

**NORTH SHORE
HEBREW ACADEMY**

ישיבת חוף הצפון

PARENT-STUDENT HANDBOOK

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MESSAGE FROM THE ROSH HAYESHIVA

August 2016 / Av 5776

Dear NSHA Families:

We are looking forward to a wonderful year of school! We have spent the summer improving our buildings, our programs and our curriculum, and I know our teachers and staff are eagerly looking forward to welcoming all our students next month.

All of us are here to help our students learn and grow spiritually and academically.

Please contact any of us if we can be helpful in any way.

This Handbook contains the procedures and policies that enable teachers, students and parents to work together and learn together. Please review these policies together with your children, as many of them are newly updated this year.

Our theme for the year is (אבות ד': אי) הלומד מכל אדם? איזהו חכם? Who is wise? One who learns from everyone. We all have ideas, attitudes & values we can learn from one another and teach one another. This will be our year to focus on sharing our individual strengths with the entire school community.

With G-d's help, this should be a fruitful year at the North Shore Hebrew Academy.

Shana Tova,

Rabbi Jeffrey Kobrin

MISSION STATEMENT

The North Shore Hebrew Academy's mission is to educate, nurture, and develop our students into knowledgeable and driven individuals who are prepared to excel academically and professionally, and who make a powerful impact on their communal and family lives.

Our Core Values

Our vision is to continue to be a preeminent Modern Orthodox Yeshiva known for providing a best-in-class General and Judaic education in a warm and supportive environment operating in accordance with our core values:

Torat Yisrael: a commitment to and love for Torah, *mitzvot*, *Halacha*, *Medinat Yisrael* and *Klal Yisrael*

Derech Eretz: respect for, sensitivity to and acceptance of others in thought, speech and action

Simchat Chayim: an overall joy of learning, innovation, and intellectual pursuit

Achrayut: responsibility and accountability for the Jewish and global community worldwide

NSHA SCHOOL POLICY

A. CITIZENSHIP

NSHA students are expected to be good citizens of the school community and the community at large. A good citizen demonstrates good character through speech and behavior. Our students should be:

1. Courteous to teachers, principals, staff, fellow students and guests;
2. Respectful of school property and the property of others;
3. Honest, open-minded, and friendly in their behavior and language, both in and out of school.

B. DISCIPLINE

Students who violate school rules may incur discipline that includes:

1. A reprimand by a teacher or administrator.
2. A misconduct report to parents with a copy placed in the student's permanent record.
3. Exclusion from special school activities.
4. Reduction of a grade.
5. Placement on social or academic probation.
6. Detention during, before, or after school.
7. Suspension from school.
8. Expulsion from school.

The Academy does not tolerate instances of bullying, fighting, weapons possession, or alcohol or drug possession.

Cheating and Plagiarism

NSHA holds its students to the Torah's ethical standards of honesty. Cheating or plagiarism (presenting the ideas or words of another as one's own) will result in the following consequences:

For a first time offense, the student will fail the assessment and parents will be called for a conference with an administrator. The student will be placed on probation and may lose privileges to participate in extra-curricular activities

including academic or athletic teams in which s/he represents the school. The Academy may impose other consequences as well.

Electronic Devices

In order to maintain a proper educational environment, we wish to remove any potential distraction. Cell phones, Ipods, tablets, laptops, cameras, and all other electronic devices must be powered down and left in lockers at all times. They can not be used by students during the school day, including lunch and recess, unless under the supervision and approval of a teacher or administrator. Students may not use these devices to photograph or record other students, teachers or staff (even after school hours) without their knowledge or against their will.

For a first time offense, the device will be confiscated and will be returned at the end of the school day.

Should a further offence occur, the device will be returned only to the parent. Parents should not contact their children during the school day by phone or text message. Parents may reach their children through the school office. Should an emergency arise, school officials will contact parents.

In the Middle School, electronic readers (e.g., Kindles or Nooks) will be permitted for student use; students will be closely monitored by their classroom teacher. Students found to be using such devices inappropriately will have the device confiscated. Smartphones may NOT be used for this purpose.

NSHA Bullying Policy

Bullying refers to any physical or verbal interaction and any verbal, written, or electronic communication that intimidates, threatens, or harms another. NSHA strictly prohibits all forms of bullying on and off school grounds, on and off school time, on school buses, trips and at all school-sponsored activities. Students cannot be bullied because of age, physical appearance, ethnic background, or for any reason whatsoever. Victims and witnesses of acts of bullying should immediately report the incident to a faculty member. All reports of bullying will be promptly investigated and appropriate actions will be taken. Depending on the circumstances, severity of the incident, and prior record of the perpetrator,

students who violate NSHA bullying policy will incur disciplinary actions which may include:

- A warning by an administrator and a notation in the student's record;
- Exclusion from special school activities;
- Detention;
- Social and academic probation;
- Suspension from school;
- Expulsion from school.

C. DRESS CODE

Children who are appropriately dressed and well-groomed have a more wholesome attitude toward school, perform better, and enhance the learning environment. We therefore ask that parents' make sure that their children leave home properly dressed for school. Students who do not comply with the dress code will not be permitted in class. Parents will be contacted to bring a change of clothes to school or students will be provided with temporary clothing that complies with the dress code. Students should observe the following dress code guidelines:

No logos (i.e. horses or alligator logos) or any writing can appear on clothing.

Cherry Lane students are required to wear white tops and blue bottoms on Fridays and other special occasions.

In cold weather, students will be permitted to wear solid white or blue pullover or cardigan sweaters (no sweatshirts).

There is no official dress code for children prior to first grade. From nursery on, boys are expected to wear *kippot* at all times. *Tzitzit* are encouraged for younger grades but are required beginning in kindergarten.

1. Boys:

- Light blue, navy blue or white collared shirts. Shirts should be clean and have at least three buttons.
- Khaki or navy chino pants (No denim/sweat pants/jeans/shorts)

A *kippa* must be worn at all times. For health reasons, *kippot* should not be passed between children. *Kippot* are available for sale in the office.

The Academy expects boys to comply with the mitzvah of tzitzit. *Tzitzit* in all sizes may also be purchased in the school office.

Boys' hair should not extend below the shirt collar or below the eyebrows.

2. Girls:

- Light blue, navy blue or white collared shirts.
- Khaki, navy, black or denim skirts.

Shirts and blouses must be long enough to cover midriffs. Girls must wear knee length skirts or dresses. Pants may be worn for sports and certain field trips, although skirts should be worn before and after the trip.

Girls may not wear tank tops, tight-fitting and low-cut tops, cropped tops, tops that are off-the-shoulder, are sleeveless or have capped sleeves. For safety considerations, platform shoes, flip-flops, crocs, or heels higher than one inch are not permitted.

Girls are encouraged to wear sweatpants to gym class. They will be more comfortable and able to move freely. They may bring pants to school and change quickly before and after gym.

Girls with long hair must wear their hair in a ponytail or braid for sanitary reasons.

3. Visitor Dress Code

Parents visiting NSHA (whether serving lunch, attending school assemblies or activities, participating in school trips, etc.) are expected to abide by Jewish standards of modesty. Men are expected to wear kippot and women are expected to wear skirts in our buildings and at NSHA events. Since we all serve as role models for our children, we need to remember that children notice and imitate how adults behave and dress.

D. ATTENDANCE

The school must maintain attendance records for each pupil in compliance with the New York State Department of Education. Good attendance promotes higher academic standards and improves the likelihood of better scholastic results.

Accurate daily attendance records help us keep track of all our pupils. These records are used by the administration to address patterns of excessive absence or lateness. A disproportionate amount of absences or tardiness usually signals a problem that is often detrimental to a student's academic advancement.

Each teacher takes attendance in their morning homeroom class and records the attendance in the Parent Locker Attendance module.

AM & PM homeroom teachers must record attendance daily in their roll book. All absences must be recorded in as early as possible, but no later than 11AM.

