

NORTH SHORE
HEBREW ACADEMY
ישיבת חוף הצפון

2020

PARENT & STUDENT HANDBOOK

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Head of School/Rosh HaYeshiva

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General Studies Principal

Rabbi Adam Acobas
Principal

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Early Childhood Director

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Technology

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Director of Institutional
Advancement and
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Admissions &
Transportation
Coordinator

Shari Markovich
Purchasing/Accounts
Payable

OLD MILL ROAD CAMPUS

Shirley Kwalbrun
Office Manager

Helen Mor
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BUSINESS OFFICE

Arnie Flatow
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THE 2020-2021 ACADEMIC YEAR

Ivan Kaufman

Chairman of the Board

Daniella M. Muller '91

President

Michelle Ruffa '79

Chair, Academic Boards

Michelle Ruffa '79
Nadine Shatzkes '95
Chairs
Hebrew Board

Sara Feldschreiber '93
Micah Lemonik
Chairs
English Board

Glenn Zuckerman '84

EVP
Elementary School

Robyn Gelberg
Dr. Karen Hammerman
Chairs
Early Childhood Board

Year following individual name indicates NSHA graduation year.

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 2020/ Av 5780

Dear NSHA Families:

We are all looking forward to what God willing will be a productive, safe and wonderful school year. We have been working exceptionally hard this summer to make sure our physical plant, our curriculum and our programs will help all of us catch up on what we've missed and keep us physically and mentally healthy as we navigate this new reality together. NSHA rightly takes great pride in the partnership of parents and faculty to meet the needs of our students and their families. This year more than ever, that partnership is vital. We on the academic administration and faculty team are here as a resource for you; please reach out to us at any time during the year. We are available to speak 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 have been updated this year as we refine our curriculum and adjust the way school runs in order to keep us all healthy.

Appropriately, this year our theme:

לברייתו!

To our health!

Preserving our health, not merely physically, but psychologically and spiritually as well, has become our priority. We will be seeking a myriad ways to reinforce the message that our shared good health is a shared responsibility. What I do impacts you, whether for good or for bad, just as what you do impacts me. We are all responsible for one another. This is not only a Torah value, but an American value as well. The past six months have reminded us how much we take for granted, of the gifts that God has bestowed upon us every day. We will explore these gifts through our daily interactions in school, through our curriculum and our programs.

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

Shana Tova,
Rabbi Dr. 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

COVID-19 ADDENDUM TO THE FAMILY HANDBOOK

NSHA prioritizes the safety of each and every member of its community. As a result, we have spent the past few months planning and preparing for a safe return to school. Parent involvement is essential in executing a successful return to school. We have prepared this COVID-19 Family Handbook so that you will understand the preparations we have made, what is expected upon your return and how we can and will work together to help in our ongoing effort to keep every employee and student safe.

POTENTIAL EXPOSURE AND RISKY BEHAVIOR OUTSIDE OF SCHOOL

The policies and procedures we have put into place to protect the safety of our NSHA faculty and students are only as effective as the behavior of our community outside of school. Outside of school, all families and faculty members are expected to abide by CDC guidelines and NSHA policy, which include but are not limited to, wearing masks appropriately, social distancing, limiting group exposure and closely monitoring one's health. Any student, family, or faculty member observed engaging in behavior deemed to increase the risk factor to the NSHA community will not be permitted to attend school in person and may be subject to disciplinary action.

We encourage each parent to read the Handbook and reach out to Rabbi Dr. Jeffrey Kobrin with questions or concerns before you return to school.

Effective Date

The handbook becomes effective immediately. We will update it from time to time. Some policies contained here will apply only while certain governmental orders are in force. When the COVID-19 pandemic subsides, the school will notify you about policies that are no longer applicable, or new policies. As you review the rest of the Family Handbook, please note areas highlighted in Green noted COVID Addendum which are special polices that have been enacted for 2020-2021 to prioritize the safety and security of our NSHA Community

In the sections below we will address:

- How NSHA has prepared for the return to our campuses;
- Ongoing cleaning, disinfecting, decontamination and ventilation of our facilities
- Appropriate behavior, including social distancing rules, wearing of masks, hygiene and respiratory etiquette;
- Daily screenings, temperature checks and isolation of faculty and students with COVID-19 symptoms;
- NSHA's contact tracing plan;
- COVID-19 related visitor and travel policy changes; and
- Communications and training provided to employees, students and families.
- Protocols for Possible and Confirmed COVID-19 Exposure

1. New York State Department of Health Guidance and Other Return to School Guidelines

NSHA's plans for returning to school are consistent with the guidelines published by the New York State Department of Health and by the Centers for Disease Control and Prevention ("CDC") as well as federal OSHA standards related to COVID-19 and New York Executive Order 202. Our plans are fluid and subject to modifications as the guidelines will likely change over the course of the next few months.

2. Facilities Preparedness

NSHA is in the process of preparing its campuses in the following ways, and will continue to take certain actions on an ongoing basis to ensure the safety of the physical space:

a. **HVAC and Ventilation**

All exhaust fans have been inspected and updated. All central air conditioning units and window units will have MERV 13 air filters. Any rooms without windows or exhaust fans will have HEPA filtration units. Where possible, windows will be kept open to increase circulation.

b. **Cleaning/Sanitizing**

The school is committed to increasing cleaning and sanitizing efforts. Janitorial staff will frequently clean all high touch areas such as bathrooms, hallways and the like throughout the day using commercial antiviral products. In addition, hand sanitizer stations have been installed throughout the school buildings and antibacterial soaps are available in bathrooms. Classrooms will be cleaned thoroughly every evening with whole room cleaning devices specialized to reach every surface and corner. Classroom surfaces will be cleaned nightly. Polycarbonate barriers (described below) will be cleaned each evening. Faculty members may choose to clean surfaces during the day as deemed necessary. Per State guidelines, students will not be allowed to handle cleaning materials.

c. **Physical Changes to Classrooms**

The school will install customized desktop polycarbonate (clear) barriers for all student desks in grades 1-8. Every student will have an individual barrier between his/her neighbor on the front and side. The school will provide 48" x 72" polycarbonate mobile shields for use by Early Childhood teachers.

d. **Signage**

Increased signage will be placed throughout the school buildings indicating special directional changes and/or any specific safety and hygiene requirements.

