

NORTH SHORE  
HEBREW ACADEMY



ישיבת חוף הצפון

**PARENT & STUDENT  
HANDBOOK**

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Head of School/Rosh HaYeshiva

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General Studies Principal

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Principal

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Early Childhood Director

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Learning and Enrichment Specialist

**Abigail Zausmer Weiss '96**  
Director of Institutional Advancement

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Office Manager

**Amy Kalter**  
Admissions &  
Transportation  
Coordinator

**Shari Markovich**  
Purchasing/Accounts  
Payable

## OLD MILL ROAD CAMPUS

**Shirley Kwalbrun**  
Office Manager

**Helen Mor**  
Office Administrator

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Executive Director

**Scott Buchner**  
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**Eva Nisanov**

**Carol Schrieber**

**Esti Schwab**

All NSHA email addresses are first initial of first name + last name @nsha.org  
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## THE 2018-2019 ACADEMIC YEAR

**Ivan Kaufman**

Chairman of the Board

**Daniella M. Muller '91**

President

**Michelle Rutta '79**

Chair, Academic Boards

**Michelle Rutta '79**  
**Nadine Shatzkes '95**

Chairs  
Hebrew Board

**Sara Feldschreiber '93**  
**Micah Lemonik, ES**

Chairs  
English Board

**Glenn Zuckerman '84**

EVP  
Elementary School

**Robyn Gelberg**

**Dr. Karen Hammerman, ES**  
Chairs  
Early Childhood Board

Year following individual name indicates NSHA graduation year.  
ES indicates individual attended NSHA Elementary or Middle School.

## CAMPUSES

### **Young Israel of Great Neck Toddler and Nursery**

236 Middle Neck Road  
Great Neck, NY 11021  
Tel: (516) 482-0484  
Tel: (516) 482-1849

### **Cherry Lane Pre-K-Grade 5**

16 Cherry Lane  
Great Neck, NY 11024  
Tel: (516) 487-8687  
Business Office Fax:  
(516) 487-1860  
Academic Office Fax:  
(516) 487-8721

### **GNS/Old Mill Road Grades 6-8**

26 Old Mill Road  
Great Neck, NY 11023  
Tel: (516) 487-9163  
Fax: (516) 829-3933

**Kevin Callan**

Supervisor  
Buildings and Grounds

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## MESSAGE FROM THE ROSH HAYESHIVA

August 2018 / Av 5778

Dear NSHA Families:

We are looking forward to a wonderful year of school! We have spent the summer working on our buildings, our programs and our curriculum, and I know our teachers and staff are eagerly looking forward to welcoming all our students in a few weeks. Our school prides itself on the strong partnership of parents and faculty to ensure that the intellectual, social and emotional needs of our students are met. The academic administration and faculty team are here as a resource for you and we encourage you to reach out to us at any time during the year. We are available to speak by phone or meet in person to discuss any questions or concerns you may have.

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

Our theme this year is:

**והצנע לכת עם-אלוקיך (מיכה ו': ח')**  
Walk modestly with your God (Micah 6: 8)

Modesty does not merely apply to how we dress and comport ourselves physically; it extends to the way we communicate with others – students, teachers, staff, and parents – and how we think of others and of ourselves. We are each created in the image of God, and need to remember that as we present ourselves to the world around us. Throughout the year, our faculty team will conduct programming and projects with our students to reinforce this theme which is central to our Jewish values.

We look forward to what will be, with G-d's help, a productive and healthy year.

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

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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, 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 inside and outside of school.

### B. DISCIPLINE

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Students who violate school rules may incur disciplinary actions that include:

1. A reprimand by a teacher or administrator.
2. A misconduct report sent 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, possession of weapons, or alcohol or drug possession.

## **Academic and Moral Integrity**

Integrity is defined as the quality of being honest and having strong moral principles; moral uprightness.

NSHA takes pride in fostering both intellectual and moral excellence. We will create an environment that nurtures individual effort. Opportunities will be provided for all students to achieve to the best of his/her ability. Students are expected to demonstrate their understanding to the best of their individual ability. They will take their own assessments, complete their own homework, projects and gather information for their own research. While collaboration and group work are an integral part of the learning process, student's individual contributions remain a key component. Cheating and/or plagiarizing devalue each student's achievements and personal integrity. In addition to academic integrity, students will exhibit moral integrity through their adherence to an Honor Code.