Attendance records are at all times accessible to the administration. At their discretion the records are made available to any educator or therapist that works with an individual child, if they feel that it is for the educational benefit of the child. Records are also available to parents if they request information as to whether their child or children were in school at any given time of the school day.

Administrative Records

1) Class Lists – which contain the following information:

Student's Name

Date of Birth

Full Name of parent(s) or guardian(s)

Phone number of parents

Address of pupil

2) Family Information Sheet – these list parents' phone numbers and alternate emergency numbers

3) School Calendar – the school calendar lists all scheduled closings. Dates and schedules are subject to change. Parents are notified of all changes to the calendar by the school. These changes are kept on file.

4) Record of Emergency Closings

5) Pupil enrollment and drop dates

6) A Summary Report – all attendance books are transferred to the administrative office to be kept on file.

7) Codes for Attendance are: Absent, Tardy, Present, Left Early, Notes (Reason).

8) Attendance is taken both morning and afternoon in the elementary school and period by period in the middle school.

Policy for Early Dismissal

To insure that every student is supervised, no child can leave the school premises without permission. Each student is assigned to a class and moves as a unit with the teacher of that class. For co-curricular activities such as art, gym and music, the classroom teacher hands over the pupils to the teacher of that activity. Recess and lunch are supervised by teachers. Students are never allowed to leave our campus without written permission of the parents and authorization by a member of the school administration.

Students who leave early from school must be signed out by a parent, legal guardian or someone designated by them. This information is recorded on a special sign-out sheet which is left in the school office.

Any unexcused early departure from the school campus must be reported immediately. Any repetition can cause a student to be suspended from school.

Policy for Excused Absences and Lateness

Excused absences or lateness requires a note or oral communication from a parent or doctor explaining the reason. The administration reserves the right to excuse the absence or lateness based on the reason given.

Lateness which is less than 10 minutes in the Elementary and Middle school and 30 minutes in the Early Childhood for the beginning of the school day or is due to a delay in school transportation or due to delays and similar situations that are obviously beyond the control of the child or parent is automatically excused.

Review by the Administration

The principal or designee regularly reviews pupil attendance records and initiates appropriate action when necessary.

Three times a year, a record of each pupil's attendance is transferred to his or her report card in order to inform parents.

Disciplinary Measures

The principals are responsible for executing disciplinary measure for unexcused and excessive absences or lateness.

In the event that the child's daily attendance records show excessive (three or more) unexcused lateness, or absences, the teacher will contact a parent. If there is no improvement the teacher will notify the administration and a parent may be asked to come to school for a conference. If warranted, a referral can be made to other services, such as a social worker.

The administration reserves the right to withhold part or all of recess, keep for detention, or other punitive measures to any student who has excessive unexcused absences or lateness.

This comprehensive attendance policy will be included in our annual mailing to parents at the beginning of each school year either within the Parent Handbook or in a separate communication.

This policy will be distributed to the teachers before the first day of school in the Faculty Handbook or in a separate communication.

A copy of this policy is kept on file in the administrative office and is available to any member of the community upon request.

Since we are not a high school, course credit is not affected by attendance.

E. ATTENDANCE AT OLD MILL ROAD

1. Attendance and Arrival

The building opens for students at 7:40 AM. Parents should drop off students at the school entrance. Students arriving before 8:00 AM may proceed to their lockers when directed by staff. All students must be in the Beit Midrash or Chalfin Room by 8:00 AM for Tefillah.

Only students in full attendance on a school day will be permitted to take exams or take part in extra-curricular activities on that day. A student cannot miss classes in order to study for tests given later in the day or leave early after finishing an exam.

2. Preparing for the Day

Classes at Old Mill Road are departmentalized. In order to maximize our students' time in school, they should arrive at school each day with all of their supplies, books, homework, special assignments and snacks.

3. Partial Absences - Late Arrival and Early Dismissal

A student whose bus arrives late or who brings in a doctor's note (even retroactively) for either late arrival or early dismissal will be marked as having an "excused" partial absence.

Students who arrive late must sign in at the school office and will receive a late note.

4. Detention

After four unexcused latenesses, the student will be required to attend a detention on the following morning prior to the start of school. Each additional lateness incurs an additional detention. With each new term, the student begins anew. If early morning detention is deemed ineffective, students may receive additional consequences.

Lunch Detention:

Matters relating to particular classes are usually addressed by the classroom teacher. Teachers are encouraged to communicate with parents and students as problems arise in order to prevent repeat offenses. However, a teacher may assign lunch detention for the following offenses:

1. Being unprepared for class three times in a semester (which includes not doing homework, not bringing texts or homework, or coming late to class);
2. Displaying extreme disrespect or misconduct;
3. Violation of the dress code.

No student may attend classes while in violation of the dress code. Students may call home from the office or purchase appropriate clothing from the office (if available) in order to return to class.

5. Minyan

Attending a daily minyan is an important part of the life of a committed Jew. NSHA conducts a daily minyan for all students. Our minyan is explanatory and very much

a “learning service.” As such, attendance is mandatory. Parents are invited to join us at any time.

F. KASHRUT

1. All food brought into the Academy must be certified kosher. Several reliable organizations that certify the kashrut of products are the OU, OK, Kof K, and Star K.
2. Only products from supervised Kosher establishments may be offered. No home-baked products, even from strictly Kosher homes, may be distributed to other students in school.
3. Meat or meat products may not be included in lunches or snacks sent to school.
4. If you have any questions regarding other Kashrut organizations and products, please consult with an administrator or your congregational rabbi.

G. BIRTHDAY PARTIES/CELEBRATIONS

All birthday celebrations in grades 1 – 5 will be celebrated once per month in the lunchroom. All students will receive a treat provided by the school and the “birthday children” will be acknowledged and sung to by all those in the lunchroom. Parents should not send in birthday treats for their children.

Birthday Parties Outside School

Parties outside school should follow *halakha*. Students and parents should wear kippot, wash hands before a meal and recite *Birkat Hamazon*. All food served should be strictly kosher. No party should not take place on Shabbat or Jewish holidays, before their onset or conclusion, or without allowing time for travel.

All children should feel included. We therefore insist that either all students of the birthday boy or girl's gender be invited or else the entire class be invited. Invitations should not be distributed by students in school.

Derech erez requires responding to invitations and attending once an invitation is accepted.

We want all of our families and students to feel included – not, God forbid, to feel in any way excluded.

H. LUNCH AND SNACKS

1. Lunch

Lunch for all students is provided by the school from Monday through Thursday. Any additional food or snacks brought from home must be strictly Kosher. Please make sure children do not bring dairy snacks on meat days. On Fridays, all children are expected to bring their own cold *pareve* or dairy lunch with them in the morning. NSHA does not have facilities for reheating food. Please make sure children do not forget lunch on Fridays. (Of course no child will go without any lunch!)

2. Snacks

Students in grades K-5 have a ten-minute mid-morning snack time. Parents should send a healthy, easy-to-eat snack each day. Early childhood parents should refer to our Early Childhood snack policy. In addition, students in grades 4 and 5 have a short afternoon snack time. Please do not send snacks requiring refrigeration. Students in grades 6-8 will have time for snacks during the first few minutes of Homeroom each morning.

3. Sharing of Food

Due to the vast number of food allergies and sensitivities, there should be NO sharing of food (including lunch and snacks) between children. Parents should explain and reinforce this important issue. No one wants to unwittingly cause a student a life-threatening allergic reaction.

4. Allergy Policy

Many NSHA students have special medical conditions and/or allergies. Some are common and, while requiring special care, are not immediately life-threatening.

Other rarer medical conditions and/or allergies may impose an immediate life-threatening risk to a student and require heroic efforts literally to save the child's life. These life-threatening situations can be triggered by a food item as common as a peanut.

In tandem with the policy of most local public and private schools, NSHA does not bar any particular food (other than for Kashrut reasons) from the school.

However, parents should not send in any foods containing peanuts or tree nuts, which is the ingredient that is of most concern.

