



Parent-Student Handbook  
2021-2022

Welcome to Mizrahi Torah Academy!

We are thrilled that you have chosen to educate your child at MTA. We look forward to guiding your child's growth in Torah, Avodah, and G'milas Chasadim. The education of a child is a joint effort between the school, parents, and HaKadosh Baruch Hu. When the school and the parents are on the same page, the child benefits exponentially. Please take a few minutes to review these procedures and expectations. We look forward to working with you and with HaKadosh Baruch Hu in the avodas hakodesh of educating our children.

# MTA Policies and Procedures

## **Attendance**

At MTA, extra care is taken to tailor lessons to each student. When a student misses a day at MTA, they miss key learning experiences and their personal learning progress is slowed. Please keep your child's learning consistent by maintaining a clean attendance record.

## **Arrival**

The school day begins at 8:15 AM. Students who are late, greatly disrupt the atmosphere of learning that the teacher is working to instill in his/her class. All of our students begin their day with Tefillah. As Torah observant Jews, we value our precious morning Tefillos as a time to communicate with Hashem. Please demonstrate your values to your children by ensuring they are in class when Tefillos begin.

## **Dismissal**

Dismissal is at 4:00 PM, Monday through Thursday, and is at 1:30 PM on Friday. Our teachers work long hours educating and supporting your children, please be courteous and pick your children up on time. Parents who arrive after 4:10 PM will be charged an aftercare fee of \$1.00 per minute. This fee will go directly to pay the teacher for staying overtime. If there is an unusual emergency situation, please contact the office and let us know.

Parents are asked to wait in the parking lot and remain in their cars during dismissal. A teacher will bring your children to you. Please help facilitate a smooth dismissal process by neither socializing nor taking care of school matters at this time. Please minimize conversation with teachers during dismissal; it will take their attention off the students and put them at risk of being unsupervised.

Children must be picked up by their parent/guardian or other authorized person. Authorized persons are at least 18 years of age and may be asked to provide a photo ID to verify identification. Parents/Guardians are required to inform MTA with the name of the person picking up their child if for any reason they are unable to pick up their child from school that day. Under no circumstances will your child be released to anyone other than those you

listed in the registration packet. Please contact the office if you need to update this information.

## **Communication**

It is our goal to create an environment of collaboration and open communication between teachers and parents. At the beginning of the school year, you will be given contact information for your children's teachers. You may also email [office@mtacademy.org](mailto:office@mtacademy.org) or call the school office at (954) 526-5253. We do our best to return calls and emails promptly. All administrators and teachers are available during business hours and will do their best to communicate with you during their breaks. Teachers cannot be expected to answer calls or texts during teaching hours, as they are occupied with educating your children. Some school communication/reminders as well as pictures of special events will be posted via the school WhatsApp chat. If you were not automatically added to the chat, please alert the office to add you. The chat is an "admin only" chat and therefore not utilized for back-and-forth communication. We ask that you refrain from utilizing the chat to contact teachers and administrators on their personal cell phones. Your children's teachers will inform you of the best methods to reach them, and administrators' can be reached during school hours on the main office phone.

## **Carpool**

It is not the responsibility of the school to make carpool arrangements or find rides for students. In the event a parent is unable to pick their child or carpool up from school at the end of the day, it is the parent's responsibility to make alternate arrangements and let the office know of any changes by 3:00 PM. If for any reason your child will not be joining a carpool on any given day, please notify the carpool parent.

## **Dress Code**

As we are a מקום תורה, a place where Torah learning happens, students should come to school with an attitude of respect and awe for the learning they do every day. As such, we have chosen a Dress Code to assist in fostering this sense of respect.

- ❖ Dress Code for Boys 1<sup>st</sup> - 8<sup>th</sup> grade: All boys are required to wear collared shirts of any solid color, with no logos, or branding. Black or

dark blue school pants. Shorts are not allowed. Boys must wear tzitzis and yarmulke.

- ❖ Dress Code for Girls 1<sup>st</sup> - 8<sup>th</sup> grade: All girls are required to wear collared, long-sleeved or  $\frac{3}{4}$  sleeved shirts of any solid color, with no branding or logos. Long black or navy blue pleated uniform skirt that falls below the knee when seated.
- ❖ Kindergarten students may wear comfortable everyday clothing. Boys must wear tzitzis and yarmulke. Girls must wear skirts that reach to the knee when seated.
- ❖ Socks are required to be worn by all students, including Kindergarten, at all times. Closed-toed shoes are required to be worn by all students, including Kindergarten, at all times.

**NOTE:** All students are expected to comply with the dress code. Students who do not meet the dress code will not be allowed to attend class until appropriate clothing is provided by their parent/guardian.

We respect that our MTA parents come from various backgrounds and levels of observance. We do request that all parents honor the wholesome Torah environment that permeates our school and dress accordingly when coming to campus. Please make sure all attire is modest and respectful.

