CODE

The Silver Academy is a professional private religious school. The school's philosophy promotes self-worth and self-respect. The school has adopted the following dress code:

## Tops

- **Permitted:** Shirts and/or blouses with capped, short, or long sleeves.
- **Not Permitted:** Ripped clothing; dirty clothing; tank tops; halter tops; spaghetti straps; sleeveless shirts; tight-fitting shirts; low-cut necklines; shirts that leave shoulders bare; distracting, revealing, or provocative clothing; exposed midriffs; or inappropriate logos.

## Pants/Dresses/Skirts

- **Permitted:** Dresses, skirts and shorts that fall at the knee.
- **Not Permitted:** Shorts above the knee, sundresses worn without a shirt or sweater or distracting, revealing or provocative clothing.

## Footwear

- **Permitted:** Sneakers, dress shoes, rain boots, snow boots, or dress boots.

## Religious-Wear

- Boys are required to wear a *kippah*.
- Girls are permitted to wear a *kippah*.
- The wearing of *tzitzit* by boys and girls is optional.
- **Exception:** In Kindergarten, a *kippah* is required only during prayer, mealtime, and the Judaic Studies program.

## Physical Education Dress Code

- Students are required to wear clothing that will permit them to run and play games.
- Students are required to wear athletic sneakers that can be worn both indoors and outdoors.
- Middle school students are required to bring a change of clothes (socks, T-shirt, sweatshirt, knee-length shorts, and/or loose sweatpants) for gym class.
- Middle school students are encouraged to use deodorant.

## Enforcement of Dress Code

The first period teacher will check students to ensure that the dress code is being followed. Students who are found to be in violation of the dress code will be sent to the office.

Whenever a student is in violation of the dress code, parents will be contacted and may be asked to bring appropriate clothing to school. Repeated non-compliance with the dress code may result in progressive discipline up to and including suspension from school, or in the case of gym class, the failing of gym class.

## Party Invitations

Invitations to parties should not be distributed at school.

Families that have parties and invite students from our school should try to be respectful to all those that observe Jewish Dietary Laws and observe a traditional Shabbat.

## CELLULAR PHONES & OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices may not be used during the school day unless permission is given by a teacher.

Cell phones may be collected during Homeroom and returned at the end of the school day.

## Office Telephone

Students are permitted to use the office phone for emergencies only.

## Special Activities

During the year students have the opportunity to participate in a variety of programs including assembly programs, class presentations, luncheons, academic competitions and contests. Teachers provide information on these programs based on grade level participation.

Information is also provided in the bi weekly Silver Summary email, Silver Alert emails, letters from the principal or in a separate flyer. Occasionally information will be sent home in a mailbag.

For students to participate in some events, parental permission is required. If a permission form is not signed and returned by the date/time designated, the student could be excluded from the event/activity.

## Safety Procedures:

The safety of the students is the upmost concern of The Silver Academy. All safety procedures are posted in each of the classrooms and are practiced during the school year.

# HOMEWORK POLICIES

## Student Planners

Student Planners enable teachers, parents and students to coordinate daily homework with due dates of larger term projects and other assignments. The student planner can serve as an excellent vehicle for communication between teacher and parents.

## Student Responsibilities

It is expected that all students will:

- Complete all assigned homework.
- Have a method of recording homework assignments.
- Make sure that they understand the assignments by asking questions.
- Maintain a regular reading program – 20 minutes of nightly reading.
- Discuss their homework with parent(s).

Students in grades 3 through 8 are encouraged to pace her/himself to complete:

- Long term reading assignments.
- Research.

## Parent Responsibilities

Parents can help their children by:

- Providing a proper workspace and materials in the home.

- Establishing a regular quiet time for homework and study.
- Talking with their children about their homework.
- Providing opportunities for their child to get reading material (i.e. visits to library or bookstores, subscribing to magazines and newspapers).
- Reading every day for 20 minutes with their child(ren).

