

Hillel Academy of **Pittsburgh**

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Parent Student Handbook **Grades K-12** **2025-2026/5786**

Hillel says:

“If I am not for myself, who will be for me?
And if I am only for myself, what am I?
And if not now, when?”

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Mission Statement:

The mission of Hillel Academy of Pittsburgh, an Orthodox Jewish Day School, is to graduate young men and women with unlimited capacity to compete in a superior manner in any challenge they undertake, who are G-d fearing, Torah observant models of exemplary character, who love God, the Jewish people, and the land of Israel and possess a love of learning, confidence and the ability to think critically and serve as active members and leaders of the Jewish community and of society.

We will accomplish this by guaranteeing:

- dedicated, highly effective teachers and administrators
- a rigorous Torah and college preparatory curriculum and co/extra-curricular programming
- an understanding of the significance of the State of Israel
- a personalized, respectful learning environment

We will reveal the vast potential and greatness of Hillel graduates such that all who interact with them will say, *"Blessed is their G-d; fortunate are their parents and teachers."*

The Objectives

The organization's commitment to achieve specific, measurable end results in terms of student success, achievement, or performance.

- All students will be Torah and Mitzvah observant and demonstrate exemplary character.
- All students will be prepared and have the prerequisites to be accepted into a Yeshiva, Seminary, University, or job of their choice.
 - All students will demonstrate a love for the land of Israel.
- All students will demonstrate good citizenship and a commitment to the welfare of the Jewish Community and the world around them.

Guiding Principles:

1. Academic excellence is the goal of Hillel Academy. Both General and Judaic studies programs should be rigorous and attentive to each individual student's learning styles, with the underlying premise that all students can and will achieve academic success.
2. Boys and girls are taught with the same intensity, breadth and depth of study. Hillel Academy is unequivocally committed to *derech eretz* (conduct) and the development of proper *midot* (character traits) in its students. Our graduates should be models of integrity, decency, kindness and responsibility for self and others.
3. Hillel Academy strives to develop in its students a love for all Jews and a respect for the authenticity of different Torah paths.
4. A love for the Land of Israel and identification with the State of Israel and its people is nurtured among Hillel's students. The school develops its students to have
 - a. A feeling for the holiness of the Land
 - b. An awareness of living in *Eretz Yisrael* as an ideal
 - c. Knowledge of the history, geography and current events of Modern Zionism and the State of Israel
 - d. Knowledge of the diversity of religious views on Zionism
5. Hillel's graduates have a love for and loyalty to the United States of America. They are taught about American history, culture, language and current events and are committed to be actively involved with their community and their country.
6. The health and safety of Hillel's students is an overarching priority. This priority will be demonstrated by adherence to sound security and safety procedures and by cleanliness and order in the classroom, lunchroom and playground.
7. By graduation students should have sufficient mastery of Hebrew grammar and conversational Hebrew to be able to converse and be literate in Hebrew.

School Procedures:

Hours

Grades K-4.....7:50-8:05am to 3:50-4:15pm (Friday dismissal at 2:05-2:15pm)
Grades 5-8.....8:00-8:05am to 4:05-4:15pm (Friday dismissal at 2:15 pm)
Grades 9-12g8:00-8:05am to 4:45pm (Friday dismissal at 2:15 pm)
Grades 9-12b7:45-7:50 to 4:45pm (Friday dismissal at 2:15 pm)

Arrival

Above all else, our primary concern is maintaining the safety and wellbeing of our students. From the time they arrive in school, until the time they leave, we take pride in caring for your children. For this reason it is imperative that the following procedures are upheld.

K-4: Arrive at school between 7:50am and 8:00am and report to the lunchroom. Students may not enter the building before 7:50am. Students must enter through the main entryway. At this time parents may take advantage of the carpool line or park down the street and walk their child to the building. Students who arrive after 8:15am must first check in at the front desk and then proceed to class.

5-12 boys: Arrive at the Lipsitz Street Building at 7:45am for davening for 7-12b, 8:00am for davening for 5/6b. Attendance will be taken at davening. Boys arriving late must check in with the front desk or Rabbi Smith and must receive a late note before being admitted to class. If your child will be absent or is running late, parents must phone the school office at 412-521-8131 by 8:00 AM.

5-12 girls: Arrive at school at 8:00am proceed to the designated Davening area which will begin promptly at 8:00am. Students who arrive after 8:00am will be marked late and must receive a late note from the front office before being admitted to Davening or a subsequent class. If your child will be absent or is running late, parents must phone the school office at 412-521-8131 by 8:00am.

Additional Notes Regarding Arrival

- **If your child will be late you MUST call the office at 412-521-8131.**
- When using the carpool line, arrive during the set arrival times (7:50am-8:00am) and set dismissal times (3:50-4:00) in order to facilitate the flow of traffic. There will be faculty and staff outside during the carpool line guiding your children in and out of the building. Please stay with your car and do not enter the building. If you must enter the building, even for a brief amount of time, please park down the street and walk.

- Do not make an illegal left turn when leaving our driveway once you have picked up or dropped off your child. This creates a very unsafe situation during arrival and dismissal.
- Parents, students and visitors are to use the front entrance of the main school building only. Since maintaining the safety of our students is our primary concern, students who use other entrances upon arrival will be subject to a disciplinary consequence.
- The front of Hillel Academy should be used for dropping off students only. Cars may be ticketed if left in front of the building.
- Cars are not permitted to block the driveway to the left of the building at any time.
- All visitors, including parents, must proceed directly to the office. Any guests whom our students wish to bring to school must be approved in advance by the administration. Visitors may not enter other parts of the building or meet with students without approval from the administration.
- All visitors to the Lipsitz building, including parents, must first go to the main building and check in and only afterwards proceed to the Lipsitz building.
- The parking lot will not be available at all during the day, including during arrival and dismissal. Please find a spot on the street or consider walking to school, especially while the weather is still nice.

Dismissal:

K-8:

Families who fail to pick up their children on time repeatedly will be charged additional fees AND required to speak/meet with an administrator about their non-compliance. The office must be informed of any changes in your child's dismissal plan by noon of that day.

- Dismissal takes place at 3:50pm on Monday-Thursday for students in grades K-4 and at 4:05pm for students in grades 5-8g. On Fridays, school is dismissed at 2:15pm for grades K-8. Parents may either use the carpool line or park down the street and walk to the building for pick-up. Please remain outside and wait for your child to be brought to you. If for some reason you happen to see your child and they come to you without a faculty member, please make sure that they are signed out before you leave the building.
- 5-8b will be dismissed from class in the Lipsitz building Monday-Thursday at 4:00 and Friday at 2:15. Students waiting to be picked up will be brought over to the main building and will wait in the lunchroom until they are picked up between 4:05-4:15 pm on Monday-Thursday and 2:15 pm on Friday.
- If you have multiple children in both lower and upper grades, please come to pick up your children at the later dismissal time. We will not dismiss middle school students early and will ask that you drive around the block.
- If you are using the carpool line, please adhere to the following procedures:
 - Teachers will walk your kids to the car, but can not buckle your child in. Please remain in your car until a teacher approaches with your child.
 - Please minimize cell phone usage while in the lot.