### **Screen Time and Entertainment**

Students may not bring tablets, phones, and other such personal electronic devices to school.

Many of our students come from homes where there is no or limited access to pop culture. It is their parents' wish that they remain unaware of the content offered on screens and devices. In support of this, and to ensure everyone feels welcome and their sensitivities respected, we encourage our students to discuss things other than movies, television shows, or YouTube videos at Mizrahi Torah Academy. Please make sure your child is aware of this policy and understands the reasons behind it.

### **Toy Policy**

Students are not allowed to bring toys to school as it is a distraction to learning and often results in lost or broken toys. The school provides sufficient items for children to play with for both outdoor recess and indoor class time. Theft or loss of any toys will not be investigated by school.

personnel. To help us avoid unnecessary problems, please assist us by keeping your children' s toys at home.

## **Discipline**

Respectful behavior is expected from every child who attends Mizrahi Torah Academy. MTA partners with every parent to guide our students in the ways of derech erez and middos. Our teachers do their best to respect each child, and we expect respectful behavior back from each and every student.

A child having difficulty following expected standards of behavior will require a conference with the parents to develop an action plan for the student.

## **Homework**

Homework at MTA is different than at most schools. As your child' s educators, we do our very best to provide your child with a complete education during school hours. Work and study completed at home can enrich and supplement your child' s education at school, but is unnecessary. As your partner in educating your child, MTA can provide enriching suggestions for work at home, and it is your prerogative and your parental choice whether or not, how, and when to provide your child the opportunity to explore this work.

## **Food**

Please do your best to pack healthful, nutritious, and nourishing food for your child. The school day is long, and our students work hard. They need appropriate fuel to support them through their day. Many of our parents are health-conscious and work hard to pack healthy snacks and lunches for their children. In support of this we discourage the sharing of snacks among the children.

## **Birthdays, Celebrations, and Bringing Food to School**

Parents desiring to make a celebration in school should please contact the student' s teacher in advance of the party and adhere to the following guidelines: 1) All parties should take place during the students break time; 2) No food, other than fresh fruit and fresh vegetables, may be brought in from home; 3) If you wish to serve something other than fruit and vegetables, you may pay a \$50 party fee, and MTA will provide fruit, muffins and paper goods for the class. This requires one-week notice. Parents who are having a

birthday party for their child outside of school are asked to invite all students in their child's class. Thank you for helping us foster Ahavas Yisrael among our students.

## **Health Records**

Florida State law mandates that all students must have valid immunization records. Please submit the appropriate forms from your pediatrician or, in the case of an exemption, from your county health department. The blue and yellow forms from your pediatrician are also required. Forms must be submitted before the beginning of the school year.

## **Sick Child Policy and First Aid**

If a child is ill s/he should please not come to school. If a child appears to be ill, has a fever, or is otherwise unable to participate in class, we will contact his/her parent immediately. Should a child need to leave school due to illness, arrangements should please be made to pick him/her up in a timely manner. First aid procedures that we can administer are limited to cleaning and bandaging wounds. In the event that emergency care is needed, and we are unable to reach the parent or emergency contact, we will take the child to an emergency room immediately and contact the child's personal physician whenever possible.

## **Students may not be given fever-reducing medicine before school.**

Every effort is made to prevent the spread of illness. We strive to maintain the highest standards of cleanliness, by focusing on practicing good hygiene and implementing frequent hand washing for children and teachers alike, as well as having the facility thoroughly cleaned by our off-site cleaning company. Children are required to hand wash throughout the day. One of the most serious challenges facing schools is preventing illness, and therefore, we take this policy very seriously. We realize that this can sometimes be an inconvenience for parents, but we trust that you will understand the necessity for such a policy and assist us by adhering to it. We implement the following guidelines to protect your child as well as others from contagious illness: If any of the following conditions occur while your child is in attendance, you will be notified, and your child must be picked up from school as soon as possible. Please make sure to pick him/her up in a timely manner.

- Vomiting

- Diarrhea
- Difficulty breathing
- Temperature of 100.0 degrees Fahrenheit or higher and/or has had a fever during the previous 24 hours
- Mucus with green or yellow color
- Undiagnosed rash that is interfering with the child' s ability to learn.
- Sore throat
- Severe cough
- Head lice
- Pinkeye

Please notify us immediately if your child has been exposed to a communicable disease. Do not bring ill children to school. As per this policy, we require that your child be free of symptoms of illness: fever, diarrhea, or vomiting for at least 24 hours without the aid of medication. Please keep in mind that if we send your child home because of illness, the child will not be admitted back to school the next day as the 24-hour period will not have elapsed. MTA reserves the right to require a doctor' s statement before the child can be readmitted to the school.

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### **COVID-19 Health & Safety Policy & Procedures**

While it is impossible for us to eliminate all risk or predict every conceivable scenario, we will do everything we can to reduce the risk of exposure to Covid-19 while providing the necessary flexibility to make changes as needed.