## LUNCH, SNACKS & TREATS

The Silver Academy is a **PEANUT & NUT FREE ENVIRONMENT**. No food/snacks containing peanuts or nuts may be brought into the school for ANY reason. This includes individual snacks as well as treats for the class. The reason for this is to protect our students who have severe food allergies.

Lunch is provided for the students. Students may bring two healthy snacks to eat during am and pm recess only.

Students in grades K-8 are expected to bring their own snacks to school each day, unless directed otherwise by the teacher.

A menu is provided in the Parent Post each week and is posted on our website. Please check the menu for designated MEAT days. **Only non-dairy food items may be brought on meat days.**

All processed food brought to school for snacks or class treats MUST bear one of the Kashrut symbols listed in Appendix A.

Teachers will confiscate all snacks that do not bear one of the accepted *Kashrut* symbols or that contain peanuts/ nuts and return them to the student at the end of the day. These snacks should be returned home unopened.

Snacks should be labeled with the student's name and be single serving snack size bags or boxes.

All snacks must be in containers that can be easily opened by the student without the assistance of a teacher. No snack sharing or trading is permitted.

Snacks may be eaten in the classroom during a break only if the teacher authorizes that break time. Snacks may also be enjoyed outside on the playground area. Snacks may not be eaten in the hallways, on the playground equipment or in the gym.

Students are responsible for disposing of wrappers or trash.

## MEDICAL & EMERGENCY INFORMATION

Please let us know about any special needs or if your child is being treated for a medical condition so that we can make their school experience a safe and happy one.

### Medications in School

- State law *prohibits* school personnel from administering medication to students.
- State law *does* allow for medications during life threatening health problems.

### Accident Reporting

In case of an accident which may need additional attention the teacher will complete an accident report form.

### Health and Emergency Forms

Emergency/Health information update forms are emailed to parents in July/August. Both forms must be completed and returned to the school office on or before the first day of school.

### Health Guidelines

**Children who are ill should not be sent to school.**

At-home decisions will be our first line of defense in keeping our school community safe from COVID. If a student, staff member or any member of their family is sick, it will be of utmost importance that they do not attend school. We will have flexible leave policies for this year, as well as robust, meaningful remote learning opportunities should anyone need to stay at home.

The following COVID symptoms are defined by the CDC:

- Abnormal temperature or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Below is a list of symptoms to help you decide if your child is too sick to come to school.

### **Fever**

Your student should remain at home if he/she has a fever greater than 100 degrees.

He/she may return to school when he/she is fever free for 24 hours without any fever reducing medications (ie: Advil®, Tylenol®, aspirin).

### **Vomiting/Diarrhea**

Your student needs to remain at home until he/she is symptom free for 24 hours.

### **Conjunctivitis (pink eye)**

If your child looks suspicious for pink eye, please have him/her evaluated by a medical professional before coming to school.

If pink eye is confirmed, he/she may return to school 24 hours after the start of a prescribed medication.

### **Rashes**

Common infectious diseases with rashes are most contagious in their early stages. A child should not go to school with a rash unless it has been evaluated by a medical professional and authorizes a return to school.

### **Colds**

If your child has a thick or continuous nasal discharge, he/she should remain home. Very young children cannot effectively blow their noses and wash their hands afterwards. Consequently, this spreads the disease to others.

Other highly contagious diseases such as chicken pox, swine flu, etc.

*Remember, a sick child will not be at his/her fullest learning potential. Also, keeping children home helps the child to recover faster and it prevents the staff, faculty, and other students from getting sick.*

### **Head Lice Policy**

To maintain a healthy environment for students and staff. To provide guidelines for the prevention and control of head lice in the school setting.

Head lice are tiny insects that live on the human scalp and feed on human blood. The adult female lays up to six eggs a night, attaching them to the base of the hair. Nits hatch in 7-10 days and have a life span of up to 30 days. Newly hatched lice need human blood quickly, while adults can

survive up to 24 hours on a human host. They do not carry disease, but an allergic reaction to the bite may cause the scalp to itch.