- Students who walk home from school will have to be signed out by the faculty.
- Students enrolled in clubs or extended day will be taken directly to clubs. After clubs, students will be dismissed to a parent or guardian from the front lobby.
- Please be respectful to the time of our teachers and pick up your child in a prompt manner. We understand that sometimes unforeseen circumstances arise, but all students must be picked up by 4:15pm.
- Parents must fill out the online dismissal form and return it to the school by the first day of school. The office must be informed of any changes to your child's dismissal plan by 12:00pm of the day.

9th-12th: Students will be dismissed from their last class. Students may not remain in classrooms without adult supervision. Students who wish to remain in school after dismissal may only do so with direct adult supervision.

Tardy Policy (Grades 5-12):

- A student is considered tardy when he/she is not seated in his/her regularly assigned seat when the class begins. This applies to the first period and to all subsequent class periods throughout the day. Tardiness is considered unexcused without a medical note or a parental note with an excuse. Students who are tardy without an acceptable excuse will be subject to disciplinary action.
- If a student arrives over twenty minutes late, he/she will be marked absent for the class.
- After three such instances of tardiness the student's parents will be informed of the situation. A fourth tardy will equal one absence.
- If a student is present for the day, but cuts a class without permission, the student will receive an automatic detention.
- Please note that 85% attendance is mandatory to receive credit for an academic term. (This includes both excused and unexcused absences.)
- Students must sign in when they arrive at davening and will be marked absent if they are not present at davening for 50% of the time. Students will need to sign out to use the restroom during davening and only two students will be allowed out at a time.
- Students who are marked absent from davening 10 times or more times a quarter will not be permitted to participate in any extracurricular activities.
- After 10 absences from davening in one quarter, the student will need to serve a full day in school suspension.
- 4 latenesses to classes a week leads to a lunch detention; 5 latenesses a week to 2 lunch detentions; and 6 latenesses a week to 3 lunch detentions.
- After 10 lunch detentions a quarter, a student will have a full day in-school suspension.

Absences :

At Hillel Academy every student is an integral part of our school culture. Each unique

personality is part of the beautiful mosaic which makes up our student body. In addition, our faculty works tirelessly to ensure that every class is informative and meaningful. Therefore, in order for each student to maximize his/her Hillel Academy experience it is imperative that he/she is at school as much as possible. For this reason, please minimize out of school time and do not begin vacation before designated times. Medical and dental appointments should not be made during school hours. If you know that you will miss school please consult with the administration. Having prior notification of planned absences allows the teacher to appropriately plan for the student's absence in order to design a plan for work to be completed upon return to school or in the interim absence. This plan will be clearly communicated to the parent and child.

Absences are considered unexcused without an explanatory note from a parent or doctor. Parents who wish to request an excused absence for their child(ren) should submit the request in writing to the office **in advance** of the anticipated absence. The administration will determine if the student's absence is considered excused. Students are responsible for making up any missed work during their absence. This is not the responsibility of the teacher.

Students who miss assignments or tests with an unexcused absence will not receive the opportunity to make up that work and will receive a zero or other consequence as seen fit by the administration. Make up tests for students with excused absences will be given during lunch periods, after school hours or on a Sunday at Hillel Academy. Parents may be responsible to pay for a proctor if one is needed. **All times for make-up work will be determined by the administration.**

Please note that 85% attendance is mandatory to receive credit for an academic term. (This includes both excused and unexcused absences.)

Early Dismissal :

Students are expected to be in school for a full day. The school office must be informed as early as possible of any early dismissal. In order to maintain a safe and secure environment, all students must be signed out of the building upon their departure, and back in upon their arrival. We understand that there are times when students must miss part of a school day, but please be aware of our aforementioned attendance policies, and attempt to schedule all appointments during non-school hours. Students will not be allowed to leave for an early dismissal without a note or phone call from a parent and all early dismissals must be approved by an administrator in order to be considered excused absences.

Snow Days :

School may be delayed or canceled due to severe weather conditions. You will automatically be notified via phone through our School-Reach communication system and via email regarding school delays or cancellations. It is of the utmost importance that we always have your most up to date contact information so that we can reach you in the event of a delay or cancellation.

Hillel Academy does not follow Pittsburgh Public School (PPS) snow day and delay policies. If you feel it is unsafe to send your children to school, please keep them at home and call the school to inform us of their absence, which will be excused.

In case of a delayed opening, the building will open 10 minutes before the start of class.

In the case of a delay, all grades will always start with davening, unless parents are informed otherwise.

Lunch and Food Policy :

At Hillel we value the importance of good nutrition and understand that unless your children are eating right we cannot expect them to perform up to standard. Please try to limit sugary treats and other unhealthy snacks. Sugary drinks are not permitted to be brought to school.

All food that is brought into the building must be certified by the OU, Star K, Chof K, CRC, OK or the local Vaad. Additional acceptable certifications may be checked at http://www.crcweb.org/agency_list.php.

If you have a question about a different Hashgacha, please contact the school.

No food prepared at home should be brought in for distribution at school. Students should not share or trade food with one another, since different families have various preferences regarding the foods their children may eat. Students may only sell food or other items in school if part of an approved school or class fundraiser.

Additionally, please note that Hillel Academy is not a nut free facility. However, our Early Childhood Center, and the lunchroom are nut free. No food containing any nuts or nut by products may be brought into those areas at any time.

On Mondays, Wednesdays, and Fridays, students in grades K-8 should bring a **dairy or parve** lunch to school. On Tuesdays and Thursdays, students should bring a **meat or parve** lunch.

Lunch may be brought from home or purchased from PKC catering on a daily or month to month basis.

Parents may not send in food for general distribution to the class without prior discussion and permission from the classroom teacher and administrator. This includes Mishloach Manot. Birthday parties may not be celebrated individually in your child's classroom. Instead, a monthly Rosh Chodesh celebration will be held for the entire class to celebrate the birthdays for each month, with a treat provided by the school (grades K-4).

Lunch Period for grades 9-12

In high school, we recognize the need to give students independence. Students are permitted to eat in designated areas as approved by the administration, and at times may be allowed to leave the building with the permission from the administration and signed consent from parents. Students with parental permission are required to sign out before leaving for lunch on the designated days, and must sign back in upon their return. Sign-out for 9-12G will take place at the front desk. Sign out for 9b-12b will take place at the front desk of the Lipsitz building.

Students will be required to leave a contact number where they can be reached while they are out of the building. Additionally, students are not permitted to go to other student's homes during lunchtime and must inform the school of where they will be going during the lunch break.

We view leaving the building during lunch as a privilege and expect that during these times students will act as responsible ambassadors of Hillel Academy. This means that they must remain in dress code, behave respectfully at all times, and adhere to our Kashrus standards while out of the building. Students who leave without signing out or return late from lunch will lose their lunch privileges and may be subject to additional disciplinary action.

Students may not use cars during the school day. Permitted lunch breaks must be local and within reasonable walking distance. **Under no circumstances may a student drive another student anywhere at any time during the school day.**

Home Parties:

There is a wide spectrum of religious observance and practice found in our parent body. Please keep this in mind when planning your child's birthday party. As a matter of policy, party invitations may not be distributed in school.

Student Expectations:

At Hillel Academy we strive to create and sustain a safe and secure environment that facilitates the learning and the growth of our students. In order to maintain this environment we expect our students to behave appropriately and respectfully at all times. Any misbehavior that is detrimental to the learning environment will be dealt with in a manner appropriate to the infraction and may include suspension or expulsion. In order to foster a safe, secure, and academically motivating environment, we require our students to be mindful of their behavior at all times.