The following examples of cheating and plagiarizing will result in disciplinary consequences for the student:

### Some Examples of Cheating/Plagiarizing

- Looking at another's work or allowing someone to view your tests
- Having answers within view during a test/quiz
- Communicating during tests, quizzes or other assessments
- Using electronic devices besides those allowed for the test/assessment
- Copying/sharing homework
- Turning in someone else's homework
- Letting your partner or group do all of the work
- Letting parents, guardians, relatives, tutors do your homework/projects
- Copying/pasting from a website, book or any informational resource without attribution (all material utilized MUST be recognized and noted in an appropriate bibliography)

### Consequences for Cheating/Plagiarizing (Possible but not limited to)

1. Reduced or failing grade for the assessment
2. Completing a makeup assignment
3. Meeting with Principal
4. Parent Notification
5. Incident recorded in the student's permanent records

### 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 cannot



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 offense 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) are permitted for student use; students will be 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. Middle School students should refer to the MS code of conduct for additional details regarding cell phone and electronic device use.

### NSHA Bullying/Cyberbullying 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. 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;
- Social and academic probation;
- Suspension from school;
- Expulsion from school.

**PLEASE REVIEW SECTION Q OF THIS HANDBOOK FOR ADDITIONAL INFORMATION REGARDING NSHA SOCIAL MEDIA AND TECHNOLOGY POLICIES AS RELEVANT TO BULLYING AND CYEBULLYING.**

## C. DRESS CODE

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Appropriate attire is an important component in creating a productive learning environment. Therefore NSHA has enacted a dress code to ensure clarity and consistency. Parents of students who do not comply with the dress code 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.

The NSHA Dress Code for Grades 1-8 is as follows:

### **BOYS:**

- Light blue, navy blue or white collared shirts; no logos are allowed, with the exception of the NSHA logo shirts available by purchase through the PTA.
- Shirts should be clean and have at least three buttons; shirts cannot be low-cut, cropped or sleeveless.
- Khaki or navy chino pants (No denim/sweatpants/joggers/jeans/shorts).
- Sneakers may be worn. For safety consideration, no flip flops, open backed shoes or crocs may be worn.
- Kippot must be worn on students' heads at all times, including our Early Childhood students. Students may not carry their kippot in their hands or keep them in their pockets. For health reasons, kippot should not be passed between children. Kippot are available for sale in the office or through the PTA uniform shop at [www.nsha.org/pta](http://www.nsha.org/pta).
- The Academy expects boys beginning in Nursery or Pre-K, as appropriate, to comply with the mitzvah of tzitzit. Tzitzit in all sizes may be purchased at Judaica of Great Neck or in the Middle School office.
- Boys' hair should not extend below the shirt collar or below the eyebrows.

### **GIRLS:**

- Light blue, navy blue or white collared shirts; no logos are allowed, with the exception of the NSHA logo shirts available by purchase through the PTA.

- Khaki, navy, black or denim skirts. Please note that Middle School students may not wear denim.
- Shirts and blouses must be long enough to cover midriffs.
- Girls must wear skirts or dresses that cover the knee when standing. Pants may be worn during sports and certain field trips as specified, 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.
- Sneakers may be worn. For safety considerations, platform shoes, open backed shoes, flip-flops, crocs, or heels higher than one inch are not permitted.
- Girls are encouraged to wear sweatpants to gym class for comfort and freedom of movement. 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.

#### **ALL STUDENTS:**

- Students may be asked to wear white tops and blue bottoms on special occasions.
- In cold weather, students will be permitted to wear solid white or blue pullover or cardigan sweaters or sweatshirts. No logos may be worn.

A student who is in violation of the school dress code will be required to change into appropriate school dress before being permitted to attend his/her classes. This includes boys walking throughout the building or during recess without a kippa on their heads (kippot may not be in their hands or pocket). A note will be sent home notifying the parents of the infraction.

Middle School students who fail to comply with school dress code more than 3 times per trimester may be removed from any school trips and extracurricular teams and clubs at the discretion of the administration. All Middle School students are required to have appropriate spare articles of clothing in their lockers should they need to change. Should they not have a spare article of clothing, a parent or guardian will be required to bring one to school for them.

- Girls- 1 long Maxi skirt with no slits
- Boys- An extra pair of tzitzit and an extra kippa

There is no official dress code for children prior to first grade. From nursery on, boys are expected to wear kippot at all times.