A school nurse may examine a student for head lice when indicated by report from the teacher, a parent, or lice infestation has been identified with another student in that classroom, or if sibling has infestation. If nits or lice are identified the following procedure shall be implemented:

- The parent/guardian will be immediately contacted to pick up the student.
- A school nurse will provide information to the parent/guardian regarding treatment.
- The student will be excluded from school until treatment is concluded.
- All students and the teacher in the infested child's classroom will be screened for head lice.
- The school nurse where siblings are located will be notified and will examine the siblings and other close contacts for infestation.
- If lice are identified in either case, the other students in that classroom and the teacher will be screened.

### **Readmission**

After treatment has been completed and all head lice have been removed from the head the student may return to school.

In most cases, the student should return to class after no more than three (3) days. After that time, the student may be charged with unexcused absences.

### **Immunizations**

Immunizations need to be completed BEFORE your student begins their education at The Silver Academy. Please have these completed and submitted to the office prior to the student coming to school in the Fall. There are changes in the PA Department of Health Guidelines for immunizations and we want to make sure we are following those guidelines (Refer to the Harrisburg School Board Policy 203). If these are not completed, your student will be excluded, five days into the school year or until they are completed according to a record with dates which are set up with the Physician's Office prior to entering the building. The immunizations are completed to keep both students and staff healthy.

### Students coming into a school must have:

- Five Td or Dtap Vaccines
- Three Hepatitis B Vaccines
- Four Polio Vaccines (although in many cases the students are now getting four Polio Vaccines)
- Two MMR Vaccines
- Two Varicella Vaccines or a titer indicating a student has had the disease.
- Upon Entering Seventh Grade, (ENTERING NOT WHILE ATTENDING), the Students need: One TDAP and ONE MENACTRA Vaccine Given.

### Medical and Dental Exams

#### Children need a complete medical physical by a doctor

- Upon original entry into school (K/1st)
- In grade 6

#### Dental exams are required

- Upon original entry into school
- In grade 3
- In grade 7

Parents must provide documentation to the school that the child's health record is complete.

All of the forms needed for the above are available on our website: [www.silveracademypa.org](http://www.silveracademypa.org)

### Infectious Diseases

In all cases precautions should be taken if you are handling body fluids. **Under no circumstances should a student be asked to clean-up or handle another student's fluids.**

When handling/cleaning body fluids please use the following precautions:

- Contact the office for disposable gloves.
- Use disposable towels or tissues.
- Dispose of all soaked towels, used gloves, etc. in a plastic bag. The bag should be closed and disposed of immediately - not left in the trash can.
- The office will contact the maintenance staff to clean the contaminated area with a disinfectant.
- Wash your hands with soap or an antiseptic even if you used gloves.
- Be aware of any puncture wounds, open sores, etc. on your own skin that may have come into contact with the body fluids. Be sure to clean these areas thoroughly.

### Physical Education/Recess

Physical Education classes are held each week and recesses are held daily. Students, who for medical reasons, cannot participate, must bring a note from a parent or doctor for each specific day. Students may not be regularly excused from P.E. unless they have a documented, serious illness.

## PARENT-TEACHER CONFERENCES/ CURRICULUM MEETINGS

**Parent-Teacher Conferences** are held in November at the end of the first quarter, in March or as requested.

**Open House**—Provides an opportunity for parents and teachers to meet, for the parents to hear about their child's current program, and to see some of the books and materials he/she will use.

Parent-Teacher conversations can be in person, via phone or e-mail. They can be initiated by either the teacher or the parent.

**SST: Student Support Team**—The Student Support Team consists of professionals who provide support or enrichment to individual students. This team includes The Silver Academy staff, professionals from the Capital Area Intermediate Unit's Non-Public School Services Division – School Guidance Counselor, Reading or Math Tutor, Speech/Language Pathologist and an ESL teacher (English Second Language).