NSHA maintains special medical equipment and medications to deal with the most well known medical conditions and/or allergic reactions. This equipment and medication is in the nurse's office and, in some cases elsewhere in the building as well. NSHA administrators and teachers receive information on recognizing and reacting to various types of the most common medical conditions and/or allergic reactions so they can recognize them and react quickly.

A parent of a student with a special medical and/or allergic condition should notify the NSHA nurse in writing of the nature of and any special treatment needed for such a medical condition and/or allergic reaction.

Such a note should include a separate list of specific brand-name Kosher products this student with allergies may enjoy in school for occasions such as parties, snacks, Shabbat, etc. NSHA will accept and maintain any additional or special medical equipment or medication provided by a parent for a particular student's care under these circumstances.

I. HOMEWORK/CLASSWORK

NSHA policy is to provide homework for students who are absent due to illness. However, if a child misses school due to a personal vacation, it is his/her responsibility to make up missed work once he or she returns. Please refrain from requesting work in advance. Homework over Jewish holidays will be kept to a minimum, with no tests assigned. Reading assignments will be given over vacation. Please make sure that your vacation dates do not conflict with the NSHA calendar.

Homework should give children a sense of what they can do on their own and the confidence that they can replicate and apply skills without direct supervision. Parents should therefore allow children to do their homework independently. Homework posted by teachers on Parent Locker is emailed home each evening. In the event of illness, your child's "homework buddy" (who is assigned by his or her homeroom teacher) will forward relevant assignments and materials. Students are encouraged to email their teachers or homework buddies for missed work. At Cherry Lane, to ease the homework load, certain days are assigned to either Judaic Studies or General Studies.

The Middle School has no such homework policy. Students should expect homework in a variety of subjects each night. The Middle School test calendar is available on our website, www.nsha.org, under Middle School.

J. DISMISSAL AT OLD MILL ROAD & PARKING LOT REGULATIONS

PLEASE PARK IN DESIGNATED PARKING SPOTS ONLY. NO PARKING WITHIN "CONED" AREAS.

DO NOT BLOCK FIRE OR DRIVE-THRU LANES.

To avoid misunderstandings and financial penalties from the local authorities, please note that the Old Mill parking lot may not be used as a gathering place for the departure or arrival of individual car pools and buses for personal celebrations such as Bar/Bat Mitzvahs, birthdays, etc. Offenders will personally be held responsible for all consequences.

K. ARRIVAL AT YOUNG ISRAEL & CHERRY LANE

EARLY CHILDHOOD

Upon completion of the initial separation period, parents should follow the schedule below. Parking is extremely limited! All parents should drop off and pick up children only during designated times. Cars parked illegally may be ticketed or towed. In order to facilitate children's adjustment and to limit the number of cars lined up each day, we recommend carpools. These arrangements should be made

privately.

Toddler and Nursery

- From 8:50-9:00 A.M., parents arriving with children should drive to school entrance in the parking lot and line up in their cars. Teachers will take the children from the cars and bring them to their classroom. We ask parents to come only during these designated times and follow this procedure to ensure the children's adjustment.
- At 9:10 A.M., Toddler teachers return to the classroom to supervise the children.
- After 9:10 A.M., parents must park and accompany the child to their room.
- To keep the flow of traffic moving, please help by unbuckling all of the children in your carpool. The teachers will then escort the children into the building.
- If your child is arriving early or staying for extensions your child will be met in the carpool lane by a teacher.

Pre-K

- From 8:50-9:00 A.M., parents should drive to the turnaround circle in the parking lot and line up in their cars. Teachers will take the children from the cars and bring them to their classrooms, completing arrival by 9:00 A.M. Pre-K parents should come **only** during these designated times.
- At 9:10 A.M., Pre-K teachers return to the classroom to supervise the children.
- After 9:00 A.M., parents must park and accompany the child to their room.
- To keep traffic moving, please help by unbuckling all of the children in your carpool. Teachers will then escort the children into the building.

In extreme cold or inclement weather, arrival will be indoors. Parents should pull up to the front entrance and open the car door. Children will walk to where teachers are waiting.

Kindergarten

Children arriving by bus or car should report directly to their classrooms. They may enter the classrooms at 8:20 A.M.

GRADES 1-5

The school day at Cherry Lane commences at 8:30 AM

L. DISMISSAL AT YOUNG ISRAEL & CHERRY LANE

EARLY CHILDHOOD

- All cars must pull up at the entrance.
- Once children are in cars, parents assume full responsibility.
- Teachers will only put children in the passenger side of cars.
- When all children are in a car, parents must pull ahead to buckle them, so that the next car in line can pull up to the door.

Toddler:

Monday-Thursday: 1:00 P.M. Friday: 12:00 P.M. **Please be prompt!**

Nursery:

Monday-Thursday: 2:00 P.M. Friday: 12:00 P.M. **Please be prompt!**

Pre-K:

Monday-Thursday: 2:50 P.M. Friday: 12:50 P.M. **Please be prompt!**

Kindergarten:

Most of our Kindergarten students are entitled to free bus service. In order to allow for the smooth and safe flow of traffic, we urge all children to use bus service.

Dismissal notes:

If your child is not following his/her usual dismissal routine, please inform the school in writing of the alternate plans (i.e. play date or pickup). This note should be brought to the classroom teacher. No child will be dismissed in a non-routine way unless a parent has officially notified the teacher with a signed and dated note. We will not accept a child's oral request.

GRADES 1-5

When visiting the Academy during the school day, please never park in the fire lane. When parked in the school bus lane, please vacate the spot at least 30 minutes before dismissal time to allow the school buses access. Space is extremely limited in the Cherry Lane parking lot! In order to allow for the smooth and safe flow of traffic, we urge all children to use school bus service. Children who go home by school bus are dismissed from the lunchroom.

Prior to 3:30 PM, M.- Th. and 1:30 PM on Fri., our security guard will only allow buses to enter the parking lot. Please do not approach the parking lot before the buses have departed. Cars may not line up on Cherry Lane. Kings Point police have been known to ticket and fine cars up to \$500 - a penalty for which the Academy will not be responsible. Only after all buses have left can parents enter the parking lot to pick up their children, who will be waiting in a designated room. To comply with fire safety regulations, please keep our fire lanes clear at all times, especially during dismissal. Approaches to our buildings must be clear at all times. Please follow all posted signs.

Dismissal notes:

- Pickup children are dismissed to their parents' cars after the buses depart. Classrooms A1, A2, & A3 have signs posted (visible from the parking lot) indicating the grades that are dismissed from each room.
- We are all extremely vigilant about children's safety. To that end, we ask that no one take a child out of the bus dismissal room prior to dismissal time. Doing so makes it extremely difficult to supervise youngsters and provide them with the appropriate level of safety.
- Please email dismissal change requests to cherrylanepickup@nsha.org by 1:00pm Monday through Thursday and by 11:00am on Friday.

Early Dismissal:

Please limit requests for early dismissal to emergency medical and/or dental appointments that cannot be scheduled "after-school" hours. In order to take a child out of class early, parents must sign the child out in the school office.

M. CARE OF SCHOOL PROPERTY

Students are responsible for all books and supplies provided by the school.

Students who destroy or deface school property will be required to pay for the damage and will face disciplinary measures.

Students must place their name on the inside cover of all books. Students will be required to pay for lost books.

N. PRIVATE TUTORING

Tutoring is recommended only after attempts to help the child in class and/or in our Learning Center have been made. The administration will gladly assist parents in selecting an appropriate and professional tutor when necessary. NSHA policy is that no teacher may tutor his/her current students. The private tutor should stay in close contact with the classroom teacher so the tutoring is meaningful and effective. No private tutoring can take place during the school day. In the event that NSHA teachers tutor privately in our building, they must stay with their students until they are picked up. Teachers may not leave the student in the office or with the guard.

O. TECHNOLOGY INTEGRATION AND POLICY

NSHA is committed to using a variety of digital platforms to integrate educational technology meaningfully to supplement student learning by facilitating 21st century skills: critical thinking, communication, collaboration, and creativity. As your partner, NSHA makes every effort to protect students, teachers, and staff from any misuse or abuse of technology during school hours, while parents monitor student use outside of the school day to ensure safety and appropriate conduct.