e. **High Touch Areas**

High touch areas such as copier screens, door hardware and internal restrooms will be wiped down with an antibacterial solution twice per day.

f. **Restrooms**

All restrooms will undergo enhanced cleaning procedures using commercial disinfectant products, antibacterial soap, hand sanitizer.

g. **Other updates**

- Signage will direct students and faculty to walk on the right side of the corridor and to follow one way directional signs. Outside of restrooms and certain offices, places will be marked for social distancing as needed.
- At Old Mill Road, one set of stairs will be designated to go up and one set of stairs will be designated to go down. During dismissal, both sets of stairs will be designated to go down.
- No more than two students can enter the bathroom at a time. Students waiting to utilize the bathroom should stand on the designated space outside the bathroom and maintain social distance.
- At the YIGN campus, only T/N students from a single class will be allowed in the elevator at a time.
- Students are not permitted to enter the school office. If a student needs to contact a parent during the day, they should do so via the nurse if it is a health issue or the teacher should coordinate with the school office. The most frequent student use of the office is for phone calls related to dismissal instructions and items forgotten at home. This year we are asking parents to be especially vigilant about ensuring their children know their dismissal instructions, have all items needed for the school day and remind your child that they can not enter the school office for phone calls.

3. Social Distancing, Hygiene and Protective Equipment in School

a. **Social Distancing**

Social distancing of six feet or usage of polycarbonate barriers will be implemented and maintained between employees and anyone else who may be in the school, to the extent feasible.

- Signage will be installed throughout the school reminding faculty and students to keep 6 feet apart.
- Visitors and parents are prohibited from entering the school until further notice.
- Items such as masks, gloves, phones, pens, computer equipment, desks, cubicles, workstations or other personal supplies and equipment may not be shared.
- In-person faculty meetings and conferences with parents are prohibited until further notice. All faculty meetings will be conducted remotely via zoom.

b. Personal Hygiene

All students and faculty are required to practice enhanced personal hygiene during this time. The following are some examples of appropriate hygiene practices:

- Cover your mouth and nose when coughing or sneezing;
- avoid touching your face, in particular the mouth, nose and eyes, with your hands;
- dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward;
- wash your hands for at least 20 seconds with soap and water frequently throughout the day, especially at the beginning and end of the day, before eating and after using the restroom;
- review posters about respiratory etiquette;
- disinfectant soap, hand sanitizer and hands-free paper towel dispensers will be available throughout the school and will be replenished frequently.

c. Protective Equipment

Wearing masks has been identified by the CDC as “one of the most powerful weapons we have to slow and stop the spread of the virus – particularly when used universally within a community setting.” Masks must be worn appropriately (covering both nose and mouth) by all staff from the moment they arrive at school and by students in grades PreK-8 from the time they board their buses/carpools and until they leave at the end of the school day. This includes, but is not limited to, while in the classroom during instruction, in restrooms, during Learning Lab small group/individual learning and elsewhere. Masks may be removed during designated mask breaks as well as while eating lunch. Face shields are recommended for faculty but not required.

We understand that wearing a mask throughout the day may be onerous, however, given its proven efficacy in slowing and stopping the spread of COVID-19, it is an essential component of our school safety protocol. Students who are unable or repeatedly unwilling to wear masks throughout the school day will be required to remain at home and learn remotely.

All teachers will be provided with a body microphone to amplify their voice. Faculty who instruct students with hearing impairments will be equipped with specialized facial PPE to ensure they are effectively protected while also meeting the needs of their students.

4. Monitoring Students' Health

NSHA asks each parent to monitor whether their child exhibits symptoms of Coronavirus such as a cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore

throat, new loss of taste or smell or any of the symptoms set forth on the CDC's website which is updated from time to time. Every day before sending your child to school you should consider whether your child is experiencing symptoms. If your child is experiencing any symptoms, you may not send him/her to school and you must contact the school nurse as well as your healthcare provider.

In order to ensure the safety of all individuals in the school, NSHA has implemented the following policies:

a. Screening Individuals Prior to Entering the School

Prior to entering the school, parents of students, employees or visitors will be asked to answer the following questions to determine whether the individual has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19;
- Tested positive for COVID-19 in the past 14 days;
- Has experienced any symptoms of COVID-19 in the past 14 days.

In the event an individual has experienced any of the above, they cannot reenter the school.

b. Taking Students Temperature in the School

All students will have their temperature taken daily prior to entering school by the school nurse or other school staff member. Any student registering a temperature of 100.0 or more will be asked to leave.

The following policies are in place for taking students' temperatures:

- All students who enter the school will have their temperatures tested using an infrared non-touch thermometer prior to entering the school at the start of the day.
- If a person registers a temperature of 100.0F or more upon being screened, the school will check the person one or two more times.
- The school will only keep records of those students who did not pass the screening. The school will note the person's name, the time and their temperature (e.g., temperature taken at 8:00 a.m. and again at 8:15 a.m. and at or above 100.0 F both times). Temperature readings below 100.0F will not be retained. For students who are sent home, the school will document: (1) the student's name, (2) the date and time of screening, and (3) the parent's cell phone.
- Students who refuse to be tested or who have a thermometer reading of 100.0F or higher will be immediately sent home. They will be directed to an isolation room if they need to wait before leaving.
- The school nurse or other staff member who conducts the temperature test will maintain social distancing while taking temperatures and will be given proper personal protective equipment ("PPE") for use while conducting temperature tests.

- Parents are not permitted to refuse to pick up their child who does not comply with screening procedures or social distancing measures. This includes refusing to have their temperature taken upon entry to school.
- After sending the individual home, all areas in the facility the student may have touched or been present in before being screened will be thoroughly cleaned.
- The school will inform the parent: (1) when the student will be permitted to return to school and what procedures apply for such return (see below).

c. Contact Tracing

To the best of its abilities, NSHA will maintain a log of every person, including employees, students and visitors, who may have close contact with other individuals at the school. The log will contain contact information so that all contacts may be identified, traced and notified in the event a student is diagnosed with COVID-19. The school will coordinate with the local health department's contact tracing efforts. The school will maintain confidentiality of all such records in accordance with federal, state and local guidelines.

d. Return to School After Temperature of 100.0F or Higher and/or Presentation of COVID Symptoms (please also see section below "Return to School Following a Confirmed COVID Positive Test")

Students staying home or those sent home from school due to presentation of COVID symptoms and/or fever of 100.0 F or higher may not return to school until the following criteria are met: Click [here](#) to view the CDC Symptoms of Coronavirus

- The student has been completely symptom free (no symptoms consistent with COVID-19) for at least three (3) days; AND
- The parent provides documentation that includes at minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution; AND
- At least fourteen (14) days have passed since the later of: a positive COVID-19 test or the onset of COVID symptoms that led to the student being sent home.
- NSHA will follow all local and State mandates related to COVID exposure. We will work closely with our medical consultant Dr. Sharon Nachman for any case by case questions and reserves the right to amend NSHA policies. The only acceptable form of COVID testing is a PCR Nasal Swab.

