



# Parent Handbook

5779-5780 / 2019-2020

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# Welcome to Lanaar!

Dear Parents

Welcome to Lanaar Elementary School! Thank you for entrusting us with your most precious gems, your children. It is our job and privilege to protect and nurture your children and provide a happy, loving, and productive environment conducive to growth, so that each and every child is able to reach his or her potential and simply soar.

Our dedicated team is comprised of educators, administrators, and you, our dear parents. We thus present to you the Lanaar Parent Handbook, outlining our policies and goals and providing you with all the information you need as a Lanaar parent to be a part of our team and our growing school, ensuring your child's growth and success.

Please read through the handbook carefully. We welcome your thoughts, suggestions, and queries and look forward to working together to ensure that this 2019/2020 year, and each year going forward, is the very best for your child and all our Lanaar children.

Sincerely,  
The Lanaar Team

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## Important Contacts

### Contacting the School

The school's contact information is as follows:

**Address:**

Lanaar Elementary  
2225 NE 121<sup>st</sup> Avenue  
North Miami Fl 33181  
*Lanaar is on the campus of Beth Moshe Congregation*

Tel: 786-452-7132

Email: [pnina@lanaarschool.org](mailto:pnina@lanaarschool.org)

Website: [www.lanaarschool.org](http://www.lanaarschool.org)

### School Staff and Leadership

- Head of School & General Studies Teacher 1st Grade: Ms. Shani Biton - [biton@lanaarschool.org](mailto:biton@lanaarschool.org)
- School Administrator: Ms. Pnina Abramson - [pnina@lanaarschool.org](mailto:pnina@lanaarschool.org)
- Kodesh Teacher 1st Grade: Ms. Nava Raskin - [nava@lanaarschool.org](mailto:nava@lanaarschool.org)
- Kodesh Teacher 2nd Grade: Laky Majeski - [laky@lanaarschool.org](mailto:laky@lanaarschool.org)
- General Studies Teacher 2nd Grade: Melissa Gutman - [melissa@lanaarschool.org](mailto:melissa@lanaarschool.org)

### Board Leadership

#### Founding Parents

Danny and Gabi Shapiro

Meir and Batya Cosol

#### School President

Danny Shapiro

Long-term Governance Protocols are in place and will be shared in due course with our parent body. As School Founder, and until our parent body grows, Danny Shapiro will serve as School President in the initial growth period of the school.

## School Governance

### Board of Directors

Lanaar is governed by a Board of Directors. During the first years of the school, when both pupil/parent numbers are small, the initial plan is that the school will be governed by a small 'Executive Consultative Committee', which will include the Founding Parents, Rabbi Zalman Lipskar, and others who have direct responsibility (e.g a School Treasurer). There will be invited parental representation. The School Administration will be part of this group. This Executive committee will communicate with all parents.

In due course, and when the 'pool' of parents has grown, a more formal Board will be constituted. It will recognize the principles of private-school 'best practice', and include responsible external members as well.

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## Safety and Security

Lanaar is committed to providing students and staff with a safe and secure environment.

The safety and security of your children is our first priority, and safety and security take precedence over all other concerns. We take every reasonable step to maintain security, and consult with police, fire services, and community authorities.

Our best security is the eyes and ears of our parents, staff, and even our children. If you see any suspicious person, object, or event on or near school premises, please report to the nearest member of staff immediately.

Parents wishing to take photos or videos of any school event for any reason other than for immediate family use are asked to first check with the school office. Please exercise discretion when posting pictures of children on social media.

## Video Monitoring

For security purposes only, the school premises may be covered by video surveillance.

## Confidentiality and Privacy

Lanaar preserves the confidentiality and privacy of parents, staff and students in every respect. We ask our parents to cooperate with this policy.

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## Statement of Philosophy and Purpose

Lanaar School aims:

- To provide a warm and nurturing environment where our children will thrive in both Judaic and secular studies.
- To instill in our children a genuine passion for Judaism and learning.
- To shape our students to develop positive middos based on Chabad Chassidic ideals

## Religious Policy - "Hashkafa"

Lanaar is an Orthodox school, inspired by Chabad Chassidic teachings, following a Chabad hashkafa, guiding religious philosophy. All religious questions and policies are referred via the school leadership to our board member Rabbi Zalman Lipskar, who acts as religious consultant to the school. Parents are asked to strictly respect this protocol, and not approach Rabbi Lipskar directly, but rather to refer concerns to the Head of School.

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# Eligibility, School Records, Registration, Re-enrollment

## Eligibility and Registration

Application to Lanaar Elementary School is open to children of the Jewish community who meet the following criteria:

- They turn 6 on or before August 31 of the coming school year.
- The family supports the aims and ethos of the school.
- The school believes that the child may fully participate in, and benefit from, the Lanaar curriculum and program.
- The application process has been completed fully and accurately and within specified deadlines.