Disciplinary issues are generally handled in-class by the teachers. Hillel Academy teachers have a broad array of management tools to deal with discipline in the classroom. If disciplinary issues persist despite the teacher having taken proper measures in the classroom, the teacher may then refer the student to an administrator.

Some issues require direct administrative referral. These include:

- Fighting or harming another student
- Willful disobedience or insubordination
- Evading or avoiding proper supervision
- Student behavior that poses a danger to him/herself or to others

Violation of any one of these rules carries with it an automatic disciplinary action and may also carry legal consequences. Please become familiar with each rule to avoid being in violation. Further details on specific rules and consequences are outlined in the School Community Standards

Appendix A of this document contains the full text of the Community Standards that have been developed for Hillel Academy students. Students should familiarize themselves with these expectations and be aware of the consequences of any violations of these standards.

Prosocial Behavior Policy

Hillel Academy is committed to providing all students and employees with a safe and civil educational environment, free from harassment and/or bullying. Hillel Academy recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, Hillel Academy prohibits bullying by students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the intent or effect of:

- Creating an intimidating or hostile environment that substantially interferes with a student's education; or
- Physically, emotionally or mentally harming a student; or
- Placing a student in reasonable fear of physical or emotional harm; or
- Placing a student in reasonable fear of damage to or loss of personal property.

Bullying, as defined in this policy, includes cyber-bullying.

School setting means in the school, on school grounds, traveling to and from school, or any activity sponsored, supervised or sanctioned by the school.

Bullying may include acts that occur outside of school if those acts are intentional, electronic, verbal or physical, are directed at another student or students, are severe, persistent or pervasive, and have the effect of (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the school. Hillel Academy prohibits all forms of bullying by students. Hillel Academy encourages students who have been bullied to promptly report such incidents to the principal or another administrator. Hillel Academy directs that complaints shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Complaint/Investigation Procedures:

1. A student or parent shall report a complaint of bullying or cyber-bullying, orally or in writing, to a teacher or administrator.
2. The teacher or administrator will investigate the alleged conduct and submit the findings in writing to a supervisor and the Principal.
3. After the investigation, the administrator shall prepare a report or receive a written report of the complaint and the results of the investigation. If the investigation report concludes that a bullying incident did in fact take place, it will lead to consequences and interventions which may include counseling, parent/guardian conference, detention, suspension, transfer or expulsion. More detailed consequences are outlined in Appendix A.

Detention for grade 5-12:

Students may be assigned detention for minor infractions and tardies. Students who fail to report to detention are referred to administrators for administrative action.

Students assigned lunch detention must go directly to the designated room for lunch detention at the beginning of the lunch period. Following 5 lunch detentions in a quarter, a student will have an after school detention. Following 2 after school detentions, the administration will meet with the student and his parents.

Students who have been assigned after school detention must report to the office immediately after school.

Absolutely no electronics will be allowed to be used during detention. If a student receives two detentions for disciplinary reasons within a six week period, instead of a third detention, students will be subject to additional disciplinary action.

Students must sign in at the main office before beginning detention and sign out when detention is completed. If students do not check in and out, they will not be given credit for serving detention.

Exclusion from School:

School administrators have the authority to suspend students. Students referred to administrators for repeated minor classroom or school infractions may be assigned to in-school suspension where they will spend the day doing their classroom assignments. Out-of-school suspensions are used in major disciplinary situations, which allows time to study the factors contributing to the student's poor judgment and determine whether or not the student may need special resources that have not been previously employed.

Parents will be informed as soon as possible to inform them of any rule violations. An informal hearing date may be set up at the time of the phone contact if this is deemed necessary by administrators.

Dress Code :

For all grades, when in doubt whether attire is in compliance with the dress code, please do not wear it before consulting an administrator. Please note that it is difficult to codify all aspects of dress. Therefore, we reserve the right to determine the appropriateness of students' appearance, or to make changes to the dress code during the year.

Note that younger students in particular grow throughout the year, and items of clothing that fit appropriately at the beginning of the year may no longer be in compliance with the dress code. Please double check the suitability of your child's attire as the year progresses.

K -8th Grade Girls

Skirts: Plaid (from Land's End), black, navy blue pleated skirts or jumpers may be ordered through our personalized Lands End Website - <http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900122698> or from any local store. Pleated navy or black skirts (no denim) which must cover the knee at all times. Hems must be appropriately sewn. Other than leggings, no pants may be worn in school under the school uniform even if they cannot be seen.

K-4 girls may wear polo dresses (black, white, light gray, light blue and navy are approved) in the colors listed as long as they cover the knee.

Shirts: Solid white, light yellow, pale or navy blue or light gray. Button-down shirts, blouses, white turtlenecks or knit polo shirts with collars. Note that all shirts must have collars. Only solid white t-shirts may be worn under a school uniform. Shirts may be bought through our personalized Lands End Website or any local store.

Sleeves: Long or short sleeves may be worn (not capped or sleeveless) for grades K-4. Grades 5-8 must always have sleeves that cover the elbows.

Sweaters, vests, sweatshirts: Only Hillel Academy sweatshirts, or solid navy blue, white, gray, or black sweatshirts, sweaters, or vests may be worn (with no words or images).

Hair: Hair may not be dyed unnatural colors.

Head Coverings: No kerchiefs, hoods, hats of any type may be worn during the school day.

Jackets, coats & windbreakers, etc: Not permitted to be worn during the school day unless students are outdoors.

Socks: Must be worn at all times.

Shoes: No open-backed shoes or sneakers without a strap may be worn at any time. (This includes, but is not limited to Crocs, slippers, flip-flops, clogs, etc.) Sneakers or rubber soled shoes are required for P.E. class.

Make-up: Any make-up, with the exception of clear lip gloss, is not permitted.

Uniform on School Trips:

Unless otherwise indicated, all students are expected to wear their uniform on all school trips.

K -8th Grade Boys

Shirts: Solid white, pale or navy blue or light gray button down or knit polo shirts with collars (short or long sleeves) OR solid white turtlenecks. Shirts must be buttoned and neat (top button may be left unbuttoned).

Pants: Full length pants are mandatory. Navy blue or black slacks (NO denim, joggers, leggings or sweatpants)

Tzitzit: Tzitzit is part of the uniform and must be worn under the shirt at all times. The strings should either not show or hang neatly.

Head Coverings: Kippot at all times, even at gym and recess. Baseball caps are permitted during gym and recess. Hoods may not be worn indoors.

Hair: Neat and groomed at all times. Hair should be uniformly cut and should not reach the shirt collar or reach the eyes in front. Sideburns (payot) must reach to the cheekbone. Hair may not be dyed unnatural colors.

Jewelry: Boys should not wear exposed earrings, chains, or other jewelry during the school day.

Sweaters, vests, sweatshirts (K-4): Hillel Academy sweatshirts, or solid navy blue, white, gray or black sweatshirts, sweaters, or vests may be worn (with no words or images).

Jackets, coats & windbreakers, etc (K-4): Not permitted in the building EXCEPT when worn for davening.

Socks and shoes: Must be worn at all times. No open-backed shoes or sneakers without straps may be worn at any time. (This includes, but is not exclusive to crocs, slippers, flip-flops, clogs, etc.). Sneakers or rubber soled shoes are required for P.E. class.

All garments must be clean, not torn, and fit properly.