The class admission card which is signed by parents reads in part as follows: "*I allow my child to access the NSHA computer network according to the NSHA Acceptable Use Policy.*"

NSHA offers internet access at both the Elementary and Middle School levels. We believe that technology supports student learning by facilitating resource sharing, innovation, and communication.

NSHA makes every effort to protect students, teachers, and staff from any misuse or abuse as a result of their experiences with an information service while in school. At home, parents must be vigilant and monitor their child's internet usage. Students can also access the internet while on play dates and at other public domains. Parents need to speak with other parents to make sure that they supervise computer use to ensure the safety of all students.

NSHA ACCEPTABLE USE POLICY

INFORMATION TECHNOLOGY RESOURCES AT NSHA

NSHA's information technology resources, including email and internet access, are provided for educational purposes. Adherence to the following policy, both in and out of school, is necessary for continued access to the NSHA's technological resources:

Students must

1. Respect and protect the privacy of others.

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks on which they are not authorized.
- Not distribute private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all posted network security practices.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources.

3. Respect and protect the intellectual property of others.

- Not infringe copyright (such as making illegal copies of music, games, or movies).
- Not plagiarize.

4. Respect and practice the principles of community.

- Communicate only in a respectful way.
- Report threatening or discomfoting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass). Cyber-bullying, like any bullying, is not tolerated at North Shore Hebrew Academy.
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

5. Social Media

A student may not post photographs of him or herself, other students, or faculty members that violate NSHA standards, nor may comments of a rude or inappropriate nature be posted. The NSHA community extends beyond the physical campus and beyond the end of the school day. We count on parents to support our efforts at home and help us teach good judgment.

Consequences for Violation: Violation may result in serious disciplinary action and/or the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources.

Administrators reserve the right to examine, use, and disclose any data found on

the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

PARENTS SHOULD PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO MAKE SURE HE OR SHE UNDERSTANDS THEM.

FOR MORE INFORMATION, SEE www.cybercrime.gov.

P. PUBLICITY

Parents are advised (and, by sending their child to the school, consent to the fact) that during the course of the school year their child may be photographed or videoed during classes, recess, lunch, special programs or while engaged in school-sponsored extra-curricular activities, whether by the school itself or by the news media. These photographs or videos may then be used in promotional materials for the school which includes newsletters or social media. They may also be used for research activities, educational purposes or published in the media. None of the photographs or videos will be used for profit.

Q. ASSEMBLIES AT CHERRY LANE

1. Parents will be invited to enjoy their children's performances throughout the academic year, but due to our extremely limited parking, we urge parents to carpool and never to block our fire lanes or the lanes in and out of the parking lot.
2. If parking is unavailable at Cherry Lane and to avoid fines, park on legal streets in the area (e.g. Lighthouse, Tideway or Catalina).
3. Proceed directly to the auditorium. Adults are asked to sit in the back rows, leaving front rows for students.
4. Since infants and very young children tend to get restless and could disturb the performance, we ask that these children not attend assemblies.

5. In order not to interrupt instruction, we ask that siblings not be taken out of their classes unless they are specifically invited by the administration. Siblings will only be invited to the kindergarten graduation, Siddur and Chumash presentations.
6. Out of respect for the students performing and for the maximum enjoyment of others attending the performance, all photographs and videos must be taken from your seat.
7. During assemblies and all school functions, please turn off electronic devices which might interfere with the enjoyment of the performance.
8. When visiting the school for assemblies or any other purpose, please abide by our dress code. All adults are expected to respect the school dress code when entering our Yeshiva. Girls or women should dress modestly, with knee-length skirts or dresses. Shirts and blouses should have short or long sleeves. All men should wear *kipot* or hats when entering the building.

R. BAR/BAT MITZVAH CELEBRATIONS

Location of celebratory events must be appropriate for a Yeshiva student. Entertainment and dress must also be appropriate. Families of students are expected to be sensitive to the many families that follow diverse religious heritages and practices as well as to the requisite standards of propriety and behavior befitting the celebration of an event of great religious significance. In planning parties, therefore, every effort must be made to conform to these standards. Rabbi Kobrin and Rabbi Acobas are available as a resource for families as they plan their *smachot*.

S. BAR/BAT MITZVAH REGISTRY

To avoid conflicts of dates for Bar/Bat Mitzvah celebrations (including Shabbat and the reception), parents are urged to clear their prospective date with the North Shore Hebrew Academy Bar/Bat Mitzvah Registry. This is located on the web at [HTTP://GREATNECKCALENDAR.BLOGSPOT.COM](http://GREATNECKCALENDAR.BLOGSPOT.COM). The P.T.A. chairperson will

coordinate dates so as not to conflict with another family. In addition, be sure to notify your synagogue of the date.

T. BAR/BAT MITZVAH SIMCHA FUND

As our children enter middle school, we look forward to their achieving many milestones – whether emotionally, academically or spiritually. Becoming a Bar or Bat Mitzvah is one of the most significant milestones we look forward to sharing with them. The NSHA P.T.A. has established the Bar/Bat Mitzvah Simcha Fund. To emphasize the spiritual aspect of this momentous event, one should lessen the significance of the material aspects of the occasion and instead emphasize to our children the responsibility to perform acts of *chesed* and *tzedakah*.

When your child enters 6th grade, parents will be notified as to where to send their contribution.

Each family of a sixth grader will make a contribution in the amount of \$360 to the Bar/Bat Mitzvah Simcha Fund. Upon becoming a Bar or Bat Mitzvah, each child will receive three (3) \$100 State of Israel Bonds. The purchase of State of Israel Bonds clearly reflects our steadfast support of our Jewish homeland. The remainder of the funds collected are distributed to a charity to be determined by our children. This Bar/Bat Mitzvah Simcha Fund takes the place of all gifts between our students.

U. CELEBRATE ISRAEL PARADE

All students in grades 6, 7, and 8 take part in the Annual Celebrate Israel Parade in New York City. Parents are asked to schedule Bar/Bat Mitzvah celebrations and other parties so as not to conflict with the parade date.

V. TELEPHONE AND MESSAGES AT THE MIDDLE SCHOOL

Although most arrangements with your child should be made at home, some situations cannot be anticipated. There are two times during the day set aside for emergency announcements at Old Mill: 11:00 AM and 4:00 PM from Monday

through Thursday, and 11:00 AM and 1:00 PM on Friday. Except for medical emergencies, we will not deliver messages at any other time.

Our staff in the health office and the academic office is prepared to assist students in communicating with their parents when necessary. Again, students cannot send or receive text messages during the school day.

W. REPORTS OF CHILD ABUSE AND/OR NEGLECT

All schools, including our Academy, must report suspected cases of child abuse and/or neglect brought to our attention by students, faculty, or other concerned adults. Section 413 of the New York State Social Services Law mandates us to contact the state hotline in all such cases without conducting our own investigation. Failure to do so would subject us to both criminal prosecution and civil penalties.

X. SAFETY & SECURITY

Maintaining a safe and secure environment for children and staff is of utmost importance at NSHA. We conduct ongoing discussions with police officials of Kings Point and Nassau County who assist with security at our campuses. Because of their limited resources though, security is primarily our responsibility. We therefore have cameras and security guards at both campuses. Visitors must sign in and out with our security guard. All visitors are given Visitor Name Tags which serve as an indication that the visitor has entered through the appropriate entrance and checked in with our security officer.

Please make sure that children bring their homework, lunches, glasses, etc. each morning to preclude additional trips to school.

We hold three types of safety drills during the school year:

- Fire Drills
- Lockdown Drills - intruder in the building
- Evacuation Drills - an alert to leave the building
- Shelter Drills – emergency weather situation

These drills are intended to ensure the well-being of our children in the event of any threat to their safety. Teachers and students practice these drills several times during the year so that they are familiar and comfortable with the procedures.

FOR YOUR INFORMATION...