#### 4. VISITOR DRESS CODE:

Parents visiting NSHA (whether serving lunch, attending school assemblies or activities, participating in school trips, etc.) are expected to abide by the visitor dress code:

Women must:

- Wear a skirt or dress that covers the knee when standing.
- Visitors may not wear pants or shorts.
- Wear shirts with sleeves and not bearing midriff

Men must:

- Wear kippot
- Wear shirts with sleeves and not bearing midriff
- Not wear shorts

#### D. ATTENDANCE

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

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 student

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) Student 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 student to the teacher of that specialty. Recess and lunch are supervised by teachers. Students are never allowed to leave school 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 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 administration regularly reviews student 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 administration is responsible for executing disciplinary measures 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. Course credit is not affected by attendance.

## **E. ARRIVAL AT YOUNG ISRAEL & CHERRY LANE**

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### 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.

### Pre-Toddler

- From 9:20-9:30 A.M. parents arriving with children should drive to the 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 9:30 A.M., Pre-Toddler teachers return to the classroom to supervise the children.
- After 9:30 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.

### Toddler and Nursery

- From 8:50-9:00 A.M., parents arriving with children should drive to the 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

## **F. DISMISSAL AT YOUNG ISRAEL & CHERRY LANE**

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### 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.

Pre-Toddler: Monday-Thursday: 12:30 P.M.      Friday: 12:00 P.M.      **Please be prompt.**

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 district bus service. In order to allow for the smooth and safe flow of traffic, we urge all children to use bus service.



## **Young Israel Dismissal Notes (Toddler & Nursery):**

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.

### **Cherry Lane Dismissal notes (Grades PreK-5):**

- 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.
- Email dismissal change requests must be emailed to [cherrylanepickup@nsha.org](mailto: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

### **G. ATTENDANCE AT OLD MILL ROAD – GRADE 6-8 STUDENTS SHOULD REFER TO THE MS CODE OF CONDUCT FOR ADDITIONAL DETAILS**

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## 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 required 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:

- Being unprepared for class three times in a semester (which includes not doing homework, not bringing in texts or homework) Parents must be notified of the situation.
- Displaying extreme disrespect or misconduct; Parents must be notified of the situation.

- Creating or participating in a situation that could be physically and/or emotionally harmful to themselves, other students or staff members.

Students are expected to bring their lunch to the assigned detention room within the first 10 minutes of the period and must be signed out at the end of the period.

A student will be required to do some work during the detention period which includes:  
Making up a missed HW;  
Studying for an upcoming exam;  
Independent reading

## 5. Minyan

Attending a daily minyan is an important part of the life of a committed Jew. NSHA conducts daily minyanim for all students. Our minyan is explanatory and is very much a "learning service." As such, attendance is mandatory. Parents are invited to join us at any time.

## **H. DISMISSAL AT OLD MILL ROAD & PARKING LOT REGULATIONS**

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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.

## **I. HOMEWORK/CLASSWORK**

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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 is 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 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](http://www.nsha.org).

## **J. GRADES**

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### 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 through 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. Eighth graders who do not make up a course will not receive a diploma.

#### **K. KASHRUT**

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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.

#### **L. SNACKS AND LUNCH**

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##### 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 is 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 quickly recognizing and reacting to various types of the most common medical conditions and/or allergic reactions.

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 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.

#### **M. HEALTH OFFICE POLICIES**

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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. **STUDENTS WITHOUT CURRENT IMMUNIZATION AND HEALTH RECORDS WILL NOT BE PERMITTED TO ATTEND SCHOOL.** All forms can be found [here](#) on the NSHA web site under Health Services. 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 Head of School.

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 Head of School shall notify the parent/guardian of their responsibility to have the child immunized, and the resources available for doing so. The Head of School 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 is 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

2<sup>nd</sup> Grade

4<sup>th</sup> Grade

7<sup>th</sup> 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, pigtails, 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).

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.

## **N. BIRTHDAY PARTIES/CELEBRATIONS**

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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 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 the entire class be invited. Invitations should not be distributed by students in school. *Derech ertz* 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.

## **O. CARE OF SCHOOL PROPERTY**

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Students are responsible for all books, technology 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 and on all supplies. Students will be required to pay for lost books.

## **P. PRIVATE TUTORING**

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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.