Middle school students may be permitted to change clothes for indoor gym only, but must change back to their uniform immediately following gym class.

Girls High School

Skirts:

Black or navy blue pleated skirts must be worn. Alternatively, ankle length black skirts may also be worn. Our Hillel Academy plaid skirts may also be worn and may be ordered through our personalized Lands End Website -

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900122698>.

Skirts must be long enough to cover the knee at all times, including when walking and sitting, and therefore must extend well below the knee. Skirts may not be shortened or rolled up in any way when worn in school. Other than leggings, no pants may be worn in school under the school uniform even if they cannot be seen. Students may put on pants for gym but these may only be seen during gym period and must be removed immediately after gym class.

Shirts:

White, navy blue, or light blue oxford shirts and/or white, navy blue, or light blue polo shirts , ordered through our personalized Lands End website. Only the top button of the uniform shirt may be unbuttoned. Shirt sleeves must cover the elbow at all times. Solid white or solid black t-shirts may be worn under the uniform. No other color t-shirts may be worn.

Sweatshirts:

All Hillel Academy (either current or from previous years), camp or Jewish youth organization sweatshirts or solid colored sweaters/sweatshirts may be worn. Collars must be visible under zip up and crew neck sweatshirts at all times.

Piercings and Tattoos: No students may have visible tattoos or any body piercings other than on the ear.

Hair: Hair may not be dyed unnatural colors.

Head coverings: No kerchiefs, hats, or hoods, of any type may be worn during the school day.

Jackets, coats and windbreakers, etc: Not permitted to be worn during the school day unless students are outdoors. If students tend to be cold in school they must have an appropriate sweatshirt to wear indoors.

Socks and shoes: Socks must always be visible above the shoes. No open backed shoes or sneakers without a strap may be worn at any time. (This includes, but is not exclusive to, slippers, flip-flops, clogs, etc.) Crocs will be reluctantly tolerated.

Students will be permitted to change clothes for P.E., but must change back to uniform following Gym class.

All garments must be clean, neat, not torn, and fit properly. Hems must be appropriately sewn. *Students are expected to be in uniform from the time they enter the school building until they leave. Students may not arrive out of uniform and change into their uniform in school, and they may not change out of uniform before leaving the school building.*

All students will be required to fill out a sign in sheet upon arrival at school. If, upon the time of arrival, students are not in dress code, they will be required to change. If there are no extra clothes at school, the student will be sent home to change. Any absence or tardiness resulting from a dress code violation will be unexcused.

Uniform on School Trips:

Unless otherwise indicated, all students are expected to wear their uniform on all school trips.

Dress Code Guidelines are to be adhered to for school events and trips and any time a student is in school during school hours when the uniform is not required:

- Skirts must extend below the knee at all times, while both sitting and standing.
- Shirt sleeves must be below the elbow at all times.
- Necklines must be to the collar bone.
- Slits may not be above the knee.
- Socks must be worn and visible.
- Overall, the student must look respectable.

Boys High School

Pants: Black, blue or gray full-length pants must be worn at all times. Pants with cargo pockets, joggers, sweatpants or denim pants are not permitted. Please make sure that there are no tears, that all hems are neat and that the pants fit properly.

Shirts: White, blue or gray solid-colored, striped, or checkered full-length button-down shirt. Only the top button may be unbuttoned.

Tzitzit: Tzitzit must be worn under the shirt at all times and the strings should either not show or hang neatly.

Head coverings: Kippot must be worn at all times, even at gym and recess. No hats or hoods of any type may be worn during the school day, except during gym or recess.

Shoes: Only closed shoes may be worn. No slippers, flip-flops, clogs, or crocs, may be worn at any time.

Hair: Neat and groomed at all times. Should be cut so as not to reach the shirt collar or the eyes in front. Sideburns (payot) must reach to the cheekbone. Hair may not be dyed unnatural colors.

Jewelry: Boys should not wear exposed earrings, chains, or other jewelry during the school day.

Gym: Students will be permitted to change clothes into shorts and t-shirts for Gym only, but must change back to uniform immediately following Gym class. Students must use the locker room adjacent to the gym to change in.

Policy for students grades 5-12 who are out of dress code/uniform:

Any student who is told that they are out of dress code by any adult at the school is required to immediately get into dress code. If they are unable to do this, they will be required to contact a parent (through the school office) to bring them appropriate dress code clothing. A student who is unable to get into dress code, for whatever reason, may not be permitted to attend classes until they are in dress code. Students will be held accountable for all work missed and will be considered to have an unexcused absence. Students who are repeat offenders will face disciplinary action including detention and suspension.

All high school students and parents must sign the [Dress Code Policy Agreement Form](#).

Textbooks

Students are responsible for all school books issued to them, including textbooks and books taken from their classroom or school library. If damaged or lost, it is the family's responsibility to replace them.

Lockers and Cubbies

Students should not congregate in hallways at any time, nor should they leave books, backpacks, jackets, or the like on the hall floor. Backpacks and coats may not be left on the floor near lockers or be hung on top of lockers. Students should use their lockers or bins for these items, or the shelves and hooks in the lounge that have been provided for this purpose.

Each student will be assigned a locker, cubby, bin, or hooks for the storage of books, coats, and other belongings. It is the student's responsibility to see that his/her locker/cubby/hooks are clean at all times. The school will not be responsible for lost or stolen property. It is therefore recommended for students to put locks on their lockers (the key or combination must be submitted to the office). Students must only use their assigned lockers. No items may be hung from the tops of lockers or stored on the floor outside lockers at any time. Students in the Girls High School may also use their assigned cubbies in the lounge, which should be kept clean and neat. Lockers and cubbies are school property and may be searched at any time if reasonable cause exists to do so.

Personal Items

The school will not be responsible for accepting or holding student's personal items, with the exception of cell phones or other technology. It is strongly recommended that students refrain from bringing large sums of money, valuable jewelry or expensive outer coats to school.

Students should not bring toys or other personal items to class. The school is not responsible for lost or missing personal items.

Students may not bring inappropriate items to school which may be considered distasteful or offensive by others, including technology, magazines and other reading materials.

K-12 Cell Phone and Electronic Policy:

At Hillel Academy, we value uninterrupted learning. Research shows that cell phones and other electronic devices can be a major distraction and hindrance to student productivity.

Cell phones, iPods, "Smart" watches (i.e. Apple Watch) and other electronic gadgetry, may not be used in the school building at any time. Tablets, iPads, and laptop computers may only be used with explicit permission from the administration and direct supervision from a teacher. Students who wish to bring their phone or electronics to school must hand it in to the office upon arrival. High school students may check out their phone or device from the office if they leave the building during lunchtime or off-campus activities with administration permission. Any abuse of this policy will result in confiscation of the cell phone/electronic device until the end of the following day.

Cell phones will be checked in upon arrival at school. High school students who are off campus for lunch may get cell phones and re-check them upon return. Failure to follow this explicit cell phone policy will result in the device being stored at school until the end of the following day. Please see more information about our cell phone policy in Appendix D sign the cell phone agreement policy.

Due to the ever evolving technological landscape in which we live, we reserve the right to modify, change, or add rules to our current computer use and technology policies.

Computer Use Policy

At Hillel Academy, we view technology as an essential tool to further our curricular goal of promoting student-centered learning. Through the use of technology, students can communicate and collaborate, research and innovate. They can interact directly with primary sources of information and through the active facilitation of our teachers, become more independent and engaged learners.