Preference will be given to children from within the local community of 33154.

Class size will generally not exceed sixteen children.

Lanaar aims to maintain an equal ratio of boys and girls in each grade, thus the number of applicants of each gender may affect the acceptance process.

For children to be admitted to class at the start of the school year, parents must be in good standing regarding tuition.

The school will admit pupils at its sole discretion. Where a class is oversubscribed, pupils will be placed on a waiting list. Admission to grades other than first grade, or late applications for any grade, will be considered individually, and are at the sole discretion of the Head of School. For late applications and late re-registrations, a late fee may be applied.

## School Records

Parents must complete the application form in full. The school office must be updated regarding any change of address, contact information, changes in family status or circumstances (e.g. illness or bereavement), or other material factors affecting the child's medical or emotional welfare.



The school maintains appropriate school records, including student records.

Lanaar is registered with the Florida Department of Education as a Private School.

## Re-enrollment

We are looking forward to seeing our students progress through the school. Parents will be advised of the process for annual re-registration.

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## Health and Wellness

We encourage a wholesome, healthy environment in every way, and incorporate environmentally-friendly and healthy living programs and activities into our curriculum. Students' health and wellbeing are family and school priorities. Lanaar Elementary School's health policies, including immunization, apply the school health regulations of the Florida Department of Public Health, which are required for all public and private schools.

All students are required to provide an authorization form that has been filled out by their parent/guardian and physician. Students who do not have this form turned into the school's office will not receive any over-the-counter or prescribed medications, for any reasons. According to school policy, if you list any medications not already included in the school's form, you must supply them to the office. This form must be completed annually and kept on file in the office. Any change in medication would require that you submit a new form. All of the forms must be completed in full, signed and returned to the office before any medication may be dispensed to your child. All students, returning or new, who have allergies and/or medical diagnoses needing medication dispensed must have a meeting prior to the child's first day of school.

## Immunization Policy

Students must be in compliance with the Florida Health Department immunization schedule and protocols in order to attend Lanaar Elementary School. Religious exemptions are not accepted for any of the Florida state-required immunizations.

Medical exemptions are accepted, subject to Florida law and approval by Lanaar's Head of School. If you have any questions, please call the office. Thank you for your adherence to this important policy. Immunization forms must accompany both first-time students' applications and returning students' re-enrollment.

## General Procedures When a Child is Ill

For children's protection, Lanaar cannot permit a child to remain in school if he or she is vomiting, has a fever at or above 100 degrees fahrenheit, has an undiagnosed rash, has discharge from eyes/ears/nose, has lice/nits, has diarrhea, or has an unknown eye irritation. Parents must advise the school if their child has been diagnosed with a contagious illness. Children must be healthy, as described below, before returning to school after any illness. If a child is prescribed an antibiotic, the child may not return to school for 24 hours.

A child must be: fever-free for 24 hours / free of discolored respiratory and nasal secretions for 24 hours / free from diarrhea and vomiting for 24 hours / lice or nit free. If a child is sent home with a fever, vomiting, diarrhea, rash, eye irritation or discharge, the child must be cleared by the Head of School in order to return to class.

## Healthcare Needs

If your child has a health issue to be addressed (severe allergies, broken bones, nosebleeds, and dietary restrictions), please contact the Head of School directly by telephone as this allows time to plan for appropriate care. Failure to provide this information may result in delayed treatment for your child. Parents must advise the Head of School if their child has been diagnosed with a contagious illness or if a medical concern arises. Even if your child is a returning student, contact with the Head of School is imperative.

## Medications

Students are not permitted to carry medication with them in school, including non-prescription medications. The only exception to this rule are those students who require emergency medications (i.e. inhalers for asthma, Epipens for allergy). Students may not share any medications. If a child requires any one-time medication (i.e. antibiotics, eye drops), it is the parent's responsibility to give the school Head of

School the medication, instructions, and an Authorization for Medication / Treatment Form (posted to the school website and in the school office) signed by the physician. All medication sent to school to be given to your child by the Head of School must be in a properly labeled pharmacy/manufacture's container. If you require a container for school and home, please ask your pharmacist to give you two labeled containers. All students are required to have a Medication Authorization Form to have any over-the-counter medications administered on campus or at off-site school events.

## New Students

For school entry, all new students must provide the office with a copy of their health care provider's reports of immunizations and physical examinations. Florida law requires the examination to be dated within a year of starting school. All immunizations must be up to date, and evidence of a negative tuberculosis test in the past or statement of low-risk tuberculosis must be included in the physical exam, as well as any natural case of the chicken pox.

