

## II. DAILY LIFE AT SDJA

### SCHOOL OFFICE HOURS

#### **SDJA's Main Office – (858) 704-3700 – phone**

SDJA's main office is located in the A building, and is open Monday through Friday from 7:30 A.M. to 4:00 P.M.

Messages may be left for teachers and administration in their voice mailboxes. A directory listing teacher's extensions may be found on the SDJA website.

#### **Golda Meir Lower School (858) 704-3761 – phone or (858) 704-3720 – fax**

Golda Meir Lower School Office is located between the C and D buildings and is open Monday through Friday, from 7:30 A.M. to 4:00 P.M.

#### **Maimonides Upper School – (858) 704-3790 –phone or (858) 704-3771– fax**

Maimonides Upper School Office is located in the F building and is open Monday through Friday, 7:30 A.M. to 4:00 P.M.

### CLASS HOURS

#### **LOWER SCHOOL (GRADES K-5)**

Classes begin at 8:00 A.M. and continue until 3:00 P.M. daily.

#### **UPPER SCHOOL (GRADES 6-12)**

Classes begin at 8:00 A.M. and continue until 3:10 P.M. daily.

### SCHOOL SCHEDULED EARLY DISMISSALS

On Friday afternoons during the months of November, December and January, the school day will conclude at 2:45 P.M., for grades K-12. This early closing will allow students, parents and staff sufficient time to prepare for Shabbat.

### LOWER SCHOOL ARRIVAL AND DISMISSAL

Playground supervision is available beginning at 7:30 A.M. No child may be dropped off before 7:30 A.M. Students are required to be at school **ON TIME**. If a student arrives at the school more than five minutes late for school, he/she must check in at the school office prior to entering class.

It is expected that all students will be picked up no later than 3:30 pm on regular school days and 12:30 P.M. on minimum days. No students may remain at the school unattended or wait for parents at the parking lot unattended after that time. All students

in grades K-5 who are not picked up by 3:30 P.M. on regular school days or 12:30 PM on minimal days will be sent to the *Kayefet* After School Care Program (see below). Parents will be billed at the drop-in rate per hour once the child has signed in for *Kayefet*. For those not registered, a billing statement will be mailed to you and you will be held responsible for the payments.

### **KAYEFET AFTER SCHOOL CARE PROGRAM (GRADES K-5)**

The *Kayefet* After School Care Program seeks to provide enriching and fun after school activities for children in grades K-5 in a nurturing and safe environment. SDJA students will be supervised by experienced and qualified staff and have the opportunity to choose from a wide array of activities throughout the year. Through cooperation and teamwork, students will also be able to experience hands-on learning by participating in various programming options. For more information about the *Kayefet* program, please contact the lower school office.

### **PARKING LOT PROCEDURES**

When driving on campus, please remember to be courteous at all times. California State Driving Laws require that all pedestrians have the right of way at all times. **PLEASE WATCH FOR CHILDREN CROSSING PARKING LOT AREAS.**

**Please obey all signs including: Not Leaving Car Unattended when in drop-off/pick-up zones.**

**Any student that drives to school and parks on campus must park in the upper school parking lot.**

### **LOWER SCHOOL PARKING LOT PROCEDURES**

Our goals for our parking lot procedures are two fold: to keep your children safe and to help all students arrive and depart from school in a timely fashion. Teachers will be on duty to assist you during drop-off and pick up. They are there to keep your children safe and to keep the traffic flow moving as quickly as possible. Please follow their directions and be courteous to them and to other drivers at all times.

Students are not allowed to cross the driveways on their own at any time. Please drop off your children along the curb in the morning, and pick up along the curb in the afternoon. If you park in a marked space you may walk with your students in the morning or pick them up in the afternoon.