Students have access to multi-platform technologies with school-provided iPads and Chromebooks, based on grade level. Each student is assigned a specific device which they are responsible for. Chromebooks will only be permitted to be used with a signed Chromebook contract. No student is allowed to use their Chromebook except under the direction of a teacher. This includes during lunch and break times.

The use of the computers and networks at Hillel Academy is to be in support of instructional and learning activities consistent with the Torah educational mission of Hillel Academy. Hillel Academy retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school. Hillel Academy reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers and school accounts, including browsing history, email and stored files. Students may not attempt to hack security features of Hillel Academy's computer systems, including passwords and filters. Hacking activity will result in suspension of computer privileges. Students may not install software, use excessive drive storage, or alter computer settings on Hillel Academy computers. Students are expected to practice digital responsibility when using their devices.

Misuse of the system or failure to comply with any of these guidelines will result in disciplinary action. Student use of the school's computers, networks, and Internet services is a privilege. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

Chromebook Use Guidelines

1. Approved Times

The default for every class is that Chromebooks are not to be used unless a teacher has permitted their use for an assignment.

2. General Precautions

- No food or drink should be next to Chromebooks.
- Heavy objects should never be placed on top of Chromebooks.
- The identification sticker for a Chromebook should never be removed.
- Always transport the Chromebook with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- No Chromebooks allowed out of the classroom.
- No Chromebooks in desks or lockers.

Technology Policies outside of school

Rule 1:

Students at Hillel Academy may not own their own smartphone until the conclusion of 5th grade.

- a. Family devices such as an iPad or a family phone are allowed at the discretion of a parent.
- b. If a child in grades K-5 already has a smartphone, we expect the parent to take away this device until a future time.
- c. We encourage parents to delay giving their children smart phones for as long as possible, and not until the conclusion of 8th grade.

Rule 2:

No student in grades K-8 may have their own access to social media.

- a. No child in grades K-8 may have access to their own social media accounts whether on their own device or on a home based device. The list of prohibited platforms is subject to change. For now it includes TikTok, Snapchat, Facebook, and Instagram.
- b. Please remember that this policy is not about a particular app or platform, it is about the damages that messages, comparisons, connections and distractions have to the immature, developing brains of our children.
- c. If a student in grades k-8 currently has their own social media account, it should be erased.

Rule 3:

No students in grades K-6 may be a part of a group chat (whatsapp, text, etc.)

- a. Children of this age do not have the “tech etiquette” to navigate group chats in a healthy way. Text or video messaging classmates from a home device is acceptable.

In addition to these three rules we ask that parents of students in all grades partner with us in helping to create a safe and healthy environment for all of our students. We ask that parents join our school community and commit to the following responsibilities:

- a. Parents should ensure that their home devices are properly filtered and monitored.
- b. Parents should ensure that access to all types of technology and screens is appropriately limited.

- c. Parents (this includes teachers and admin) should model healthy/balanced behavior when it comes to their own use of technology.

While we do not plan on making any formal rules for high school students in the near future, it is our belief that social media and technology access should be limited and mindfully consumed by these students as well and high school students will be held to our social media guidelines as indicated in our handbook.

School Email Accounts

Students will have access to their Hillel Academy email account until 30 days after they graduate/leave school. Instructions for exporting their email and files will be shared with students so they can retain their data after they leave school.

Office, Front Lobby and School Ground Policies

- Students are not permitted to loiter in the school office, front desk, or front lobby and certainly may not be there during class time.
- Phones and computers in the office are for staff use only and may not be used by students except with special permission from the administration.
- Students may not use the copy machine under any circumstances except with special permission from the administration.
- 5-12 boy students may not congregate with 5-12 girl students on school grounds without direct teacher supervision (this includes the main building, the Lipsitz Building, and playground).
- Students in the girls school may not go to the Lipsitz Building without being accompanied by a teacher.

Homework/Test Policies

We are aware of, and sensitive to, the students' long day in school. However, homework is a vital part of the learning process. Homework is an effective way for you to see what you remember from your lessons, how well you can reason independently, and can illuminate topics that a student may need to hone in on in collaboration with their teachers. Doing homework can help our students clarify what might be unclear, or reinforce what they already know.

We want all of our children to learn the importance of meeting responsibilities in a timely manner. Parents and students should establish clear routines for doing homework. Although parents are asked to provide structure and support, the students should complete homework independently.

When a student is absent, work will need to be completed. The teacher will work with the student to ensure that work is completed in a timely manner with appropriate extra instruction on the specifics of what that student missed. For example, if a teacher covered multiplying multi-digit numbers while the student was absent, the teacher will provide that instruction prior to assigning work on that topic. A student who is absent is responsible for finding out his/her

homework assignments and making up the work. It is not the responsibility of the teacher or the administration.

To ensure our students' success, our test policy will ensure that students do not take more than two tests per day, and a maximum of 6 tests per week.

Grading

K-4:

Hillel Academy operates with a two semester academic year. A report card is issued at the end of each semester. In K-4, students do not receive letter grades. Students are graded on their progress toward mastery of the grade level skills during each semester. Parents are urged to review and discuss grades and report cards with their children and to demonstrate an active interest in their children's progress in all subjects.

5-12:

Our academic calendar is divided into semesters. A report card is issued at the end of each semester. Renweb Gradebooks are live and can be accessed by parents at all times to view your child's most up to date grades.

It is the responsibility of the student to complete all assignments and examinations prior to the end of the semester. If unusual circumstances prevent a student from satisfactorily completing these obligations, a teacher may assign a grade of Incomplete, but all requirements for the course must be completed within four weeks of the end of the semester or the grade will automatically become an F.

If a student fails a class in a semester, he/she is required to make up the class either after school hours or in the summer. The administration will outline what work is required to make up a course. Make up work must meet school standards for students to gain credit for the course and must be completed within 15 months. Students will not be able to advance to the next grade without completing required coursework.

High School Midterms and Finals

All students are required to take midterms and finals. Students will receive their midterms and finals schedules before the testing week begins and are required to be in school, in dress code, on time for davening during the week of testing. No reminders will be given. Tardiness or absence, or inappropriate dress, may result in not being able to take the midterm/final with severe consequences for the student's grade. Midterms and finals count as 20% of each semester grade.

If a parent feels a student's absence/tardiness is legitimate during midterms and finals, the school must be contacted **in advance**. Administrators will determine if the absence/tardiness is excused and whether students will be allowed to make up the midterm/final. If the school is not

informed **in advance** the absence/tardy is automatically considered unexcused and no makeup exam will be allowed.

Schedules for makeup exams will be determined by the administration. Students are required to be in dress code during makeup exams.

Seniors are given special finals privileges. While all seniors are required to take midterm exams, seniors who are averaging 80% or above for the year in a specific class are not required to take a final for that class. If a student's average for a class is below 80%, the student is required to take a final. Teachers may also assign a mandatory project to be completed in order to graduate.

Academic Integrity:

A student shall not engage in, participate in, or knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework and other projects and assignments, whether done during or outside of school hours. Academic dishonesty includes (but is not limited to) all forms of cheating, plagiarism, pre-exam access to test forms, representing another person's work as your own, and unauthorized use of aids during examinations, projects and assignments. Students should obey all copyright laws, correctly citing all Internet sources used in their work and research.