A. CONTACTING SCHOOL PERSONNEL

If you have concerns or questions regarding your child, first contact his/her teachers. We have several formal opportunities during the year to discuss your child's progress, but issues may arise at any time and you should contact us whenever you need to. In order to ensure that such discussions will have the teacher's complete focus, please send a note, email or leave a telephone message for your child's teacher. You should briefly state your concern and include convenient times and phone numbers where the teacher can reach you. Teachers will attempt to respond to messages within 24 hours. Please do not call teachers at home unless they have specifically requested that you do so.

After talking to your child's teacher, if you wish to further discuss the matter, please call the following:

Rosh HaYeshiva/Head of School: *Rabbi Jeffrey Kobrin*

General Studies Principal: *Mr. Ofier Sigal*

Middle School Principal: *Rabbi Adam Acobas*

School Psychologist: *Dr. Linda Shum*

Early Childhood, Director: *Mrs. Elana Helfgott*

Early Childhood, Asst Director: *Mrs. Adina Wertman*

Middle School Psychologist: *Dr. Alla Zhelinsky-Denyer*

B. PHONE EXTENSIONS

Cherry Lane Academic Offices

Hall, Mitchell (Coordinator of ASA Programs)	X151
Helfgott, Elana	X156
Kalter, Amy	X110
Kobrin, Rabbi Jeffrey	X128
Markovich, Shari	X113
Sigal, Ofier	X166
Shum, Linda (School Psychologist and Coordinator of Learning Center)	X145
Smilow, Judy	X128
Warren, Kira (School Nurse)	X115
Weiss, Abigail	X146

Business Offices

Azizian, Rachel	X157
Buchner, Scott	X114
Davis, Rochelle	X132
Flatow, Arnie	X133
Nisanov, Eva	X121
Schrieber, Carol	X155
Schwab, Esti	X144

Old Mill Extensions:

Acobas, Rabbi Adam	X256
Kobrin, Rabbi Jeffrey	X266
Kwalbrun, Shirley	X210
Mor, Helen	X228
Sigal, Ofier	X266
Swerdlin, Barbara (School Nurse)	X215
Zhelinsky-Denyer, Dr. Alla (School Psychologist)	X222

Young Israel:

(516) 482-0484 or (516) 482-1849

C. SCHOOL HOURS:

	<u>Mon - Thurs</u>	<u>Friday</u>
<i>Toddler</i>	9:00 - 1:00	12:00
<i>Nursery</i>	9:00 - 2:00	12:00
<i>Pre-Kindergarten</i>	8:50 - 2:50	12:50
<i>K- Grade 3</i>	8:30 - 3:15	1:15
<i>Grades 4-5</i>	8:30 - 4:15	1:15
<i>Grades 6-8</i>	8:00 - 4:30	1:30

D. SCHOOL CALENDAR

The NSHA calendar is provided to assist you in planning for the academic year. When scheduling personal and family activities, please take into account the school schedule and calendar so as to avoid conflicts.

E. LOST AND FOUND/SHEMOT LEGNIZAH

A "Lost and Found" and a special box for *Shemot* are located in each building. Please retrieve lost items as soon as possible. At the end of each semester, all

unclaimed items are donated to charity. **Please make sure that your child's name is marked on every article of clothing worn or brought to school.**

Often children do not recognize their own belongings, or two children own similar items. Lunch boxes or equipment brought to school should clearly bear the child's name.

Torn pages from a Siddur, Chumash and other holy books should be placed in the box marked "Shemot."

F. LOCKERS AND LOCKS FOR STUDENTS IN GRADES 6-8

Middle School students should secure their lockers only with a special lock available for purchase through the school office. No other locks may be used. Grade 6 and new students receive locks at no charge. New locks can be purchased from the middle school office for \$5.00.

Students must keep their lockers locked throughout the day and on weekends. Combinations should not be shared.

G. BUS TRANSPORTATION

North Shore Hebrew Academy does not employ school buses, nor have we any jurisdiction over the bus drivers. In case of unreasonable delays and other school bus related matters, parents are should contact their district.

Great Neck Public Schools (516) 441-4060

After 6:00 P.M., call Great Neck Security at (516) 441-4911

For non-Great Neck districts, use one of the following district transportation numbers:

- Port Washington (516) 767-5032
- Roslyn (516) 801-5190
- Dell Transportation (516) 883-6711

Bus Passes

Bus transportation is available through most school districts for children beginning in kindergarten. Students approved for bus passes will receive passes in the mail. Families using private bus companies must deal directly with the bus company.

Bus Safety

Safety on the bus is a major concern. Children must remain seated and belted at all times and must obey the instructions of the bus driver. Students who do not follow these rules will not be permitted to ride on the bus.

In addition, Great Neck Public School Transportation forbids the use of rolling backpacks. To minimize the physical burden on students, teachers make every attempt to assign homework so that textbooks not required for homework remain at school.

Great Neck Public School Transportation does not allow children to take buses other than their regular daily bus for any reason. Bus drivers are also prohibited from making house stops. Please do not ask them to. Since we must comply with these regulations, we cannot honor any requests for children to transfer to other buses. Your child must use the same bus every day of the week.

H. GRADES

1. Report Cards

The academic year is divided into three trimesters as listed in the school calendar. Report cards are issued at the conclusion of each one. Students in grades 1 thru 8 receive both a Judaic Studies and General Studies report card. Report Cards are posted using parent locker. These on-line report cards must be printed out, signed and returned within three days of posting.

Parents should discuss the report cards with their children and show an active interest in their child's progress in all subjects. Parents should contact their child's teachers with any questions regarding grades or report card comments.

No report cards are issued prior to the last day of the semester. Final report cards will be forwarded only after all school belongings have been returned and accounts have been settled.

2. Progress Reports

Parents of a student who is at risk academically will be issued a written Interim Progress Report in the middle of each trimester. This will alert you to areas in which your child needs particular attention.

3. Final Exams - Middle School

Final exams represent a significant part of a student's grade and should not be missed. The Middle School office can confirm dates of exams.

4. Failing Grades

If a student fails an academic class for the year, he or she will be required to attend summer school. If no summer course exists, arrangements will be made to complete a summer packet of work with a private tutor. Students who do not make up a failed course will not advance to the next grade. Eighth graders who do not make up a course will not receive a diploma.

I. PARENT-TEACHER CONFERENCES

Parents will have opportunities to meet with their children's teachers for individual conferences on the dates listed on our current school calendar.

J. SNOW DAYS

NSHA closes for students on those snow days that the Great Neck Public Schools are closed. We will send out an email update, text message, and will post updates on our website, www.nsha.org. We are no longer using our phone hotline. Once school is in session, we generally do not dismiss early. When school is cancelled due to inclement weather, so are all after-school activities.

K. PARENT TEACHER ASSOCIATION

Getting involved in our P.T.A. gives you the chance to impact your child's educational experience. P.T.A. members receive a complete school directory and the P.T.A. calendar displaying children's birthdays along with school and P.T.A. events. To join the P.T.A., to volunteer, or to serve on any committee, please

contact a member of the P.T.A. Presidium. P.T.A. committees include holiday events, membership, student activities, and fund raising.

L. HOT LUNCH PROGRAM

Make your children feel special by joining us to help serve lunch. For more information, please call the P.T.A. lunch captains.

M. ASA AFTER SCHOOL PROGRAMS AT CHERRY LANE

ASA (After School Activities), under the direction of Mr. Mitchell Hall, offers a variety of after-school activities. These include sports, baking, nature, and computers. Coach Hall communicates directly with parents regarding scheduling and enrollment. Concerns should be discussed with him at extension 151. FORMS ARE AVAILABLE ON OUR WEB SITE

All ASA dismissals take place from the entrance to the Synagogue/Auditorium area. We need your help to guarantee a safe and timely dismissal.

When picking up your child from an after-school activity, you may park in a valid parking spot in the Cherry Lane parking lot. Under no circumstances may you double park or block bus lanes or any of our gates.

Dismissal arrangements from after-school programs are parents' responsibility.