### **LOWER SCHOOL DROP OFF/PICK UP**

Students are dropped off at the circle area in front of the administrative office building. Stay in the right lane, and stop along the curb. If you are the first car in line, please pull

all the way forward, beyond the main steps. Unload your child(ren) as quickly as possible. There will be parents waiting in line behind you waiting to move forward. Kindergarten students and parents wishing to take a bit more time to drop off may use the curb by the kindergarten playground. You can avoid the circle area by turning left just before the circle; please watch for an adult directing traffic at that intersection.

**If you wish to leave your car and walk to class with your child, you must park in a marked space. Do not leave your car unattended along the curb in either the circle area or the kindergarten area.**

### ***Afternoon Pick-up in Lower School***

All students will be waiting with their teacher in the fenced kindergarten playground area in the lower school pick-up area. Unless accompanied by a parent, students may not walk down the main steps to meet their carpool.

Please stay in the right lane and stop along the curb. The first car in line will move all the way forward to the orange cones set up the far east gate of the kindergarten area. All other cars will stop along the curb, along the kindergarten area and around the circle. Please stay in line and pull forward as the line moves forward. **Do not leave your car during pick up – drivers are expected to remain behind the wheel, ready to move forward as the line moves forward.**

As your car enters the kindergarten area, there will be teachers along the sidewalk who will use a megaphone to call your children from the fenced area. Students may only load into cars from the sidewalk by the fenced area. Adults are in that area to ensure everyone's safety. Please help your children to load quickly. Use extreme caution when pulling away from the curb into the left passing lane.

**If you wish to leave your car and pick up your child from the waiting area, you must park in a marked space.**

Your child's safety is our #1 concern. In order to provide more careful supervision of the student waiting area, parents leaving their cars to pick up their students will be asked to enter the kindergarten area by the east gate and wait in the area next to the playground. There will be cones placed as a demarcation line between the parent waiting area and the student waiting area. There will be a teacher assigned to call students to the parent waiting area, similar to the way we call students to the waiting cars.

We do not provide supervision for the playground. Students waiting for parents are expected to sit quietly in a class group with their teacher. Once students have been called to meet a parent, parents are expected to supervise their child and all children in their carpool. Please return to your cars as soon as you have gathered all the students in your carpool.

This pick-up procedure allows teachers to devote their full attention to supervising the students. If you wish to speak to a teacher about your child, please contact them by phone or e-mail. Teachers will be happy to arrange a time to meet with you before school or after dismissal.

## UPPER SCHOOL DROP OFF/PICK-UP

If you are dropping off or picking up students only, continue past the parking lot entrance up towards the turn-around. Remain in the outside lane (the right lane) of the turn-around and continue all the way around until you reach the area that borders the small grass field. Drive as far forward as possible in that lane in before allowing students to disembark. For pick-up, please follow the same procedure as drop-off.

Please note that the left lane is for traffic only. Do not let your children out of the car if you are in the left-hand lane.

## EARLY DISMISSALS PER PARENT REQUEST

Parents should contact the attendance office via email, voicemail or via a written note with the student. The message should indicate the **time of early dismissal, reason for dismissal, approximate time of return, method of transportation (driving self or being driven by parent) and a number to call for confirmation.**

No student should leave campus before the end of the school day without clearing it through either the GLMS attendance offices (K-5th) or the MUS attendance office (Grades 6-12) first and obtaining the early release pass or off-campus pass.

**MUS:** [attendance@sdja.com](mailto:attendance@sdja.com) or 858-704-3722  
**GMLS:**

## ATTENDANCE

Students who are absent from class for whatever reason will inevitably miss concepts and presentations that cannot be repeated. Absence should be avoided except for serious illness, communicable diseases and family emergencies. **IF YOUR CHILD IS GOING TO BE ABSENT, PARENTS MUST CALL OR EMAIL THE SCHOOL OFFICE BEFORE 8:00 A.M. THIS APPLIES TO ALL STUDENTS IN ALL GRADES.** All other absences than those listed above are considered unexcused. The school urges parents to plan vacation trips around the established school vacation schedule.