5. Visitor and Travel policy

a. Visitors

Only essential visitors such as therapists and contractors will be allowed to enter school campuses. Such visitors will be subject to PPE requirements and completion of temperature check and health screening questionnaire. Parents

will not be permitted to visit any school campuses at any time. All parent meetings with teachers and/or administrators will be conducted via Zoom.

b. **Personal Travel**

New York has issued a mandatory quarantine following visits to certain states with significant community spread of Covid-19. [Click here](#) to view the list of states that meet the criteria for required quarantine. Please continue to check this list for updates as it can change.

If a student has traveled outside of the United States or to any state that is subject to the travel advisory, upon returning to New York he/she must quarantine for 14 days from the last date of travel within such designated state or country. For travel outside of New York state, the quarantine rule shall apply provided that on the date the student returned to New York such state was subject to the travel advisory requiring quarantine.

In light of the above, no student who has traveled internationally or to one of the states that is subject to a mandatory quarantine upon return, will be permitted to enter school during the required quarantine period. Please keep this policy in mind as you make travel arrangements during the last few weeks of summer as well as throughout the school year (including travel plans during the *yomim tovim* and winter breaks) while the quarantine orders remain in effect.

If a household member who has traveled internationally or to states on the advisory list for business or personal activities should contact the Administration for guidance.

6. Preparation for Governmental Order to Return to Remote Only

Should there be a resurgence in COVID-19 cases, either in the school or in the surrounding locations, NSHA may have to return to remote learning only. Families should be prepared for such closures by ensuring they are able to learn remotely at any time. This includes having proper computer equipment and Wi-Fi connectivity set up in their homes.

7. Communications and Training

This policy is intended to communicate to all parents what to expect upon returning to the workplace. If additional laws and guidance are published, this policy will be updated from time to time as appropriate. The school will provide students with training on how to comply with social distancing, required hygiene practices and other requirements set forth in this policy.

If parents have any questions or concerns, they should contact Rabbi Dr. Jeffrey Kobrin immediately.

8. Protocols for Possible and Confirmed COVID-19 Exposure

NSHA will comply with all local and State mandates related to confirmed COVID cases and COVID exposure. We will work closely with our local Department of Health and our medical consultant Dr. Sharon Nachman when evaluating specific cases of possible or confirmed COVID-19 instances. Please note that our handling of confirmed COVID cases and cases of COVID exposure may change as applicable State and medical guidelines evolve.

Students or faculty members with a fever or who are experiencing any COVID-like **symptoms as described here** by the CDC should remain at home and follow the guidelines set forth in section 4d above. The only acceptable form of COVID testing is a PCR Nasal Swab.

a. Protocol for Students, Faculty or Staff Presenting COVID Symptoms at School

Any student, faculty or staff member presenting COVID symptoms at school will be relocated to a designated isolation space within 15 minutes of the administration being informed of a fever or COVID symptom event. Our school nurse, wearing appropriate PPE, will promptly assess the student, faculty or staff member. A parent or designated adult will be notified to immediately pick their child up from school and the need for urgent assessment by the child's medical provider. Parents should ensure there is an emergency contact available to pick up a student who needs to leave school. Any staff or faculty member who leaves school presenting COVID symptoms must be assessed by his/her medical provider and may not return unless they submit written clearance from their physician as noted in section 4d above. Health office contact information for submitting clearance notes can be **found here**.

b. Return to School Following a Confirmed COVID Positive Test

NSHA will not readmit any students or staff who have tested positive for COVID-19 without clearance from a student's physician and/or by guidance from a school medical consultant. If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test at the guidance of their physician but has had symptoms, they may not attend school and should stay at home until:

- It has been at least fourteen days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

c. Distinguishing Between Possible COVID Exposure and Confirmed COVID Cases

NSHA takes all possible COVID exposures seriously. Close attention to cohorting will aid in defining risk to classmates and the larger school community. NSHA administration will work with staff to understand where/when exposure happened and then get clarification of need for performing of PCR Nasal Swab Test (testing) results where necessary. As needed, close contacts will be referred for testing.

NSHA will seek guidance from the Nassau County Department of Health and Dr. Nachman as related to metrics for new cases within the school and how these metrics may affect school closure.

d. Floating Faculty (Learning Lab, Science, Music, Art, PhysEd etc. who Receive a COVID Positive Test Result

All floating faculty will be considered the same as routine faculty and will be required to answer the same screening protocol as our students, faculty and staff daily. All staff including floating staff will be required to socially distance (whenever possible), wear a mask at all times and pay attention to hand sanitization, reducing the possibility of exposure. In the event of exposure, and after discussion with the Department of Health, students with sustained close contact will be required to be tested as specified by the Department of Health.

Please note that all indoor Learning Lab spaces will be equipped with polycarbonate barriers.

e. COVID Positive Cases within a Family or Household or Close Contact

If a family/household member or, as defined by the CDC as close contact* of a student or faculty member tests positive for COVID, all household members will need to be isolated for 14 days.

*Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

f. Communication of COVID Positive Cases or COVID Exposure

The school will check in with any parents whose child has been sent home with a temperature to see how the student is feeling and whether the student tested positive or obtained medical advice indicating a likely COVID-19 diagnosis. If a student tests positive for or has a likely diagnosis of COVID-19, NSHA will notify appropriate individuals with whom the student had contact in accordance with CDC guidance, and taking into consideration confidentiality under applicable law.