Students will be taught explicit study, research, and citation skills. Appropriate technology etiquette will be reinforced throughout each course to promote academic integrity. Academic dishonesty may result in a failing grade for a course as well as disciplinary consequences.

High School Transcripts:

In order to graduate from Hillel Academy and receive a high school diploma, a student must satisfactorily complete all prescribed courses in both the Judaic and General Studies departments. All Hillel Academy High School transcripts will include the grades of the entire academic program of the individual student. Students are expected to give seven days notice for transcripts and any other college-related materials that have to be prepared by the office. An official transcript request form must be completed and given to the office to receive transcripts.

College and Israel Advisement:

Hillel Academy has a college guidance counselor on staff that is devoted to helping all students plan their life beyond Hillel Academy. At the beginning of the senior year, the high school administration will schedule a group meeting for all senior parents and students to discuss the application process for College and Yeshiva / Seminary. Private student meetings will be scheduled to help meet the needs of individual students. Parents are also welcome to schedule a private meeting to give their input and personal preferences, before meeting with the student.

Health Information:

In case of a contagious illness please notify the school immediately. All parents will be notified by the school when a student in the group has a contagious illness. You may check with your physician concerning your own child. If your child should catch a contagious illness, he/she may not return to school until your child is no longer contagious and is in good health.

Accidents and Illness:

Minor injuries such as superficial cuts or bruises will be treated by our school nurse. If there is any question as to the severity of the injury, parents will be notified and an incident report will be completed. It is imperative that updated emergency contact forms are submitted online at the beginning of each school year. In the event that a child becomes ill in school, parents will be contacted immediately. Should we be unable to reach the parents, and the child's condition appears to require a physician's attention, the school will take the child to a hospital emergency clinic and contact the child's primary care physician whenever possible.

Children with fever and/or other signs of communicable disease may not be sent to school until they are 24 hours fever free without medication. Please contact Nurse Shayna Wolf for instruction, guidance, and to be cleared to return to school.

Emergency Contact Form must be submitted online by the first day of school.

WHEN DOES MY CHILD GET SENT HOME?

In general, if your child develops an illness after arriving at school, and we feel the illness is serious enough that the child should not be in school, we will contact you so you can make arrangements for your child's care. Hillel follows the Department of Health guidelines. The following are illnesses defined by the Department of Health that demand the child's exclusion from school:

Fever: If a child has a temporal temperature of 100.4 degrees or above, the parent/guardian will be notified and the child sent home. The child may return to school once s/he is fever free WITHOUT medication for 24 hours.

Vomiting: If a child vomits outside of immediate consumption of food/smell or vomits with signs of other illness, the parent/guardian will be notified and asked to pick up the child. The child may return to school after the vomiting has ceased for 24 hours WITHOUT medication.

Diarrhea: Diarrhea is defined as frequent, loose, watery stools. If a child has two or more episodes of diarrhea within two hours, staff will contact a parent/guardian to take the child home. The child may return to school 24 hours after the last episode.

Conjunctivitis (Pink Eye): If a child's eyes appear red, irritated, swollen, itchy, and/or have purulent (thick, yellow, or greenish-yellow) drainage, the staff will notify the parent/guardian to take the child home. **If the child requires medication/eye drops, the child will not be readmitted until at least 24 hours after the start of medication.** If no medication is required, the child must have a note from the doctor stating the child can return to the classroom.

Strep/ Sore Throat/ Scarlet Fever: Re-admitted with doctor's note AND at least 2 doses of antibiotics

Chicken Pox/ Measles/ Rubeola: Re-admitted with doctor's note AND at least seven days after the onset of the rash. (Children with open, weeping sores may not be in school).

Mumps: Re-admitted with doctor's note AND after fever and swelling have ceased.

Rashes/Skin Conditions: If your child has a skin condition that has pustules (fluid filled blisters), raised red blotches, or very itchy rashes, please keep your child home and have it checked by your physician. If the staff notices any of these types of skin conditions, they will contact you to take your child home. The family is required to bring a slip from the physician stating that the child is allowed to return to school. Due to HIPAA laws, the physician has the option of stating the cause of the rash and whether it is contagious. **Children with open and/or weeping sores and skin conditions may not be in school. This includes molluscum that is open and cannot be covered.**

Respiratory Disease: A child will be sent home if he/she has an upper respiratory illness which causes him/her to have a stuffy nose and runny nasal discharge and he/she cannot properly wipe his/her nose. A child will be sent home if he/she has a cough, or wheezing which is interfering with his/her ability to participate in classroom activities.

Excessive lethargy/general illness: A child will be sent home if he/she has symptoms that interfere with his/her ability to participate in classroom activities.

Post Surgical Procedure: A child must wait 24 hours after having anesthesia administered before returning to school. A physician's note is required indicating that the child can resume normal school activities.

ER Visits: If your child visits the ER please be in touch with their teacher or the school nurse before returning to school so we can continue to provide the best care for your child.

Lice - Live: The child's parent/guardian will be notified and sent home for treatment. The child may ONLY return the next school day after treatment. (See our full lice policy below)

Lice - Nits: The child's parent/guardian will be notified. The child may stay in school for the remainder of the day. Children may ONLY return the next school day after treatment. ([Click here to see our full Lice Policy](#))

Medication

If your child needs medication during the school day, please fill out the following form granting the school nurse permission to administer the medication. Medications will not be given without prior notice, filling out the below form, and providing non expired medication with an up to date script from the child's doctor, if applicable.

<https://docs.google.com/forms/d/e/1FAIpQLScpit9H9ljbhufPDgeO9-5ljt78Ho3CKsdJCh2rn0APKQCZZQ/viewform>

Medications for allergies, asthma, diabetes, and seizures fall under the category of rescue medications. If your child has one of these conditions you must return the appropriate emergency action plan to the school nurse by the start of the school year. All of these emergency action plans can be found on the [Health Forms](#) page, under the "Admissions" section of www.hillelpgh.org. Please note, a new emergency action plan is required each year.

Immunization:

VACCINATION POLICY AND PROCEDURES

OF PITTSBURGH'S THREE JEWISH DAY SCHOOLS

POLICY STATEMENT

Jewish tradition demands that we take all available steps to protect our life and health and that of our children in accordance with the advice of competent medical authority. Current immunization guidelines are developed by the standing committee of the Centers for Disease Control, in collaboration with the American Academies of Pediatrics and Family Practice. They represent the combined expertise of our nation's leading epidemiologists, infectious disease specialists, and primary care physicians, and are designed to maximize immunity to vaccine-preventable disease at the earliest possible age, with the least burden on families and the maximum amount of safety.

Given the strength of this recommendation it should be incumbent upon every Jewish individual to follow these recommendations unless the individual's physician specifically advises them not to because of a direct risk to their own health (as in the case of a transplant recipient who cannot receive live vaccine, or a patient with an egg allergy who cannot receive influenza vaccine). The obligation is much stronger due to the fact that the act of immunization protects not only the individual but the community as a whole.

Jewish schools should play a proactive role in ensuring near-universal vaccination in our community. Studies have shown that the existence of state and local regulations requiring immunization as a prerequisite for entry into school correlates with higher rates of immunization in those locations. By setting and enforcing a policy requiring proof of immunization prior to entering school, the Jewish schools in our community not only send a message as to the importance of this goal, but take an active step toward achieving the goal, thereby fulfilling the mitzvah to preserve health.