**MUS:** [attendance@sdja.com](mailto:attendance@sdja.com) or 858-704-3722  
**GMLS:**

Teachers are not required to prepare work for the time students miss due to unexcused absences. In addition, a tutor may be required, at the parent's expense, to teach any new material or concepts the child has missed, as the teacher will not be required to re-teach them.

## EXCUSED ABSENCES

For excused absences, the time for completion of work will be the same number of days the student has been absent. Only illness, a serious family emergency, or the one day prior to a family member's *simcha* constitutes an excused absence.

## UNEXCUSED ABSENCES (GRADES 6-12)

At the start of each class each day, roll will be taken. Any student who is not present at this time will be reported as absent to the administration. On the day of a student's absence, it is the parent's responsibility to call the administrative office by 8:00 A.M. **If a parent or guardian does not call to report a student's absence by 8:00 A.M. that absence will be considered unexcused.** A student may not be able to make-up missed work or turn in work that was due on the day of the unexcused absence. Furthermore, a student with an unexcused absence *may* be subject to after-school detention, suspension, or expulsion, depending on the particular circumstances.

If a student receives an after-school detention for an unexcused absence and fails to show, the student will serve an in-school suspension the next school day.

If a student accumulates more than one after-school detention for an unexcused absence in the period of one week, the student will instead serve an in-school suspension.

## EXTENDED ABSENCES

SDJA understands that there may be occasions in which a student may have to extend their absence due to health issues or personal circumstances. If a student needs an extended absence, their parents or legal guardian should contact the school principal immediately.

## ABSENCE DUE TO A FAMILY VACATION

We strongly discourage families from planning vacation time that conflicts with school time. In the event that the conflict cannot be avoided, students who miss school due to a family vacation are expected to meet with the teachers upon their return to school. At that time, make-up work will be given and due dates assigned. Teachers are not required to prepare work for students ahead of time. In addition, a tutor may be required, at the parents' expense, to teach any new material or concepts the child has missed as the teacher will not be required to re-teach them. Parents and students should understand that some, if not much, of the work missed may not be able to be made-up (i.e. science labs, guest speakers, class discussions, etc.) and will negatively affect the student's grade. Teachers are not expected to simply exempt the student from the work.

## **STUDY ABROAD**

SDJA supports study abroad in Israel. If a high school student is interested in pursuing this possibility, he or she should meet with the Dean of Academics a year prior to the desired term of participation.

### **TARDY POLICY (GRADES K-5)**

Tardiness in class causes unnecessary interruptions and a loss of learning time. Student's tardiness to any class three or more times may result in a letter home, phone call home and/or family conference to resolve the problem. Excessive tardies may be noted on the report card.

### **TARDY POLICY (GRADES 6-12)**

Excessive tardiness, whether "excused" or not, is disruptive to any learning environment for the entire class. Individual teachers develop different strategies for encouraging punctuality. Excessive tardiness will affect the student's grade and possibly the Citizenship grade. Some teachers will choose to assign lunch detentions. In addition, if a student accumulates three or more tardies, the teacher may refer the student to after-school detention with the Dean of Students, assuming the teacher has posted the tardies on *Edline* and contacted home to ensure that parents are aware of the problem. The administration and teachers will not be distinguishing between "excused" or "unexcused" because both are equally disruptive.

A student may not be able to make-up missed work that was assigned or turn in work that was due during their tardiness.

A tardy becomes an unexcused absence for the entire period if the student arrives more than 15 minutes late to class.

## **LUNCH PROGRAM**

Lunches may be purchased for students in grades K-12. Lunches are ordered and paid for online. Trimester, and A la Carte programs are offered and ordered three months at a time through [hotlunch.com](http://hotlunch.com). All grades have the option of the salad bar as part of the lunch program. If you would like more information regarding the lunch program please email [SDJABusinessoffice@sdja.com](mailto:SDJABusinessoffice@sdja.com). GMLS students who participate in the lunch program and are on a field trip will receive a boxed lunch on the day of the field trip.

Please remember only dairy or *pareve* snacks and lunches may be brought on campus.