Parents within a class cohort will be informed by email or phone if a student within that cohort or a teacher or floating faculty member who works with students within that cohort tests COVID+. NSHA will follow HIPAA regulations in the event of a COVID+

case or exposure. The name of the COVID+ student will not be shared without specified directions to do so by that student's parents. NSHA will confer with DOH with regards to isolation protocol. However, with social distancing, use of polycarbonate barriers, and with wearing masks, we do not expect that the risk to classroom students and staff will constitute high risk or close contact, requiring isolation.

g. Quarantine and Contract Tracing

NSHA will determine quarantine of cohorts that have been potentially exposed on a case-by-case basis in consultation with Dr. Nachman. Placing students into cohorts allows administrators to identify precisely which students and staff might have been exposed.

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, 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

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 backpacks at all times. Cell phones must be left in the designated bins. Electronic devices 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 CYBERBULLYING.

C. DRESS CODE

Our NSHA dress code was established to create a high level of integrity and modesty fitting for the sacred space we consider our campuses to be, to maintain a decorum befitting of the academic study that takes place at NSHA, and to foster the appropriate interpersonal behavior (derech erez) that we expect of our students.

We will be vigilant regarding student compliance with the dress code and, as our partners in this effort, we further expect full support from our parents in ensuring that children come to school dressed appropriately.

No logos (other than NSHA logos) or any writing are to appear on clothing.

Students are required to wear white tops and blue bottoms on Fridays and other occasions when instructed.

Please note that in the cold weather students are only permitted to wear solid white or solid navy cardigans or sweatshirts over their collared shirts as per the dress code below. Cardigans or sweatshirts with logos, other than bar/bat mitzvah sweatshirts, or the NSHA logo sweatshirts as issued by the PTA Uniform shop, or other colors will not be permitted.

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/athletic joggers/jeans/shorts).

COVID ADDENDUM:

Effective in September-October and April-June, while the mask requirement is in effect, boys in grades 1-5 may wear knee-length navy or khaki colored chino shorts.

- Sneakers may be worn. For safety consideration, no flip flops, open backed shoes or crocs may be worn.
- In cold weather, students will be permitted to wear **solid WHITE or solid BLUE** pullover or cardigan sweaters or sweatshirts. **No logos may be worn with the exception of bar/bat mitzvah sweatshirts or PTA uniform shop issued sweatshirts.**

- 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.
- 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.
- Students may be asked to wear white tops and blue bottoms on special occasions.
- **ALL MIDDLE SCHOOL BOYS MUST HAVE AN EXTRA PAIR OF TZITZIT, AN EXTRA KIPPA, AND CLIPS IN THEIR BACKPACK.**

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.
- In cold weather, students will be permitted to wear **solid WHITE or solid BLUE** pullover or cardigan sweaters or sweatshirts. **No logos may be worn with the exception of bar/bat mitzvah sweatshirts or PTA uniform shop issued sweatshirts.**
- 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 of any kind including slides or open backed Uggs, 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.
- Students may be asked to wear white tops and blue bottoms on special occasions.
- **ALL MIDDLE SCHOOL GIRLS MUST HAVE A LONG MAXI SKIRT WITHOUT SLITS IN THEIR BACKPACK.**

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 semester will be subject to disciplinary action. 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.

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

VISITOR DRESS CODE:

COVID ADDENDUM:

Parents will not be allowed to enter the building in 2020-2021.

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

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 ensure 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 a parent or legal guardian. 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

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 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 pull up to the building entrance. Our security or office team will contact the child's teacher to escort him/her to the classroom.
 - 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.

COVID ADDENDUM:

Parents are not allowed to enter the building at any time. Parents will receive a color coded class card to keep in their car. A teacher from that class will approach the car to take children into school. If parents are engaging in a carpool, please ensure the car has a card for each student's class so that the appropriate teachers can approach your car. The carpool driver must wear a mask.

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 pull up to the building entrance. Our security or office team will contact the child's teacher to escort him/her to the classroom.
- 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.

COVID ADDENDUM:

Parents are not allowed to enter the building at any time. Parents will receive a color coded class card to keep in their car. A teacher from that class will approach the car to take children into school. If parents are engaging in a carpool, please ensure the car has a card for each student's class so that the appropriate teachers can approach your car. The carpool driver must wear a mask.

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

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. 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.

COVID ADDENDUM:

Parents are not allowed to enter the building at any time. Parents will receive a color coded class card to keep in their car. A teacher from that class will bring the child to the car. If parents are engaging in a carpool, please ensure the car has a card for each student's class so that the appropriate teachers can approach your car. The carpool driver must wear a mask.

GRADES 1-5

Parents may 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):

Students on pickup are dismissed to their parents' cars from the parking lot after the buses depart.

In order to help streamline our dismissal procedures and make the lives of our parents less complicated, we utilize School Dismissal Manager to log requests and alert our staff of special dismissal information. Every NSHA Parent has a personalized account that can be accessed at www.schooldismissalmanager.com

If a parent did not receive personalized login information for School Dismissal Manager, the parent should contact the school office. All special dismissal instructions must be logged into the system before the daily deadlines (2:00pm Monday – Thursday and 12:00pm on Fridays and early dismissal schedule dates). For the safety and security of our students, **no emails, handwritten notes or phone calls to the office will be accepted as notification of special dismissal instructions.**

COVID ADDENDUM:

Bus Dismissals: Buses will be loaded one bus at a time and each class will be notified individually when it is their turn for students on that bus to dismiss so as to avoid crowding in the hallways.

Parent pickup/carpools: After all buses have been loaded and exited the parking lot, parent pickup and carpools will be allowed to enter the parking lot. When the driver arrives at the front of the line, he/she will provide the names of the students being picked up to security and those students will be called from their classrooms. The driver and any student (PK-8) utilizing a carpool must wear a mask during the carpool.

Pre-K Dismissals: Students will be dismissed from the CL synagogue entrance. Each car will have a sign indicating which class their child is in so that his/ her teacher will escort him/her to their car. Our 3 Pre-K classes will be spread out inside our building while waiting for pickup in accordance with our social distancing guidelines. If you are carpooling with children from other classes you will be assigned a carpool number that will remain in your window. Please understand if you are carpooling all children will need to wear a mask in the car as well as the driver.

Our Pre-K private bus children will be escorted to their bus by one of their teachers in the front of the building.