PROCEDURES

1. Immunization Requirement. All students will be required to provide proof of current, age-appropriate immunizations according to current Pennsylvania immunization requirements prior to the beginning of each school year. Children in infant care and preschool programs will be required to provide proof of adherence to the universally recommended schedule produced by the Advisory Committee on Immunization Practice of the CDC. NB: In cases where a range of ages is given as the recommended time to administer a vaccine, a child will be considered in compliance if they have received the vaccine by the end of that age range. However, where state requirements exist specifying a specific grade level at which the requirement must be completed, the state requirement takes precedence.
2. Request for Medical Exemption Forms. Any student not meeting these requirements must have his or her licensed primary healthcare provider or regularly treating pediatric specialist complete and sign a Physician's Medical Exemption Certificate form (See Attachment 1) explaining the medical rationale for not immunizing the child in accordance with the American Academy of Pediatrics, American Academy of Family

Physicians, and the Centers for Disease Control Guidelines. A copy of the CDC guidelines for medical exemption will be provided to families as a part of their medical paperwork. Parents of the student must file a Parental Application for Medical Exemption (Attachment 2) together with the Physician's Medical Exemption Certificate.

3. Requests Outside CDC Guidelines. We recognize that in rare cases a legitimate reason for medical exemption may exist which is not covered explicitly in the CDC guidelines. In these cases, the student's medical provider as described in Paragraph 2 should complete the same form for medical exemption noted in Paragraph 2 identifying the condition requiring the exemption, the specific vaccinations from which the child should be exempted, the duration of the exemption (not to exceed one year; exemptions lasting longer than one school year must be explicitly renewed each year), and documentation from the medical literature as to why the child's condition requires exemption from the specific vaccines in question.
4. Panel Review. All requests for medical exemption will be subject to review by a panel of primary pediatricians selected by the schools as an immunization advisory panel. The panel may take one of three actions: a) find that the request clearly meets CDC standards, or is clearly a legitimate request that was not included in the guidelines, and recommend the grant of the exemption; b) find that the request meets neither the CDC guidelines nor the separate standard outlined in Paragraph 3, and recommend denial of the exemption; c) find that the request is plausibly valid but requires consultation regarding the submitted evidence with a specialist in pediatric infectious disease or other relevant specialty before making a recommendation on the exemption. Requests not containing a rationale for the exemption, or in which the physician clearly states that there is no medical rationale other than family preference, will be automatically denied. Requests not containing complete immunization records will be sent back to the family and not considered until all records are submitted together with the request.
5. Provisional Admission During Panel Review. All reviews of the type outlined in Paragraph 4 will be conducted as expediently as possible, up to a maximum of 30 calendar days. If the matter cannot be resolved in that time the panel will notify the family and the school of such well before the initial period has expired. A student seeking a medical exemption will be provisionally admitted to school while the review is pending unless there is current concern for an infection risk (an active outbreak for which that student could be a carrier). Following completion of the review, the student's family will have a grace period of 5 (five) school days to complete any vaccines for which the requested exemption was denied or to submit a written schedule for catch-up vaccination.
6. Catch-up Schedules. We recognize that a student who is delayed in receiving immunizations often cannot receive them all at once. Therefore, once a student can provide proof of having received the first dose in a "catch-up" schedule, along with a dated schedule from the physician indicating when the next doses are due, that student can be allowed to return to school. The state of Pennsylvania now provides a

standard form for such schedules which families will be expected to use and follow. The school will exclude the student at a later date if the family does not follow through with completing the catch-up schedule on time and submitting proof thereof to the school. Here as well, a grace period of 5 school days after the earliest possible date the vaccine could be given will be allowed to enable the family to schedule an appointment. If the vaccine is not completed by the end of that grace period the student will be excluded until proof of administration is submitted.

7. Panel Review of Catch-up Schedules. If the catch-up schedule from the medical provider is not in accordance with the CDC catch-up guidelines, the school may submit the proposed catch-up schedule from the medical provider to the panel doctors for their recommendations as to whether to approve or deny the proposed catch-up schedule. If the catch-up schedule recommendation by the panel is to deny the proposed catch-up schedule request, the school may deny admission to the child until an approved catch-up schedule is recommended by the child's medical provider. Alternate catch up schedules will only be considered if a medical rationale is provided.
8. Grace Period. Students not meeting the requirements outlined above will be excluded from school until they can comply with the requirements. Public schools in Pennsylvania now allow only a five (5) school-day grace period from the first day of classes before enforcing these requirements and our schools will do the same.
9. Religious exemptions. While Pennsylvania law does not mandate that a child be immunized if the parent, guardian or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief, we consider vaccination to be a part of a person's Jewish obligation to protect one's own life and health and that of others. Therefore, pursuant to the Judaic principles and tenets adhered to by each Jewish Day School, it is the religious policy of the three Pittsburgh Jewish Day Schools that they will not grant exemptions based upon religious belief or strong moral or ethical convictions.

Every child enrolled must have current immunizations in accordance with the recommendations of The Center of Disease Control and Prevention available at the link below:

<http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf>

All immunization forms **must be** completed by September 2nd, 2022. State Law requires that no student may enter class if the immunization forms are not on file in the school building.

Health Screenings

Health screenings take place at required grade levels throughout the school year. The screenings include Hearing, Speech, Vision, Dental, and Physical Exams.

Lice Policy

Head lice are one of the most common communicable childhood diseases, particularly in elementary school children. While lice are not dangerous, they are a parasitic disease that affects families' sense of wellbeing. Hillel's Academy approach toward lice includes routine

screenings for lice infestations, policies to maintain a non-contagious environment, and encouraging each family to do its part at home with routine screening and thorough removal of lice and nits.

Hillel Academy periodically checks for lice throughout the year, and when an active infestation has been found. If you find an active infestation of lice at home, please inform the school **immediately** so we can institute preventive measures. If you are informed that your child has lice during a routine check, please do not assume that we will check siblings for you. While we will try to check siblings, we may not have the resources to check all students at the same time. It is the family's responsibility to ensure all sources of potential infestations have been addressed.

Hillel Academy maintains a no live lice policy. In practice, this means that children with an active case of lice will be sent home from school. A child is determined to have an active case of lice if live lice are found in the child's hair. In addition, if a child has a significant number of nits in his/her hair, live lice are clearly present and the child will be sent home.

Children must be treated for lice before they can return to school. **Proof of treatment is the requirement for re-entry.** Treatment options include:

1. Home treatment. Home treatment may include application of a special shampoo or other substance intended to treat lice. **It must also include careful, thorough combing of all parts of the hair to remove lice and nits.** Parents should use a metal lice comb, such as this one, to comb out hair.

Nit Free Terminator Lice Comb

https://www.amazon.com/Nit-Free-Terminator-Lice-Comb/dp/B000HIBPV8/ref=sr_1_3?keyword=s=lice+comb&qid=1556822489&s=gateway&sr=8-3

Treatment that does not include thorough combing is not sufficient for returning to school.

Students will be rechecked upon returning to school to ensure they were treated effectively. **Hillel Academy does not have a no-nit policy.** Therefore, if children were treated and found to be essentially lice free, with just a few nits remaining, they will be allowed to remain in school. Parents will be reminded to continue to comb out and monitor the infestation at home.

2. Treatment at a lice clinic. There are a number of clinics in the Pittsburgh area who are experienced in treating lice, along with educating parents on maintaining a lice free environment and prevention tips. Students who are checked and cleaned by a lice clinic should bring in a note from the clinic and will not need to be checked upon their return to school.