N. CURRICULUM NIGHTS

Curriculum nights are scheduled every fall. You will have a chance to meet your child's teachers in a group setting and get an overview of the area of study and the year's curriculum. (This is not a time for parents to discuss individual children or concerns.) Please consult the current school calendar for specific dates.

O. NEWSLETTERS

On Fridays, we send home the weekly P.T.A. Newsletter, which will keep you informed of events and news of the school. The Newsletter is also sent by email.

P. PARENT INVOLVEMENT

There are numerous ways for parents to contribute to the life of the school.

Teachers often request help for trips, school events, or projects.

In addition, the following groups/events are available.

1. PTA Committee Involvement

2. Board and Committees

If you are interested in serving on the English, Hebrew, or Early Childhood Boards, please contact the Rosh Ha Yeshiva, Executive Director or the President of the Academy.

3. Fundraising, Development and the Annual Journal Dinner

NSHA counts on the involvement and generosity of our parent body to maintain our excellent program. Successful fund-raising events help ensure a high quality of education. For more details, please contact our P.T.A. President or the NSHA President.

Our annual Journal Dinner is the high point of our annual campaign. At the Dinner, we join as a community to herald the Yeshiva's accomplishments and to provide support for our future growth. We look forward to everyone's participation at this warm and enjoyable evening. If you wish to serve on the committee planning and executing this event, please contact our Executive Director.

Q. HEALTH OFFICE INFORMATION

Both the Physical exam and the Immunization form must be filled out, signed and stamped by the child's physician prior to the first day of school.

All forms can be found on the NSHA web site under Health Forms. The Health Office is unable to fax forms to your doctor. If you are unable to download the forms from the GNPS or NSHA website, hard copies are available in the Main Office.

1. Immunizations Requirements

In order to be admitted to school, a child must meet the minimum immunization requirements specified in the most current Section 2164 of the New York State Public Health Law.

For new school entrants, the New York State Department of Health requires a certificate of immunization, from a physician or other authorized public or private health agency that administers immunizing agents, as to the types and complete dates of immunization, month, day, and year signed and stamped.

Exceptions

Youngsters may be excused from immunization as a medical exemption only as provided by New York State Public Health Law.

Immunization Against Communicable Diseases

Under state Public Health Law 2164, in order to be enrolled in or attend school, children must be fully immunized against certain communicable diseases. Those diseases are: poliomyelitis, mumps, measles, diphtheria, rubella, varicella (chicken pox), Haemophilus influenzae type b (Hib), pertussis, tetanus, pneumococcal disease, hepatitis B. and Meningococcal.

“Fully immunized” means that the child has either:

- 1) received the required vaccinations for these diseases as set forth in state regulations;
- 2) for measles, mumps, rubella, hepatitis B, poliomyelitis, or varicella only, shown immunity with a positive blood test for those disease antibodies; or
- 3) for varicella only, has had the disease, verified by a physician, nurse practitioner, or physician’s assistant.

Requests for such exemptions shall be directed to the building principal.

Medical exemptions may be issued if immunization is detrimental to a child’s health as per the contraindications identified by the United States Centers for Disease Control and Prevention (CDC).

Medical exemptions must either be:

- 1) the medical exemption form issued by the New York State Department of Health or the New York City Department of Health and Mental Hygiene, or
- 2) a statement signed by a physician licensed to practice medicine in New York State indicating the specific immunization, the medical contraindication, and the length of time the exemption is for.

Medical exemptions must be reviewed and accepted by the GNPS District physician or his/her designee, and reissued annually to remain valid.

All students must present appropriate documentation of their immunization status, as set forth in the Regulations of the New York State Commissioner of Health 10 NYCRR Subpart 66-1.

GNPS District school employees may access the New York State Immunization Information System (NYSIIS) or the New York City Citywide Immunization Registry (CIR) to verify the immunization history of students entering or registered in that school.

When a child is excluded from school for immunization reasons, the building principal shall notify the parent/guardian of their responsibility to have the child immunized, and the resources available for doing so. The principal shall also notify the local health authority of the child's name and address and the immunization(s) the child lacks, and shall cooperate with that authority to provide a time and place for the required immunization(s) to be administered.

The school will maintain a list of all students who have been exempted from immunization for medical reasons, or who are in the process of receiving immunization, and shall exclude such students from school when so ordered by the New York State Commissioner of Health in the event of an outbreak in school of the vaccine-preventable diseases listed in Public Health Law 2164.

When a student transfers out of the school, the parent/guardian will be provided with an immunization transfer record, if needed, showing the student's current immunization status that will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the

district health record will be provided to the new educational institution upon request.

In order to maintain enrollment in school, students must furnish documentation of required immunizations against certain communicable diseases, as set forth in state Law and regulations, unless exempted from immunizations for medical reasons as permitted by state law and regulation.

The State of New York may authorize and require the collection of data from health certificates in furtherance of tracking and understanding health care issues that affect children.

A permanent student health record shall be part of a student's cumulative school record, and should follow the student from grade to grade and school to school along with his/her academic record. The health record shall be maintained by the school nurse.

2. Physical Exam Requirements

A current physical exam must be on file in the Health Office (see requirements below). Please keep a copy of the physical exam for your records. For the safety of the children, if a current physical exam is not on file, this child will not be permitted on school trips, to participate in gym, recess, ASA, or to be a member of any sports team.

In accordance with New York State Guidelines, Physical Exams are required for:

All new entrants

Pre-school

Kindergarten

2nd Grade

4th Grade

7th Grade

A student must submit a certificate of health examination. The examination, which must conform to state requirements, must have been conducted no more than 12 months before the first day of the school year in question.

Sports Physical Requirements:

Every student trying out for any interscholastic team is required to have a current (yearly) physical exam on file in the Health Office prior to tryouts. In addition, a Health History is also required prior to tryouts. No student will be allowed to tryout without these 2 forms on file in the Health Office.

3. Scoliosis Requirements

In accordance with New York State Guidelines on scoliosis, a yearly scoliosis exam is required for all children in grades 5-9 performed by either the child's doctor or school personnel.

A yearly physical exam which indicates a scoliosis exam was performed handed into the health office meets the NYS requirements.

4. Medication in School Requirements

Children needing medication, both prescription and over-the-counter, must follow the New York State Department of Education guidelines. The New York State Department of Education prohibits the administration of medication to children in school unless the following requirements are met:

- A note must be on file in the school's Health Office from the student's physician, including the name of medication, dosage and frequency of administration.
- A permission slip from the parent requesting the medication to be given must be on file in the school's Health Office.
- The medication must be supplied in a properly labeled pharmacy bottle with the name of the child, name of the medication and dosage. Over-the-counter medications must be in an original container.
- The parent must deliver the medication and notes to the school nurse. NO medication may be brought by a child to the nurse. Children who require medication for a chronic problem such as asthma or allergies must have a renewal of the order every September.
- Children are NOT permitted to carry any medication in school. This includes antibiotics as well as over-the-counter medication such as: Tylenol, Motrin, Advil,

"Cold & Flu" medications. These medications must be brought to the health office by the parent and will be administered in accordance with New York State regulations.

5. Illness in School

For your child's safety, please keep the school aware of updated emergency contacts and information (i.e. cell phone number) If a child becomes ill during the school day, the teacher will send him/her to the health office or academic office. An authorized staff person will determine whether or not the child needs to be sent home. If the child needs to go home, a call will be made to whoever is listed on the child's emergency card to arrange for pick-up. In the event that none of those listed on the card can be contacted and no additional instructions are listed, the school will use its best judgment in determining care for the child.

A sick child should remain at home and should not be sent to school even for a test.

Health Guidelines

CHILDREN WHO ARE ILL SHOULD NOT BE SENT TO SCHOOL. If a child has had a fever within the previous 24 hours, they should remain at home. If a streptococcus infection (Strep Throat) is diagnosed, the child must remain home until 24 hours of antibiotics have been administered. Only then may the child return to school.