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

1. Attendance and Arrival

COVID ADDENDUM:

- **Bus Arrivals:** As students exit the bus, their temperature will be taken and they will proceed into the school building (assuming their temperature does not register 100.0 F or above) at one of two designated entrances. Only one bus will unload at a time, and the next bus will not be unloaded until students from the prior bus have entered the building. Students will proceed directly to their designated Tefilla locations. Seventh Graders will enter through the Great Neck Synagogue rear entrance. Sixth and Eighth Graders will enter through the Old Mill school entrance.
- **Parent Dropoff/Carpools:** Dropoff will take place after all of the buses have unloaded. Parents should not enter the parking lot before 8:00AM in order to allow all buses to clear the parking lot. Any student (6-8) utilizing a carpool must wear a mask during the carpool. The driver must wear a mask as well.

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.

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

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

Homework Policy

Grades K-8:

- Based on teacher and parent feedback, we believe there is value to assigning purposeful homework that reinforces concepts or skills that have been taught within the classroom environment.
- Homework will be assigned with the goal of completion within 20 minutes for an average student.
- Homework should not include entirely new concepts that are unfamiliar to the students.
- Homework is meant to be completed independently by the student, as it serves as a barometer for teachers of student comprehension and retention. Parents should not complete homework for their children, nor is homework meant to be completed together with a parent or tutor. There will be no penalization of students who are unable to complete areas of homework due to comprehension issues. A parent who notices prolonged or continued frustration by a child with regard to homework should contact their child's teacher.
- Homework may be used to prepare a student for an upcoming lesson, but the student will be familiar with the homework's underlying concepts and should, therefore, be able to master the material in advance of that lesson.
- Homework will be posted and emailed daily to parents so they are aware of their child's assignments.
- In grades K-5, Monday and Wednesday will continue to be designated for English homework; Tuesday and Thursday will be Hebrew evenings. There will be no written homework assigned on the weekend henceforth. No written homework will be assigned during the holidays.

- Students in Grades 1-5 are expected to independently read a book of their choosing for at least 20 minutes a night.
- Pre-K students are given light homework assignments, weekly.

J. GRADES

1. Report Cards

At Cherry Lane, the academic year is divided into three trimesters as listed in the school calendar; At Old Mill Road, the year is divided into two semesters. Report cards are issued at the conclusion of each one. Students in grades 1 through 8 receive a Judaic Studies and General Studies report card. Report Cards are posted using ParentLocker. 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

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. If you have any questions regarding other Kashrut organizations and products, please consult with an administrator or your congregational rabbi.

L. SNACKS AND LUNCH

1. Lunch

COVID ADDENDUM:

In 2020-2021 NSHA will not offer a school lunch program. Parents are required to send lunch with their child every day, or they may purchase lunch through the PTA Lunch program (www.nsha.org/lunch). On Monday, Wednesday, Thursday and Friday, students must bring a dairy or pareve lunch and two snacks. On Tuesday, we will have "meat day" and parents must send a meat lunch and two pareve snacks. All food must adhere to the allergy and kashrut policies outlined in this handbook.

Grades K, 2, 3, 4, 5, 6, 7 and 8 Students will eat lunch by grade in outdoor tents constructed on our campuses and will have recess either outdoors or in the gym.

Grade 1 students will eat lunch in the cafeteria with no more than $\frac{2}{3}$ of the grade in the cafeteria at a given time to allow for proper social distancing. Grade 1 students will have two outdoor recess periods each day.

In the event of inclement weather/field conditions or extreme cold, students will eat lunch and have recess in their classrooms or in the gym. During the cold weather months it is essential that parents send their children with appropriate coats, hats and mittens so students can enjoy time outdoors for lunch and recess. If a teacher notices a child repeatedly being sent to school without proper outdoor clothing, he/she should contact the parent.

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

For hygiene, and 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. This is an important policy so that students do not unwittingly cause a student a life-threatening allergic reaction or spread germs.

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

HEALTH FORM REQUIREMENTS

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.

COVID ADDENDUM:

Based on recommendations from our medical consultant, NSHA will be requiring faculty and students in grades Toddler-Twelve to receive the Flu vaccine this year and to submit a record of inoculation to the school no later than November 30, 2020.

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 must remain at home and should not be sent to school even for a test.

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 outbreak 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, pigtailed, 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

All birthday celebrations in grades 1 – 5 will be celebrated once per month at lunch. 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 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.

COVID ADDENDUM:

To ensure the safety of our community, all parties outside of school must comply with [CDC](#) and local [DOH](#) guidelines regarding social gatherings. If you are unable to hold a party within these guidelines while still adhering to the NSHA birthday party policy, the event may not be held. Instead, NSHA suggests that parents sponsor the monthly birthday celebrations that take place at each grade's lunch period. To arrange sponsorship, contact Rachel Spinner (rspinner@nsha.org)

Early Childhood parents have the opportunity to celebrate their child's birthday in school by sponsoring a classroom snack and joining via ZOOM.

O. CARE OF SCHOOL PROPERTY

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

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.

COVID ADDENDUM:

In the 2020-2021 year, faculty may not tutor students in the buildings.

Q. 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. 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 and Parents 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.
- 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.

Family Guidelines: We respectfully request that social media activity and group chat content posted by parents serve as a reflection of the values we instill at North Shore Hebrew Academy. This includes refraining from posting on Shabbat and Chagim, being mindful of appropriateness of dress, gestures, kashrut, etc. included in photographs and written content.

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

FOR MORE INFORMATION, SEE www.cybercrime.gov.

6. Cell Phone Usage Policy at NSHA

Below is the cell phone usage policy at Old Mill Road:

- No student will be permitted to have a cellphone/smartphone/Apple Watch on them throughout the school day. This includes keeping them in their lockers or knapsacks.
- All phones and Smart Watches will be deposited in bins located in the office upon arrival at school and will be available to the students upon dismissal.
- All phones must be powered off and must have a case and a label with the student's name on it
- Any student found with a phone on them during the school day will be subject to the following actions:
 - 1st offense- Student will be required to leave his/her phone in an administrator's office each morning for a specified amount of time determined by the administration.
 - 2nd Offense- A parent/guardian must physically come into school to pick up the child's phone. This is not negotiable and the phone will remain in the office until it is picked up by a parent/guardian.
 - 3rd Offense- Consequences may include suspension, removal from end of year trips, removal from athletic or other school teams/clubs.