## **Q. TECHNOLOGY INTEGRATION AND POLICY**

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NSHA is committed to using a variety of digital platforms to integrate educational technology meaningfully to supplement student learning by facilitating 21<sup>st</sup> century skills: critical thinking, communication, collaboration, and creativity. 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 discomforting materials to a teacher.
- Do 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.

Students may not access or post to social media during the school day. Any references made by students or parents regarding the Academy on social media may be monitored for content and may result in disciplinary action if deemed inappropriate.

**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](http://www.cybercrime.gov).**

## ***R. PUBLICITY***

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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. If you wish to opt-out of allowing your child to be photographed, you must notify the school of such wishes in writing.

## ***S. ASSEMBLIES AT CHERRY LANE***

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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 *kippot* or hats when entering the building.

#### **T. BAR/BAT MITZVAH CELEBRATIONS**

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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*.

#### **U. BAR/BAT MITZVAH REGISTRY**

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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 coordinator will oversee dates so

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

#### **V. BAR/BAT MITZVAH SIMCHA FUND**

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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 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.

#### **W. CELEBRATE ISRAEL PARADE**

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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.

#### **X. TELEPHONE AND MESSAGES AT THE MIDDLE SCHOOL**

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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 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.

#### **Y. REPORTS OF CHILD ABUSE AND/OR NEGLECT**

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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.

## Z. SAFETY & SECURITY

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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.

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.

## GENERAL INFORMATION AND PROCEDURES

### A. CONTACTING SCHOOL PERSONNEL

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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* , ext 128

General Studies Principal: *Mr. Ofier Sigal*, ext 166

Middle School Principal: *Rabbi Adam Acobas*, ext 256

School Psychologist: *Dr. Linda Shum*, ext 145

Early Childhood, Director: *Mrs. Elana Helfgott*, ext 156

Early Childhood, Asst Director: *Mrs. Adina Wertman*, ext 117

Middle School Psychologist: *Dr. Alla Zhelinsky-Denyer*, ext 222

### B. PHONE EXTENSIONS

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#### Cherry Lane Academic Offices

Hall, Mitchell	X151
Helfgott, Elana	X156
Kalter, Amy	X110
Kobrin, Rabbi Jeffrey	X128
Markovich, Shari	X113
Nurse's Office	X115
Sigal, Ofier	X166
Shum, Linda	X145
Smilow, Judy	X128

Weiss, Abigail

X167

### 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 / Sigal, Ofier	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:

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

## D. SCHOOL CALENDAR

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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. BUS TRANSPORTATION

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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 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 work directly with the bus company.

### Bus Safety

Safety on the bus is of utmost importance. 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. 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.

## **F. PARENT-TEACHER CONFERENCES**

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Parents will have opportunities to meet with their children's teachers for individual conferences twice a year on the dates listed on our current school calendar. Should you have any questions or concerns before or in between conferences, please contact your child's teacher by email to arrange for a phone or in person conference.

## **G. SNOW DAYS**

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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](http://www.nsha.org). 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.

## **H. PARENT TEACHER ASSOCIATION**

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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.

## **I. HOT LUNCH PROGRAM**

We invite all parents to join us in school and participate in serving lunch Monday-Thursday. For more information, please call the P.T.A. lunch captains listed in the calendar.

## **J. MERCAZ ASA AFTER SCHOOL PROGRAMS AT CHERRY LANE**

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Mercuz ASA (After School Activities), under the direction of Coach Mitchell Hall, offers a variety of after-school activities. These include sports, baking, nature, and coding. 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.

## K. CURRICULUM NIGHTS

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Curriculum nights are scheduled every Fall. You will have a chance to meet your child's teachers in a group setting and hear 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.

## L. NEWSLETTERS

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

## M. PARENT INVOLVEMENT

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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 Committees

### 2. Board and Committees

If you are interested in serving on the English, Hebrew, or Early Childhood Boards, please contact the chairs listed in the front of this handbook or Rabbi Kobrin.

### 3. Fundraising, Development and the Annual Dinner Celebration

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 Daniella Muller, Arnie Flatow or Rabbi Kobrin.

Our annual Dinner Celebration 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 Arnie Flatow.

## N. LOST AND FOUND/SHEMOT LEGNIZAH

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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."

### **O. LOCKERS AND LOCKS FOR STUDENTS IN GRADES 6-8**

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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.

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

### **P. SCHOOL SUPPLIES**

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Supplies vary according to grade level and curriculum requirements. Please visit the NSHA website under Quicklinks for the most updated school supply list.