These professionals provide supports to individual students, small groups of students, and some whole class support.

When a staff member or parent has a question or concern regarding a student's academic performance or social adjustment, appropriate members from this team meet to review the issue and develop an appropriate plan to support the student. In some cases, professionals from outside the school are included as a part of this team.

A summary of the discussion and recommendations is sent to the parent(s)/guardian(s) and the respective staff members following this meeting.

## REPORT CARDS

Report cards are issued 4 times per school year.



# VISITORS TO THE SCHOOL

ALL non-school employees will be considered to be visitors to the school.

Parents MUST follow the same procedures as visitors to the school.

All parents and visitors MUST enter the Silver Academy through the main door near the JCC offices (opposite the elevator). Parents and visitors MUST ring the buzzer to be admitted and MUST report directly to the school office upon entering the school.

Parents/visitors may be required to show a photo ID if requested.

No one may visit the school or go to a classroom without permission from the office. All visitors who will go beyond the school office MUST wear a visitor's badge.

Visitors MUST sign-out and return all badges prior to leaving the school.

# WEATHER CLOSINGS

Inclement weather information for delayed openings, cancellations and early dismissals

Closing, delay and early dismissal information will be announced on these TV or internet sites:

## Internet:

[www.abc27.com](http://www.abc27.com)  
[www.CBSlocal21news.com](http://www.CBSlocal21news.com)  
[www.wgal.com](http://www.wgal.com)

## TELEVISION

WGAL - 8 (Cable 3)  
WHP - 21 (Cable 2)  
WHTM - 27 (Cable 9)

**For a 1 hour delay** students should arrive between 9:00 – 9:10 am

**For a 2 hour delay** students should arrive between 10:00 – 10:10 am

Arrival procedures will be as usual. Whenever there is a delay, students will taven at home.

Delayed openings can be changed to closings, so please continue to listen to the radio, television or check the internet for updates.

## Bus Transportation:

Buses that provide transportation will follow their district's closing, delay and early dismissal schedule. If your child rides on a district bus, please be sure to also listen for announcements from that district.

**Aftercare is not available on our early dismissal days.**

# HOW WE DECIDE TO CLOSE/DELAY

**Who is watching the weather?** The Principal and administrative staff carefully watch the weather conditions during seasons of possible inclement weather.

**What factors are considered when making the decision to close school?** The safety of all Silver Academy children and faculty is our primary concern in making our decision. In deciding whether children will be safe, we consider:

1. Information from law enforcement, including whether roads are snow covered or icy;
2. Time snow or ice starts and the amount;
3. Weather predictions from NOAA Emergency Alerts;
4. Building conditions (e.g., whether the JCC has power and heat);
5. Parking lot conditions;
6. Temperature and wind-chill.
7. Availability of district school bus transportation.

**Who makes the decision?** The Principal is responsible for the final decision, based on the above factors.

**When Is The Decision Made?** The decision to delay or to close school will be made by 6:00 AM, except in the situations when inclement weather may force school closings during the school day.

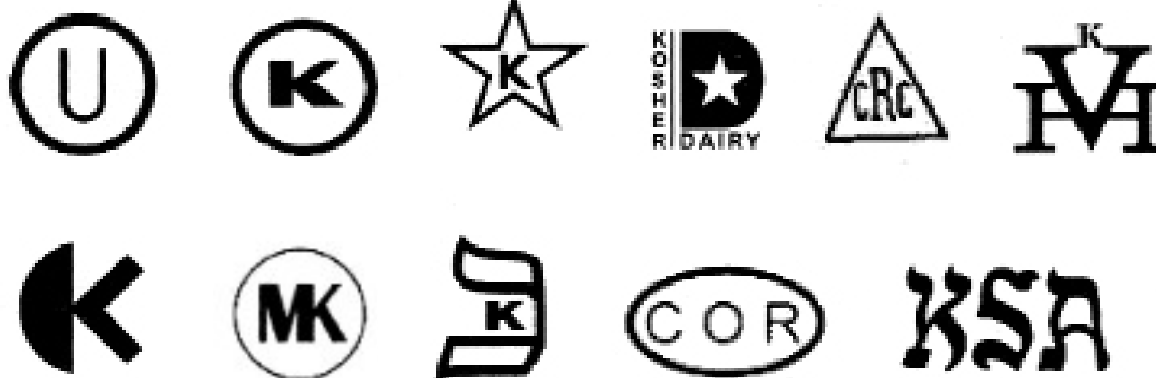
## How will our parent and student body be notified?