Students at Cherry Lane are not permitted to access or use cell phones at school at any time.

R. 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. 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

COVID ADDENDUM:

Parents will not be allowed to enter the building in 2020-2021. Assemblies and special program will take place within class cohorts for students only or in a socially distanced environment or via ZOOM.

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

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 Dr. Kobrin and Rabbi Acobas are available as a resource for families as they plan their *smachot*. Please refer to the Bar/Bat Mitzva guide located under quicklinks at www.nsha.org for the NSHA bar and bat mitzva policies.

COVID ADDENDUM:

All Bar/Bat mitzvah celebrations must be compliant with CDC guidelines. NSHA reserves the right to remove from in-person learning any family who is observed by the school to be violating CDC, local and/or state guidelines.

As we prepare to welcome your children to Middle School in a year like no other, we would like to turn our attention to the Bar and Bat Mitzvah milestones that our students and their families will be celebrating this year.

NSHA has always partnered with parents to ensure that Bar and Bat Mitzvah celebrations are meaningful and reflect the values of our school and community. This year, these values include the health and safety of our community.

While there is much that is still unknown about the virus, it is clear that large events have the potential to spread COVID-19. It is also clear that with some modifications, including a commitment to social distancing, we can find ways to celebrate these important milestones safely.

If you decide to commemorate your child's Bar or Bat Mitzvah with an event or a party, we ask that you partner with us to ensure that your event will be observed in full compliance with the [NY State guidelines](#) and [CDC Guidelines](#).

Please notify us about the plans for your *simcha*, and ask questions as we navigate this time together. Rabbi Acobas is happy to speak with any families and help them think through logistical and programmatic issues. He can be reached at aacobas@nsha.org.

To ensure that our families can celebrate safely, we have added the following to our Bar/Bat Mitzvah guidelines:

- All events should take place outside. When the winter begins we will revisit this policy and make any necessary alterations.
- Shabbat celebrations should only include neighborhood guests who can sleep in their own homes.
- Events should be limited to under 100 guests total - this number should **include** family. Given the cap on the total number of guests, please be mindful when compiling your child's guest list. If you cannot invite the entire grade, please either invite all of the girls or all of the boys. If you need to limit your guest list even further, Ms. Stephanie Genachowski, our school social worker, is happy to help you plan. Her email is sgenachowski@nsha.org.

- Social distancing should be maintained throughout the event.

Social distancing requirements:

- Masking should be required at all times except while eating and drinking.
- When guests eat or drink, they should maintain at least an eight-foot distance from one another.
- When eating, guests who are not immediate family members with one another's should ideally maintain a distance of ten feet.
- Food should be served in individually packaged portions.
- Dancing should be done in a socially distanced manner. The dance floor should be marked so that guests are clear what distance is acceptable.

We are happy to discuss ways to implement these social distancing practices at your *simcha*. We can also put you in touch with parents who have hosted parties in compliance with the guidelines.

If you feel that you cannot successfully enforce these social distancing guidelines at your event, we strongly request you do not make a large event.

U. BAR/BAT MITZVAH REGISTRY

The way a community comes together at good times and bad times defines its ideals. This was understood by the NSHA PTA years ago when it created the online community *simcha* calendar, whose importance was so appreciated that it is now used by families within and outside the NSHA community (the "Community Calendar"). The goal for this system, which works if everyone abides by it, is to keep our personal celebrations as communal ones, allowing each NSHA family to celebrate within a specific grade without worry of a conflicting event from another family in that grade. The Community Calendar can be accessed at <http://greatneckcalendar.blogspot.com>.

When a celebrant, whether as the single guest of honor or as part of a larger group being honored, disregards the community calendar, it causes unnecessary anguish to all involved - and even more importantly sends a terrible message to our children. In order to avoid date conflicts (for both Shabbat and non-Shabbat celebrations), NSHA parents must clear event dates with their synagogue as well as with the Community Calendar. NSHA has a community calendar coordinator, who oversees dates of celebrations booked by NSHA families to avoid conflicts within specific grades at NSHA.

To be clear, the NSHA policy on this issue is as follows:

Celebrations for NSHA students may not take place on the same date as a celebration of another student in their grade unless there is ample time between the celebrations that would allow the students to attend both celebrations in their entirety (e.g. a morning and evening *simcha*). **This is the case whether the student is the only celebrant at the *simcha* or part of a group of children being honored at the *simcha*.**

The only possible way to ensure compliance with this policy is for parents to register their celebrations on the Community Calendar. Parents are encouraged to contact Rabbi Dr. Kobrin in the event they have any questions regarding compliance with this policy. **Please be advised that failure to comply with this policy will result in consequences, up to and including a family's expulsion from NSHA.**

V. 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 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

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

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. PROTECTING OUR CHILDREN FROM HARM

NSHA students are its most precious asset. To ensure that students are not subjected to inappropriate behavior and are free of any abuse and neglect, NSHA has implemented policies for its staff regarding appropriate behavior and mandated reporting. Parents are NSHA's partners in keeping our children safe. We ask that parents familiarize themselves with the policies below, and report any suspected abuse or neglect.

Staff Behavioral Standards

The overwhelming majority of interactions at NSHA between administration, staff, and students exemplify healthy, positive relationships. However, certain behaviors are incompatible with our standards and educational and spiritual goals and are therefore prohibited as detailed below. Parents and students must be aware of these behavioral standards and report any concerns to a school administrator. Please note that the term "staff member" includes, but is not limited to, teachers, Rabbis, faculty, office staff, coaches and assistants (both employees and volunteers), elective and after school club instructors, private shadows, interns, service providers, maintenance staff and tutors.

- Staff members may not be alone with a student in an area that potentially cannot be seen or observed by other faculty members or adults
- Staff members may not be in a locked classroom alone with a student.
- After or before school hours, staff members may only work with students, in any capacity, in designated areas.
- Physical force may never be used other than to safeguard against immediate physical danger.
- Inappropriate physical contact, such as massaging, patting, pinching, punching, pushing and physical assault or any other inappropriate touching is prohibited.
- Staff members must refrain from denigrating students publicly or privately.
- Staff members must refrain from attempts to manipulate or control students through psychological means.
- Staff members may never forbid students to share conversations or information with parents or administrators, nor instruct students to "keep secrets" from their parents.
- Staff members must refrain from sexual attention towards others in the form of remarks, jokes or innuendo about a person's body or clothing.
- All of these identified behavioral standards also apply whether in person, on the telephone or email.
- It is unacceptable for staff members to communicate with a student through instant messaging, texting or social media (e.g., Facebook, Instagram or Twitter.) Any email correspondence with a student must always be cc'd to the parents and an administrator. All email communication should originate from an official school email account.