## Nut Restrictions

Lanaar is a nut-restricted school. Please be considerate of others and follow this strictly enforced policy.

### **Note:**

It is the policy of Lanaar and its employees to fully comply with Florida state laws requiring school personnel to report suspected child neglect, physical/sexual/psychological abuse or risk of serious harm. It is the responsibility of Lanaar to protect children whose health or welfare may be jeopardized.

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## Attendance

The first duty of every parent is to ensure that their child attends school and arrives on time, properly dressed and prepared for the school day.

The School Calendar is circulated to all parents at the beginning of the school year. Family holidays and other trips should be scheduled for vacation times, so that children do not miss school.

## Drop-off and Pick-up

Drop-off is from 8:15am-8:30am. If you are bringing your child to school after 8:30am, please park and walk your child to the office.

Pick-up Monday-Thursday is from 3:15pm-3:30pm and Fridays from 1:45pm-2:00pm (except in the winter months which is from 1:15pm-1:30pm on Fridays). If you are picking your child up early, please go to the office and sign your child out.

### **For the safety of our children:**

- Drop-off and pick-up is a phone-free zone. While dropping and picking up, we must be vigilant and give 100% attention to our children.
- Parents are asked to observe the directions for the drop-off/pick-up lane, and be mindful of safety precautions at all times.
- Drop-off and pick-up is not the time for a parent/teacher conference, as we need to give our undivided attention to the children. If you would like to meet with a teacher, please email her to set up a time before or after class.
- Please do not let your child cross the parking lot on his/her own.
- Changes to carpool pick-up must be in writing, in advance. If you are changing your child's pick-up, please email [pnina@lanaarschool.org](mailto:pnina@lanaarschool.org).
- If someone who is not on your child's "authorized to pick up form," is picking up your child, please inform the office in advance and advise the driver to be prepared to show identification.

## School Outings and School Trips

Throughout the year, to help bring our curriculum to life, the school will organize outings and school trips, either in school hours or at other times. All children are expected to participate, and we would love your help and support during these outings. Prior to a field trip, we will contact parents and ask for volunteers.

## Weather

Lanaar Elementary follows Miami-Dade County Public Schools for the cancellation of school due to inclement weather. A decision to close Lanaar may also be made independent of the county. Return to school is determined by Lanaar's Head of School. Communication regarding school closures will be sent through [Remind.com](https://Remind.com).

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## Dress Code

A dress code represents a commitment to learning and school pride, as well as respect for each other and for school. Students are expected to dress in school-approved clothing to maintain appropriate dress. Students must be in uniform in order to attend school. All uniform apparel must be purchased from official school vendors.

### **Uniform Vendors:**

[Aventura Kids](#)

Tel: 305.405.6100

Website: [AventuraKids.com](https://AventuraKids.com)

Address: 19090 West Dixie Highway

[Lands' End](#)

Tel: 800.963.4816

Website: [LandsEnd.com/schooluniform](https://LandsEnd.com/schooluniform)

## Tznius/Modesty

### **Girls:**

Girls' skirts and dresses are required to cover their knees.

Up until fourth grade, short or  $\frac{3}{4}$  sleeve shirts are permitted. Starting in fourth grade, all girls will be required to wear long-sleeve shirts or shirts with  $\frac{3}{4}$  sleeves.

Girls are obligated to wear white socks. Short white socks are permitted.

### **Boys:**

Boys are permitted to wear either shorts or pants up until fourth grade. Upon entering fourth grade, only pants are permitted.

Boys must wear white socks.

All boys must wear a kippa and tzitzis.

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## Food Policy

### Kashrut

Lannar wants every child to be able to enjoy food at school, and observes very high standards of kashrut. Food provided by the school is always Cholov Yisrael and Pas Yisrael/Yoshon. Parents are asked to ensure that any food brought by their child to school is of the same standard of kashrut, and any packaged/prepared food carries a recognized hechsher. For kashrut and allergy reasons, students may not share food brought from home with other children.

### Allergies

Please inform the school office of any allergies to which your child is sensitive. Food brought to school for any reason, or served at birthday parties, sleepovers etc. should be nut-free and store bought. No food prepared at home may be served in class. If your child is allergic to any foods (or materials), it is always good sense to advise their friends' parents if your child is invited to someone else's house.

### Birthday Celebrations

If you would like to celebrate your child's Hebrew birthday in school, please contact your child's Kodesh teacher at least one week prior so the teacher can plan accordingly. As part of our inclusive nature, if you have a birthday party out of school, please do your best to invite the entire class.

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## Taking Care of Property

Support the school in encouraging your child to develop a sense of responsibility for his or her belongings. Make sure that clothing and objects are clearly marked with their names.