When a decision is made to delay or close school, details will be immediately sent via a Silver Academy Email Alert. In addition all the local news media outlets will be notified. Please be aware that DELAYED OPENINGS can be changed to closings, so please continue to listen to the radio, television, or check the internet for updates.



APPENDIX A

KASHURT SYMBOLS



BOARD OF DIRECTORS

**Katherine Baker**  
*President*

**Bryan Reid**  
*Secretary*

**Scott Rubin**  
*Treasurer*

**Eva Siegel**  
*Assistant Treasurer*

Emily Halper  
*Immediate Past President*

**Joel Burcat**

**Amanda Hervitz**

**Jordan Klein**

**Isaac Levine**

**Daniel Ryan**

**Emily Freeburn**

**Member Emeritus**  
Norman Gras

# Faculty & Staff

## **Ganeinu**

Judaic Studies: Tammy Reid

## **Kindergarten**

Judaic Studies: Aviva Woodland

General Studies: Brandy Hurley

## **1st Grade**

Hebrew Language/Judaic Studies:  
Alla Fligelman

General Studies: Brandy Hurley

## **2nd Grade**

Hebrew Language/Judaic Studies:  
Alla Fligelman

General Studies: Suzanne Stiles

## **3rd Grade**

Hebrew Language/Judaic Studies:  
Aviva Woodland

Language Arts & Social Studies:  
Rebecca Cortes

Math: Sara Romano

## **4th Grade**

Hebrew Language/Judaic Studies:  
Aviva Woodland & Alla Fligelman

Judaic Studies: Rabbi Gewirtz

Language Arts & Social Studies:  
Rebecca Cortes

Math: Sara Romano

## **6th Grade**

Judaic Studies: Rabbi Gewirtz

Hebrew Language:  
Alla Fligelman

Language Arts & Social Studies:  
Rebecca Cortes

Math: Sara Romano

## **7th/8th Grade**

Judaic Studies: Rabbi Gewirtz

Hebrew Language/Judaic Studies: Alla Fligelman

Language Arts & Social Studies: Rebecca Cortes

Math: Sara Romano

## **Special Subjects**

Music: Marina Cherepinsky

Art: Tammy Reid

Computer: Sara Romano

Physical Education: Sara Romano & Suzanne Stiles

Science: Susan Gaughan

## **CAIU Support**

Remedial Specialist: Patricia Benner

Speech Clinician: TBD

Counselor: TBD

## **Staff**

Head of School: Samara Sofian

Administrative Assistant: Amy Guilmette

Administrative Assistant: Myrna Rubin

Director of Admissions: Niema Schertz

Director of Development & Business: Kimberlea Konowitch

ESL Support: Bella Altman

# AGREEMENT FORM

**We have reviewed and agree to the following policies:**

- Arrival
- Dress Code
- Family Travel
- Lunch, Snack & Treats
- Visiting the School
- Invitations
- Phone Usage
- Weapons Policy

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*Sign & Return This Bottom Portion to The Silver Academy Office*

**We have reviewed and agree to the following policies:**

- Arrival
- Dress Code
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- Invitations
- Phone Usage
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Please Print Family's Last Name

Signatures:

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Student #1

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Grade

---

Student #2

---

Grade

---

Student #3

---

Grade

---

Parent

---

Date