- All staff personal social media should not be accessible to students or parents and staff cannot accept any or send friend requests to students. (All settings should be set to “private.”)
- Staff members cannot be alone with a student in a car unless the School has written permission from the parent.
- Following a school activity, if a staff member is left with a student who is waiting to be picked up, the staff member must wait with the student at the school's front entrance.
- Staff members may call a student at home but must first ask to speak to a parent. Staff members are not permitted to call on the child's personal cell phone unless given specific permission by a parent each time. The staff members should explain to the parent the reason for the call and then speak to the student. The staff member should keep a log of such calls.
- Staff members should not ask students to call their homes or cell phones without parental knowledge of the call.
- If a staff member receives a call or text message from a student, the staff should note the time and date and inform an administrator. Any response must be sent from official school email, and not through text or the phone.
- Teachers must inform their supervisor of any student they are tutoring and when and where they are meeting with the students. This includes summer tutoring.

Staff Reporting Requirements - Child Abuse and Neglect

Sometimes children are physically or emotionally abused and/or neglected by their own families or people close to them. According to Section 413 of the New York State Social Services Law, staff members must report an occurrence if it comes to the attention of a staff member. For this reason, NSHA maintains policies and procedures for the identification, assessment, reporting, and management of cases of suspected child abuse and maltreatment.

Who Must Report?

Certain individuals are considered **Mandated Reporters**. Mandated Reporters identified by NYS include, but are not limited to, school teachers, school guidance counselors, school psychologists, school social workers, school nurses, school administrators and other school personnel required to hold a teaching or administrative license or certificate.

What is the Threshold for Reporting?

New York State laws require that certain professionals, including school officials, teachers, mental health professionals, social workers, and psychologists must report suspected cases of child abuse and neglect **when the child coming before them presents information, which, if true, would cause that child to be an abused or neglected minor.**

The law also extends to situations in which information regarding suspected abuse or maltreatment **stems solely from parental disclosures** in the absence of the child coming before the staff member of the School. The latter is a common manner in which information regarding suspected child abuse or maltreatment reaches the attention of a school employee. Parents should report any concerns to a Mandated Reporter. The duty to report begins when someone has **a suspicion** only; the burden of proof does not rest with the person reporting, and they should not conduct any investigation into the matter.

No person may be sued for reporting a suspected case, even if the suspicion proves to be unfounded. On the contrary, failure to report constitutes a misdemeanor and renders the non-reporting person liable for resulting damages.

How to Report Suspicions of Abuse or Neglect

When it is necessary to make a report, **a Mandated Reporter will do so without regard to whether the parent (or child) consents to such reporting**. All suspected cases will be reported in accordance with the following procedures:

Mandated Reporters

Mandated Reporters of child abuse in New York State, including school personnel, must now directly report suspicions of child abuse to the Statewide Central Register for Child Abuse and Maltreatment (1-800-635-1522), rather than rely on a Principal, principal or supervisor to do so. Mandated Reporters must themselves make a report to the hotline, and then immediately notify the person in charge of the school. The person in charge of the school, or that person's designated agent, is responsible for any follow-up necessitated by the report.

In accordance with the law, the School will not take retaliatory personnel action against an employee who (i) believes that he/she has reasonable cause to suspect that a child is an abused or maltreated child and (ii) then makes a report in accordance with the law.

WHAT TO REPORT

NYS Social Services Law defines abuse and maltreatment to include the following: physical abuse, sexual abuse, sexual maltreatment and past history of abuse or neglect. These terms are defined on the Statewide Central Register website.

SPECIAL SITUATIONS

Legally responsible persons: New York State law mandates the report of abuse or neglect by a parent or other person legally responsible. "Other person legally responsible," as defined in the Family Court Act, includes the child's custodian, guardian, and any other person responsible for the child's care at the relevant time (e.g. day care worker). Custodian may include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse or neglect of the child.

In addition, situations involving the suspected abuse, maltreatment or exploitation of a child being cared for in a facility operated or supervised by the Department of Social Services or the Division of Youth, should be reported if there is reason to suspect that the child was abused, maltreated, or exploited by an employee of the facility.

Abuse or maltreatment by non-related adults or others who are not caretakers: If there is harm or imminent danger of harm to the child which is not due to the acts or omission of the parent or person legally responsible for the care of the child, then the situation is a criminal matter and should be referred to law enforcement officials.

In the event that a concern of child abuse or maltreatment (e.g. child sexual abuse) does not fall within the realm of the child protective process and is not accepted for Child Protective Services investigation, the caller should be encouraged to contact the local police and/or District Attorney for further response/action. Of course, acts that constitute child sexual abuse, maltreatment and exploitation may also constitute a crime under the penal law and may be prosecuted accordingly.

For a child in imminent danger: If a child is in imminent danger, certain officials - peace officers, law enforcement officers, child protective workers, a physician treating a child or a person in charge of a hospital - may keep a child in their custody without the consent of the parent or guardian until the next regular weekday session of the Family Court. If necessary, the local police may be contacted in an emergency situation, when the clinician feels that a child should not be allowed to leave with a parent, or to be with a parent.

Z. 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.

COVID ADDENDUM:

Only essential visitors such as therapists, contractors etc. will be allowed on to school campuses. Such visitors will be subject to PPE requirements and completion of temperature check and health screening questionnaire.