**Do not send children to school with any valuables, toys, electronics, or excessive pocket money.**

## Photos and Videos

As indicated above, parents wishing to take photos or videos of any school event for any reason other than for immediate family use are asked to first check with the school office. Please exercise discretion when posting pictures of children on social media.

## Social Media and Cellphones

Children may not bring cellphones to school, except with the permission of the Head of School, which will only be given in exceptional circumstances.

Parents should exercise careful judgement regarding home access to the internet. If you need help navigating the world of technology for your child, please let us know so we can offer advice, tools, and safe websites. Our entire school community is asked to be aware of issues of *lashon hara*, privacy and similar considerations in their use of all social media.

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## Discipline and Intervention

### Discipline

Above all else, the safety and security of our students and teachers are our utmost priority. We seek to engender 'mentschlichkeit', respect for others, and an instinctive feeling of responsible behavior. Parents and teachers are partners as well as important models of *derech erez* and are held to the same standard.

When necessary, we employ sympathetic and constructive strategies to show children the best standards of behavior. Our concern is heightened if the behavior of a student endangers themselves or others, or when class learning is continually disrupted. In circumstances judged by the school to be extreme, consultations with parents will be

conducted. The school reserves the right, if necessary, to ask parents to withdraw a student from the school, or to decline to re-register a student.

## Intervention and Support Services

In consultation with the Head of School, and at the sole discretion of the Head of School, Lanaar may arrange for various types of intervention or other services to be provided to individual children within the school day. Parents will be consulted with in these instances. In some cases, a psycho-educational evaluation conducted by a licensed psychologist may be required. All such arrangements will be at parental expense. Before an independent contractor can work with a child on campus, he/she must be fingerprinted through Lanaar Elementary School, also at parental expense.

If at any point Lanaar is unable to meet a child's academic or behavioral needs, it is the sole discretion of the Head of School to exit the family from the school.

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## Being a Lanaar Parent - How You Can Help

### Support

There are many ways to support the school. The very first is to be positive about and supportive of the school and our teachers to your own children, your family, and to our community. Your home should echo and enhance our school values and practices at all times, especially on Shabbos and Yomim Tovim.

The support of our parents in the community is also vital. Please be our partners in 'spreading the good word' about Lanaar. Conversely, please be aware of the power of *lashon hara* and the 'rumor mill'. If you do hear something which is negative about the school, and are concerned about whether or not it is true - just call the school and check.



## Volunteering

There are opportunities to volunteer at or on behalf of the school. Be alert and, if possible, responsive to requests for volunteers. You may also see opportunities to initiate volunteer activity - we appreciate that. Please contact the school to discuss.

## Communication With Parents

Constant and active communication between parents, teachers, and the school is one of Lanaar's unique qualities. Educating a child is most effective when there is a strong and trusting home-school connection. Please know that when information is communicated to you, it is done out of love, care, and concern for your child.

Email is the best form of communication and all emails to the school or a teacher will be responded to within 24 hours. If you do not receive a response from the teacher or school within 24 hours, please let us know.

Lanaar communicates using email, weekly class letters, text blasts through Remind.com, and phone calls. Please know that we are always here to receive feedback on how we can communicate more effectively.

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## Tuition, Fundraising, and Insurance

### Tuition and Tuition Assistance

Annual tuition is determined by the Board, which does its best to keep tuition to a minimum. Stringent cost control is exercised, consonant with maintaining our desired level of program and service. Please be aware that tuition income does not cover the costs of running the school, and Lanaar relies on fundraising and donations to 'bridge the gap' between income and expenditure.

When the annual notice of tuition for the following year is issued, parents and prospective parents are also advised of the process for applying for tuition assistance. Our process is totally confidential, and is administered by a third party.

In accordance with common practice of all private schools, parents applying for tuition assistance will be asked for documentation of their circumstances. We see our task as bringing children into the school, not keeping them out, and do our very best within the resources available to make it possible for children to attend Lanaar, whatever the family circumstances.

## Fundraising

Lanaar, as every school, needs to raise funds over and above our tuition income, which does not cover expenses. We would like to establish a fundraising committee at an early stage. If you would like to help with any type of fundraising activity - especially if you have previous experience - please contact our School Administrator or School President. If you know of any family or foundation that could be amenable to a fundraising approach from the school, please contact us.

## Insurance

The school maintains standard school insurance. Please note that this does not cover students' personal belongings, and parents may wish to make their own arrangements to cover this.

Children traveling to and from school, or on school-connected journeys (with or without permission) in other parents' vehicles are at all times the insurance responsibility of the owner/driver of the vehicle in which they are traveling.

END

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