The nurse's office must be informed in cases of Strep Throat, Conjunctivitis, Chicken Pox, Flu, Pneumonia, Lice, Fifth Disease, or other contagious conditions as per Department of Health regulations.

The child is well enough to return to school when:

- The child has not vomited (and is able to tolerate food) for at least 24 hours **or** one school day whichever is longer
- The child is fever free (without medication) for at least 24 hours after the fever has broken **or** one school day after the fever has broken whichever is longer
- The child has not had diarrhea (and is able to tolerate food) for at least 24 hours **or** one school day whichever is longer
- The child's nose is not continuously running;

- The child's cough is well controlled during a normal day's activities;
- The child's throat is not red;
- The child's eyes do not look pink or have a discharge;
- The child's parent feels the child is ready to go outdoors. If a parent feels their child is not ready to go out of doors at recess, lunchtime, during physical education periods, or fire drills, then the child is not well enough to be in school. A relapse may be worse than the original illness.

6. Conjunctivitis Information & Policy

Conjunctivitis (Pink Eye) is a highly contagious condition most common among children from toddler to third grade. If your child exhibits any of the symptoms of conjunctivitis, such as redness, discharge, pain or itching, please do not send him/her to school. A child determined to have any of the above symptoms will be sent home immediately. The child will be readmitted to school only after 24-48 hours of antibiotic therapy or the nurse receives a note from the child's physician stating that the child's condition is not contagious.

7. Lice Information & Policy

NSHA believes that parents are responsible for each student's health and hygiene. In order to keep the children in the classroom, parents are responsible to check their children on a regular basis and after vacations, or after guests visit. If lice or nits are found you must follow our recommended treatment plan (which is found on NSHA web site). You may also go to a reputable lice company and have you child treated. Please remember that failure to complete the treatment process could keep your child out of school longer than necessary.

The NSHA does its part by checking every child's hair three times a year:

1. Before school begins
2. After winter recess
3. After Pesach vacation

No child will be allowed back in school until written clearance is given, to the school nurse or representative, by a reputable lice company. To avoid a lice epidemic we have established the following guidelines:

1. Parents of a child found to have LIVING LICE or ONE OR MORE NITS will be asked to take that child home immediately.
2. Parents will be given a set of recommended instructions from the school nurse or representative. While we think it unnecessary, there are a number of places that will detect and remove lice/nits (please note that the NSHA does not endorse any particular company).
3. The child will not be readmitted to school for 24 hours, the minimal time needed for a thorough cleaning of the child's hair, clothing and household items.
4. A note may be sent home advising that your child may have been exposed to lice.
5. Plastic bags may be distributed to the students of that class for individual coats and hats.
6. The child may be rechecked by the school nurse or representative for any infestation after 7 days, but it is your responsibility to check your child on a regular basis.
7. School dress code policy requires that all children with long hair wear their hair pulled back (e.g., in a ponytail, braid, pigtales, bandanna, etc...) during the school day, including after school activities at NSHA and on the school bus. Gels, hair products and hairspray are also a good way to prevent lice transmission.

8. Medical Conditions:

For the safety and well-being of your child, please inform the school nurse of any specific medication, condition, or allergies. Please also inform the school psychologist of any mental health issues and/or medication that is being taken in school or at home.

9. Physical Education/ASA:

Physical Education/ASA classes are held each week. Proper sneakers (no heels) must be worn. A student who, for medical reasons, cannot participate must bring a note from his/her doctor with an explanation of the condition and when the child can resume full activity.

If a child is unable to participate in gym they may not participate in sports related ASA programs.

GUIDELINES FOR PROTECTIVE/ASSISTIVE/IMMOBILIZATION DEVICES, (Crutches, Wheel Chairs, Cane, Walker, Casts, Boots, Ace Wraps, Splints, Sling, Stitches, etc.)

1. Specific orders are needed from your health care provider regarding the use of crutches or wheel chair (i.e. stairs, ramps, toileting)
2. Children using assistive devices should arrive at class five minutes early. They may find it helpful to have a friend act as an assistant to carry books and lunchboxes. At no time is the friend to physically assist the child, only an adult may push a wheel chair. Children should leave class five minutes early to ensure their safety and facilitate their passage in the halls.
3. In buildings with elevators, elementary children may not use the elevator without an adult present.
4. In the event of a fire drill, the child should be at the end of the line and another adult will assist the teacher when necessary.
5. Children using protective/immobilization devices (slings, casts, boots, splints etc.) may not participate in gym or recess; an alternative supervised site will be provided.
6. When your child is released from Doctors care and no longer needs the assistive device, we require a doctor's release to reinstate your child in gym and recess. Your child will continue to be restricted until such a note is sent to the health office.
7. Children who need such devices on hands, arms, finger or backs will also follow rule 6.
8. Special transportation arrangements must be made through the Transportation Office (441-4060).

9. Children, who have stitches {stitches, butterfly stitches, steri strips, staples, medical glue, etc...} due to an injury or surgical problem, are restricted from gym and recess. When the stitches have been removed, a doctor's note is required stating the stitches have been removed, and that the child may resume full activity. Your child will continue to be restricted until such a note is sent to the health office.

R. SUPPLIES

Supplies vary according to grade level and curriculum requirements. We have enclosed a basic list of supplies needed the first day of school.

2016-2017 SCHOOL SUPPLY LIST

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME

Toddler

Class admission card and questionnaire

Lice check card

Box of tissues

A shoebox with: 2 complete changes of clothing (socks, underwear, pants, shirts), all labeled with the child's name

3-fold plastic rest mat labeled with child's name

Zip-lock plastic bags – 1 gallon size

3 Photos: 1 – child alone, 2 – child with family

2 Kippot & Kippah clips (boys)

Ponytail holders (girls)

Baby wipes

Diapers or Pull-ups as necessary

Carpool list

Nursery

Class admission card and questionnaire

Lice check card

Box of tissues - 2

A shoebox with: 2 complete changes of clothing (socks, underwear, pants, shirts), all labeled with the child's name

Plastic smock

Photo 1 – child alone

2 Kippot & Kippah clips (boys)

Ponytail holders (girls)

Baby wipes

Box of Large Zip-lock bags

Carpool list

3-fold plastic rest mat labeled with child's name

1 pump bottle of liquid soap

Pre-Kindergarten

Class admission card and questionnaire

Lice check card

List of carpools

Tzitzit

Large Ziploc bag containing: socks, 2 pair underpants, short & long sleeved shirt, pants/skirt

Laminated 2 pocket folder (2)

3 Kippot and 1 package of Kippa clips – Boys

Package of ponytail bands or scrunchies & 2 barrettes - Girls

1 large box of tissues

4 photos: 2 child alone, 2 with family

Baby wipes

Liquid soap

3-fold plastic rest mat labeled with child's name

Backpack large enough to hold folder & lunchbox

Carpool list

Zip-lock bags (gallon and quart size) ***All items should be labeled***

Kindergarten

Class admission card and questionnaire

Lice Check Card

Items that **are not** available to purchase through the PTA Program:

Artscroll Children's *Siddur* by Shmuel Blitz (available on amazon.com)

1 large backpack (to be brought to and from school each day)

1 plastic or cloth recyclable shopping bag (labeled with your child's name)

A complete change of clothing stored in a large Ziploc bag. Please include underwear, socks, long pants (no shorts), and a long sleeved shirt. Please note that these clothes may be used during any season of the school year. Please label the bag and all of the clothing with your child's name.

For Boys: 2 name-labeled *kippot*, 1 pack of extra clips, and *tzitzit*

For Girls: 1 pack of ponytail holders

Items that **are** available to purchase through the PTA Program:

1 package of 30 count Ticonderoga pencils

3 boxes of 24 Count Classic Colors Crayola Crayons

2 boxes of 24 count Crayola Colored Pencils

2 boxes of Classic Colors Crayola Markers (1 box of thin & 1 box of thick markers)

2 Elmer's School Glue Bottles (4oz)

10 Elmer's School Glue Sticks (0.77oz)

2 plastic-coated, two-pocket folders (each folder needs to be a different color)

2 boxes of soft tissues

2 packages of sturdy/thick plastic cups (5 oz)

1 container of Babyganics Fragrance-Free All Purpose Surface Wipes, 75 count

3-fold plastic rest mat labeled with child's name.