Parents will not be permitted to visit any of our three campuses at any time. All parent meetings with teachers and/or administrators will be conducted via Zoom. Parents who are picking up students will be met at their car by a security guard. **There will be no exceptions to this policy. For the safety of our security personnel and our students/teachers, do not exit your car or attempt to enter any of our buildings.**

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

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 Dr. Jeffrey Kobrin, ext. 12; jkobrin@nsha.org
- General Studies Principal: Mr. Ofier Sigal, ext. 166; osigal@nsha.org
- Middle School Principal: Rabbi Adam Acobas, ext. 256; aacobas@nsha.org
- Grades K-5 School Psychologist: Mrs. Sara Berlin; ext. 170 sberlin@nsha.org
- School Psychologist: Dr. Linda Shum, ext. 145; LSHUM@GREATNECK.K12.NY.US
- Early Childhood, Director: Mrs. Elana Helfgott, ext. 156; ehelfgott@nsha.org
- Early Childhood, Asst Director: Mrs. Adina Wertman, ext. 117; awertman@nsha.org
- Director of Student and Academic Services: Mrs. Lisa Guggenheimer ext. 266; lguggenheimer@nsha.org
- Stephanie Genachowski: Middle School Social Worker: ext. 222; sgenachowski@nsha.org

B. PHONE EXTENSIONS

Cherry Lane Academic Offices

Berlin, Sara	X170
Hall, Mitchell	X151
Helfgott, Elana	X156
Kalter, Amy	X110
Kobrin, Rabbi Dr. Jeffrey	X128
Markovich, Shari	X113
Nurse's Office	X115
Sigal, Ofier	X166
Shum, Linda	X145

Smilow, Judy	X128
Spinner, Rachel	X136
Weinstein, Lisa	X128
Weiss, Abigail	X167
Wertman, Adina	X117

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
Genachowski, Stephanie	X222
Guggenheimer, Lisa	X266
Kwalbrun, Shirley	X210
Mor, Helen	X228
Sigal, Ofier	X266
Swerdlin, Barbara (School Nurse)	X215

Young Israel:

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

C. SCHOOL HOURS:

	<u>Mon - Thurs</u>	<u>Friday</u>
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

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

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.

COVID ADDENDUM:

All families who utilize busing service are responsible for communicating to their children

how crucial it is for the safety of our community for them to follow GNPS Transportation safety protocols. This includes wearing masks at **all** times while on the bus in addition to the others outlined by Mr. James Popkin of GNPS Transportation (included below.) Any parents who choose to coordinate a carpool with other households must ensure the driver and all children wears a mask while in transit. We are all responsible for our community safety including our students, teachers, bus drivers and families.

Email from James Popkin:

Transportation is a major function of our school system's operation. The Office of Transportation provides services for over 8,000 pupils, including those attending schools within the District and out-of-district private, parochial and special schools. Our goal is to provide for the safe, efficient, economic transportation of all Great Neck school-aged children (public, private and parochial) under current and anticipated COVID-19 conditions for the opening of schools in September 2020. The safety of the students we are responsible to transport is always our utmost concern, due to the COVID-19 pandemic we have taken extra precautions to keep our bus riders safe.

The following safety protocols are being put in place:

Personal Protective Equipment

- School bus drivers and monitors must wear a face covering.
- Drivers and monitors who have direct physical contact with a student must wear gloves.
- Students are required to wear face coverings while boarding, riding, and exiting the bus. Students who may not have their masks on a particular day will be provided one by the bus driver.
- Parents are encouraged to put masks on elementary children before they board the school bus.
- Students and staff are encouraged to wash/sanitize hands before boarding the bus.

Rider Health Screening

- Parents/guardians are required to ensure their child(ren) are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to boarding the bus.
- School bus staff shall perform a self-health assessment for symptoms of COVID-19 before arriving to work.

Rider Seating and Limits

- When students embark and disembark the bus, social distancing protocols are to be followed.
- Siblings or children who reside in the same households are encouraged to sit together.

- If the District is in session remotely, pupil transportation must be provided to nonpublic, parochial, or private schools or students whose Individualized Education Plans have placed them out of district whose schools are meeting for in-person sessions.
- The District will reduce capacity on all public, private and special needs school bus routes, by using adult vehicle capacity.

Loading and Unloading Process & Seating

- For elementary routes, the youngest students should be seated near the front of the bus (which is current practice).
- For secondary schools, students who board the bus first should be seated at the rear of the bus. The bus will be filled from the back to the front.
- Students at the front of the bus will come off the bus first, one seat at a time, for all levels.

Cleaning and Sanitization

- Drivers are required to sanitize and wipe down all high contact touch points after each morning and afternoon bus route.
- Cleaning crews will perform a more thorough task of disinfecting and sanitizing school buses.
- School bus windows will be kept open as much as possible while bus is in operation to increase air flow and circulation.

F. PARENT-TEACHER CONFERENCES

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.

COVID ADDENDUM:

Parents can not enter the buildings at any time at any of our campuses including Cherry Lane, Old Mill Road and YIGN. All faculty-parent meetings should take place by phone or by Zoom. Fall Open School Nights will take place on Zoom.

Fall and Spring Parent Teacher Conferences (PTC) are scheduled for Zoom. **On PTC dates, there will be no sessions for the grades who have PTC that day. This is a change from previous years so parents should mark their calendars accordingly.**

G. 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. 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

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 by emailing pta@nsha.org

I. HOT LUNCH PROGRAM

We invite all parents to join us in school and participate in serving lunch Monday-Thursday. For more information, please email pta@nsha.org

COVID ADDEDNDUM:

The hot lunch program has been suspended for this academic year. Please contact pta@nsha.org if you would like to become involved in other PTA programming or join a lunch team for a future year.

J. MERCAZ ASA AFTER SCHOOL PROGRAMS AT CHERRY LANE

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.

COVID ADDENDUM:

The Mercuz ASA program has been suspended for the 2020-2021 academic year.

K. OPEN SCHOOL NIGHTS

Open School 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.

COVID ADDENDUM:

Open School Nights will take place via Zoom. Teachers will share further information ahead of the event.

L. NEWSLETTERS

On Fridays, we email the weekly school newsletter, which will keep you informed of events and news of the school.

M. 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 Committees (email pta@nsha.org)

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 Dr. 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 Dr. 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

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

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.

COVID ADDENDUM:

To avoid crowding in hallways and to ensure proper social distancing, lockers will not be available to students in grades 6-8. Students will have space to store their items in their classroom.

P. SCHOOL SUPPLIES

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

COVID ADDENDUM:

Grade 1-8 Teachers can not pool student school supplies. Supplies and classroom tools and manipulatives can not be shared. All students have been asked to bring individual supplies. Teachers should notify parents if a student's school supplies need to be replenished.