It is vitally important that we acknowledge that the success of remaining safe on campus relies on the collective responsibility and cooperation of every member of our school community. By reading and adhering to the procedures listed below, you are helping to ensure that we can continue our mission to promote a lifelong love of learning and sincere connection to Hashem while keeping all of our staff and students safe.



## **Transparency**

To protect our families and each other, please be honest and forthcoming with regard to possible COVID-19 exposure or symptoms. Hiding information will only put other students and our staff at risk and risk an outbreak at school.

**No one may come to school sick and students may not be given fever-reducing medicine before school.**

If you know or believe that you or your child(ren) have been exposed to COVID-19, you must contact the school office immediately. Should a family attempt to conceal a diagnosis or exposure, it will be grounds for dismissal from Mizrahi Torah Academy with no tuition break or discount. The school reserves the right to require testing at any time.

## **Preventative Measures**

We are making every effort to provide a safe on-campus experience for your children. We ask that you partner with us by adhering to the following preventative measures:

- Please respect and follow all local public ordinances and laws regarding face covering requirements.
- Self-isolate your entire family at first presentation of possible COVID-19 symptoms or possible COVID-19 exposure and please report that information to the school.

## **School Modifications for COVID-19**

- A new A/C unit plus appropriate filters have been installed in the main campus building
  - Automatic faucets have been added to all the sinks
  - Classrooms are outfitted with hand sanitizers as well as other disinfecting supplies
  - Regular handwashing will be encouraged within each class
  - Classroom sanitation between classes
  - Outdoor classroom setup for some classes when weather appropriate
  - Additional cleaning support hired for after school sanitizing
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## **Tuition**

Tuition fees are charged based on the arrangement you made when you signed up through FACTS, our online portal. There are no discounts or reimbursements for days missed due to illness, absences, vacation, severe weather, emergencies, during the holidays when school is closed or should you decide to withdraw.

## **Books**

Students are responsible for keeping track of any book brought home, whether a school book or a library book. Parents are responsible for replacing any lost book as soon as possible. Please help us teach your children responsibility by impressing upon your child the importance of being responsible with their books and school work.

## **Visitor Policy**

We encourage parental involvement in every aspect of your child's education. Visitors have always been welcome, however, due to present circumstances, for the safety of our students and teachers we ask that all visitors contact the office in advance and masks must be worn by all visitors at all times.

## **Online Learning**

While we will do everything in our power to avoid class closures and therefore online learning, in the event that it becomes a necessity, please note:

In order to foster an environment of respect and offer an efficient classroom experience, we ask that students review what showing respect looks like during online classes and adhere to the following expectations:

- Come to class on time and ready to learn
- Make sure that your face is visible on the camera
- Come dressed in your uniform
- Keep your screen on the entire time. Just as you wouldn't close your eyes and turn around when having a conversation with someone, think of the teacher who is speaking to you on Zoom in the same way.
- Do not flip to another tab or screen during class unless the teacher asks you to do so.
- Never chat or play games on another tab during class.
- Keep your screen facing you and in the right direction.

- Do not utilize voice or video filters.
- Respect class time by keeping your comments on task.
- Keep yourself muted or unmuted based on your teacher' s instructions.
- Only screen share or annotate when the teacher instructs you to do so.
- Do not bring distractions such as pets or younger siblings to the screen without permission.
- Do not change your screen name to anything other than your name.
- Behave as though you are sitting in class in front of your teacher and surrounded by classmates.

## **Technology**

Parents are responsible for providing the appropriate technology for their children to thrive during online classes. Such technology should include a computer with a mouse and keyboard for children 2<sup>nd</sup> grade and up, as well as the appropriate internet connection and speed that will support online learning. Children in grades Kindergarten and 1<sup>st</sup>, are encouraged to use a larger screen or computer monitor with the keyboard and mouse removed to avoid distractions. iPads and tablets are not recommended. Parents are also responsible for ensuring that each device being used contains the appropriate filters to maintain internet safety at all times. If you need assistance with this, please contact TAG at 561-614-4686.

Thank you for taking the time to read this handbook.  
We look forward to partnering with you to make this  
a year of tremendous growth and progress for your  
children.

## Student Handbook Acknowledgement

Please review this handbook with your children and have all children in grades 1<sup>st</sup> – 8<sup>th</sup> sign and return this form prior to the first day of school. It can be scanned and emailed to [office@mtacademy.org](mailto:office@mtacademy.org).

We appreciate your acknowledgment that this is the best way to avoid later confusions. We look forward to a healthy and successful school year.

I hereby acknowledge that I have read and understand the contents of this Handbook and I agree to uphold the values and policies outlined herein.

<b>Student Name</b>	<b>Grade</b>	<b>Student Signature</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Parent Signature** \_\_\_\_\_