All children who have had lice should continue to be checked and combed out at home for the next 10-14 days, **preferably daily**. This is the only way to prevent reinfestation!

All children who have had lice will be checked 10-14 days after their return to school to ensure that the infestation has been treated effectively.

Please contact the school if you require assistance in effectively treating a lice infestation.

Emergency Plan

1. In case of a fire, students and staff will evacuate the building using the posted fire drill routes.
2. In case of a weather or other emergency, students will shelter in place in their classrooms. If that is inadvisable due to the nature of the emergency, students will shelter in place in the lower level.
3. If there is a need to temporarily evacuate the building, evacuation destinations and routes are the same as for fire drills.
4. If there is a need to evacuate the building and relocate elsewhere, students and staff will go to the St. Edmunds campus located at 5705 Darlington Rd.
5. In the event of an emergency, parents will be notified as soon as is reasonable via the School Reach system.
6. When an emergency situation ends, parents will be notified via the School Reach system.

Appendix A: School Community Standards

Respect for people, property, and safety.

All rules apply everywhere and at all times during the school day, activities, and trips.

Respect for teachers:

1. Listen the first time.
2. Speak and act respectfully.
3. Stand up when the teacher or adult enters the room.
4. Express opinions and feelings in a respectful way (this includes body language)
5. If you are not sure whether something is respectful --- Ask a teacher privately.

Respect for fellow students:

1. Speak and act respectfully to fellow students.
2. Do not belittle others via speech, put downs, etc.
3. Do not bully: This includes, but is not limited to:

- a. Verbal or non-verbal insulting,
 - b. Excluding,
 - c. Isolating,
 - d. Violence - Any form of physical violence directly, indirectly, with your body, with an object, or even a verbal threat.
4. Do not touch other students' things without permission (respect possessions):

Responsibility to the school / community:

- 1. Be on time (attendance to every class is mandatory)
- 2. Come to class prepared
- 3. Adhere to the dress code
- 4. Use appropriate language (no cursing or offensive speech)
- 5. Clean up after yourself
- 6. Participate in school activities/programs
- 7. All students must have permission to leave the building during the school day.
- 8. All students must sign out at the main office and then sign back in upon their return.
- 9. Smoking or vaping or any other harmful or illegal substances are prohibited on Hillel Academy grounds or during school activities or functions.
- 10. Under no circumstances may a student drive another student anywhere at any time during the school day.

Consequences: -- The Administration may take into consideration how often a rule was broken within a certain period of time. Teachers and administrators have the discretion to choose appropriate consequences for infractions.

Appendix B - Academic and Behavioral Support

Hillel Academy is committed to providing academic and behavioral support to all of their students.

Academic Support:

The academic support department collaborates with teachers and families to assist students with learning differences or academic challenges. When a student experiences ongoing difficulty, the school will assess the need for targeted interventions and progress monitoring for student success. If concerns persist, families may be encouraged to seek formal evaluation, either through the Intermediate Unit that services Hillel Academy or privately. Students with a documented learning disability may be eligible for an Individual Support Plan (ISP), which outlines specific accommodations and, when appropriate, classroom or testing modifications. These plans are developed with input from teachers, parents, and support staff, and are reviewed annually. Our goal is to ensure each student is supported appropriately while maintaining high academic expectations.

Behavioral Support:

Hillel Academy is pleased to collaborate with Connection Counseling & Consultation Inc. (CCC), a local private therapy practice that offers a unique inclusion consultation model. We have been collaborating with CCC since 2022. The CCC team consists of April Artz, LPC and owner of CCC, Anna Crandell, LPC, Stephanie Rodriguez, MSCP, and Elle Ruhl, MSCP. They work together to ensure that the needs of all Hillel students are being met in an individualized manner, and that our teachers and administrators have the tools they need to support a wide range of student needs. The CCC team, while composed of therapists, does not provide therapy to Hillel students at school, or outside of school. Their consultation model is rooted in Positive Behavior Intervention Support (PBIS), which is an evidenced based model that focuses on strengths and making small accommodations to the environment in order to set students up for success. The CCC team does not evaluate or diagnose students.

The CCC team pushes into all of the classrooms at Hillel as requested to do so by; administration, teachers, or parents.

If you have any questions about our consultation services, you are always welcome to schedule a meeting with April by emailing her at

AprilArtzLPC@connectioncounselingandconsultation.com

Hillel Academy Behavior Philosophy & Intervention Protocol

At Hillel Academy, our priority is to foster a school environment rooted in *Positive Behavioral Interventions and Supports (PBIS)* and *restorative practices*. We believe in proactively modeling and recognizing students who demonstrate responsibility, kindness, and respect. We are committed to creating a culture where positive behaviors are celebrated and where students learn from their mistakes in a supportive and nurturing environment.

However, we recognize that challenging behaviors may arise. When they do, our response is guided by a clear, tiered system of interventions, ensuring consistency, fairness, and accountability. These interventions are outlined in our *Corrective Behavior Action Plan*, which progresses through three levels based on severity and frequency of behaviors:

- Level 1 behaviors are addressed by the classroom teacher through redirection, reflection, and family collaboration.
- Level 2 behaviors involve more serious or repeated infractions and result in administrative involvement, restorative consequences, and potential in-school suspension.
- Level 3 behaviors pose a serious threat to the safety and well-being of others and may result in suspension, temporary removal, or expulsion.

Link to the full  Behavior K-4 25-26

Appendix C: Athletics and Clubs Policies

Hillel Academy of Pittsburgh provides a variety of extracurricular activities for grades K-12. Hillel has a "no cut" policy, which means that any student who attends, practices, and fully participates is on the team. Playing time is determined by each coach, with every effort being made to give experience to all students.

If a student has another after-school obligation that cannot be rescheduled, he/she may miss practice, however students who miss organized practices may see a decrease in playing time at the discretion of the coach.

Many of our clubs, such as our sports teams, spring musical (ghs), and mock trial team practice two to four days a week. Parents and students contemplating extra-curricular involvement should consult with the teacher in charge of the program to get a realistic sense of the expectations involved.

- In order to participate in athletics or other extracurricular activities on a given day:
 - A student must attend all classes, including Davening, unless excused by the administration.
 - A student must maintain a C average or better in all of his/her classes.
In instances where a student's grade drops below a C, he/she will be declared ineligible for any sport, club or any other extra curricular activity until his/her academic standing has improved.
- Students will be expected to maintain good sportsmanship, positive attitudes, and act in a manner that creates a Kiddush HaShem at all times.

Appendix D: Cell Phone Policy

Hillel Academy of Pittsburgh believes that personal technology devices may be useful tools for students before and after school and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Therefore, we have adopted the following policies:

- All student cell phones must be turned in to the assigned box and slot upon arrival to school.
- Cell phones may not be left in lockers or backpacks.
- Students with permission to leave the school premises (during lunch, etc) may retrieve their phones, but phones may not be used until students are off of school grounds.
- Students are not permitted to check their cell phones throughout the day.
- Boxes will be checked throughout the day to ensure all cell phones are turned in; phones that are not turned in will be confiscated until the end of the next school day

If a student is found with a phone:

- **1st - 2nd time – taken away until the end of the following day**
- **3rd time and every time after – taken away for a week**

Please [CLICK HERE](#) to sign the Cell Phone Policy Agreement form.