Grade 1 - PLEASE LABEL ALL SUPPLIES WITH CHILD'S NAME AND SPECIFY FOR HEBREW OR ENGLISH (put in separate bags)

Class admission card

ENGLISH

Sharpened Pencils – 3 Boxes

Scissors – 1

Soft Plastic Pencil Case – 1

2 soft pencil cases for supplies

Marble Notebook – 2

Glue stick - 8

Plastic Coated 2 Pocket Horizontal Folder -1

2 boxes of 24 crayons per box

Thick Markers – 1 box

Highlighters - 2

Pencil Top Erasers - 2 packages

Thin Marker – 1 box

Erasers – 2

Individual pictures of child - 1

Tissue box – 1

Ziploc Bags gallon size

HEBREW

Yellow Highlighter – 3

Sharpened Pencils – 2 boxes

Small pencil sharpener (with cover)

Scissors – 1

Glue sticks – 6

Crayons – 3 Boxes of 24

Erasers – 4

3-5 Transparent "Poly Envelopes" String & button closure (letter size) side opening

– expands to 1" (from Staples)

Tissues 2 Boxes

Zip lock bags – 1 box of 1 gallon each

Grade 2 PLEASE LABEL ALL SUPPLIES WITH CHILD'S NAME AND SPECIFY FOR HEBREW OR ENGLISH (put in separate bags)

Class admission card

ENGLISH

Pencils- 3 Boxes Sharpened

Sharpeners- 2

Marble Notebooks- 2

Spiral Notebook - 1 Subject

Ruler - 1 (12 inch ruler that has centimeters and inches)

Glue-sticks - 6

Pocket Folders with horizontal pockets (**Plastic**) – 2 (NO TRAPPERS PLEASE)

Crayons - 1 Box

Markers- 1 Box

Colored Pencils - 1 Box of 24 colored pencils.

Highlighters - 2

Erasers- 2 Full Sized

Tissues- 2 Boxes

Scissors - 2

2 Soft Pencil Cases with Zippers for Supplies (1 for pencils, erasers, sharpeners, scissors) and (1 for crayons, markers, glue, etc.) (No hard plastic boxes)

Individual pictures of child (1 as baby and 1 current)

1 Box gallon size Ziploc bags

1 Package wide-ruled loose-leaf paper (package of at least 100)

HEBREW

Pencils - 2 Boxes **sharpened**

Marble Notebook -2

Highlighters - 3

Pocket Folders (Plastic) - 4 (NO TRAPPERS PLEASE)

Crayons- 1 Box of 24

Colored Pencils- 2 Box

Erasers- 2

Tissues- 2 Boxes **CONTINUED ON NEXT PAGE**

2 folders: Red & blue

Clear Plastic Covers for Textbooks - 10

2 Soft Pencil Cases with Zippers for Supplies

Individual pictures of child (2 current)

Grade 3: PLEASE LABEL ALL SUPPLIES WITH CHILD'S NAME AND SPECIFY FOR HEBREW OR ENGLISH

Class admission card

ENGLISH

Pencils - 3 boxes sharpened

Folders with pockets (laminated or plastic) - 5 red, blue, yellow, green, purple

Marble Notebooks – 3 (preferably in different colors)

1 spiral notebook (1 subject)

1 (11/2 inch) binder with lined notebook paper

3 hole punch for notebooks

Glue sticks – 2 large or 3 small

Box of Markers/colored pencils – one of each

Erasers - 2

Tissues - 2 boxes

Scissors

Small soft pencil pouch

Highlighters - 2

Post-it Notes – 4 packages

1 box of gallon Ziploc bags

1 package of 4 X 6 index cards

HEBREW

Pencils - 2 boxes

Folders with pockets – 4 (red, blue, yellow, white)

Marble Notebook - 3

Crayons – 2

Erasers - 2

Tissues - 3 boxes

Small pencil pouch

Highlighters - 2

1 box of gallon Ziploc bags

Grade 4: PLEASE LABEL ALL SUPPLIES WITH CHILD'S NAME AND SPECIFY FOR HEBREW OR ENGLISH

Class admission card

ENGLISH

#2 Pencils – 3 dozen sharpened in Ziploc bag
1 Box Mechanical Pencils
Marble Notebook - 5
Glue sticks - 4
Folders – 5 (red, green, yellow, blue, & one of your choice)
Crayola Crayons 1 box of 64
Crayola Markers 1 box
1 box of colored pencils (for math)
1 Roll paper towels
Pencil box or case
Hand held covered sharpener
1 Package of white adhesive labels
Tissues - 4 Boxes
Scissors
Highlighters 3 colored
Index cards 4 packs (2 large lined & 2 small lined)
Post it Notes (2 pkg. 3 X 3, 2 pkg. 2 x 2)
Ziploc bags - gallon size -1 box
Flair Pens – 6
Loose leaf paper – Wide ruled 2 packs (1 Home)
1 Package Baby wipes
1 Clipboard

HEBREW

Hebrew/English, English/Hebrew Dictionary
Hebrew sticker decals to place on home keyboards
A set of earbuds or headphones sealed and labeled in a Ziplock bag to leave in school
Glue stick – 3 **CONTINUED ON NEXT PAGE**

Tape
Scissors
2 Folder with pockets
1 pack loose-leaf paper
1 box colored highlighters
2 packs index cards
Crayola Crayons
Crayola Markers
Eraser -1
Pencils – 3 packs #2 (not refill lead)
Tissues – 3 boxes
Plastic to cover books

Grade 5: PLEASE LABEL ALL SUPPLIES WITH CHILD'S NAME AND SPECIFY FOR HEBREW OR ENGLISH

Class admission card

ENGLISH

Pencils – 4 doz. (Ticonderoga brand) sharpened in a labeled zip-lock bag.

3-Subject Spiral Notebook with Folder Dividers – 1

Looseleaf Paper (wide ruled) - 1 large pack (for home)

Marble Notebook – 3 Plain, any color – no pictures

Large lined Index Card 2 pkg. (small lined)

Glue sticks - 4

Pocket Folders - 5 (red, yellow, blue, green, black)

Crayola Crayons - 1 box of 64

Crayola Markers - 1 box

Flair Pens 6

1 box of colored pencils (for math)

Colored highlighter – 1 box

Post it Notes (2 pkg. 3 X 3, 2 pkg. 2 x 2)

1 hand held covered pencil sharpener

1 pencil case/box

Ruler with inches and centimeters

Scissors

Flash Drive

Tissues - 4 boxes

Zip-lock bags Gallon Size 1 Box

Paper towels 1 Roll

1 Package Baby wipes

1 Clipboard

1 Merriam-Webster Dictionary of Synonyms and Antonyms – 1st edition

(ISBN-13:008-1413009064)

1 The Merriam-Webster Dictionary New Edition (paperback 2016)

GRADE 5 HEBREW SUPPLIES ON NEXT PAGE

GRADE 5 HEBREW:

Hebrew sticker decals to place on home keyboards

A set of earbuds or headphones sealed and labeled in a Ziploc bag to leave in school

Tape

Scissors

Loose Leaf Paper

5 Dividers

1 2" Binder

red pen

blue pen

black pen

green pen

12 pencils

1- Marble Notebook

Middle School Supplies

Class admission card

Pencils

Pencil Sharpener

Intermediate level dictionary for home

Tanach - Bible

Ruler - 1, with metric and customary measurements

Folders

Marble Notebook - 2

Markers

Pens

Book Covers

Geometry Set

Scissors

Loose-leaf (2 in different colors)- with clear display covers to insert their schedule

Pocket English Dictionary

Dividers

Graph paper

Organizers for standard width lockers

**NSHA school lock is supplied by school in 6th grade and to transfer students. This is the only lock to be used in grades 6-8.