

NORTH SHORE
HEBREW ACADEMY

ישיבת חוף הצפון



PARENT & STUDENT HANDBOOK

UPDATED AUGUST 2022

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Rosh HaYeshiva/Head of School

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(Toddler-Kindergarten)**

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Assistant Director

**Elementary School –
General Studies
(Grades 1-5)**

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Principal, Grades 1-8

Loren Borgese
*Associate Principal,
Grades 1-5*

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*Director of Curriculum and
Instruction, Grades 1-8*

**Elementary School –
Judaic Studies
(Grades 1-5)**

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TABLE OF CONTENTS

<u>MESSAGE FROM THE ROSH HAYESHIVA</u>	8
<u>MISSION STATEMENT</u>	9
<u>OUR CORE VALUES</u>	9
<u>NSHA SCHOOL POLICY</u>	10
<u>CITIZENSHIP</u>	10
<u>DISCIPLINE</u>	10
<u>ACADEMIC AND MORAL INTEGRITY</u>	11
<u>ELECTRONIC DEVICES</u>	12
<u>NSHA BULLYING/CYBERBULLYING POLICY</u>	12
<u>DRESS CODE</u>	13
<u>ATTENDANCE</u>	16
<u>POLICY FOR EARLY DISMISSAL</u>	18
<u>POLICY FOR EXCUSED ABSENCES AND LATENESS</u>	18
<u>DISCIPLINARY MEASURES</u>	19
<u>ARRIVAL AT YOUNG ISRAEL & CHERRY LANE</u>	19
<u>DISMISSAL AT YOUNG ISRAEL & CHERRY LANE</u>	20
<u>ATTENDANCE AT OLD MILL ROAD – GRADE 6-8</u>	22
<u>DISMISSAL AT OLD MILL ROAD & PARKING LOT REGULATIONS</u>	24
<u>HOMEWORK/CLASSWORK</u>	24
<u>GRADES</u>	25

<u>KASHRUT</u>	26
<u>SNACKS AND LUNCH</u>	26
<u>HEALTH OFFICE POLICIES</u>	28
<u>BIRTHDAY PARTIES/CELEBRATIONS</u>	35
<u>CARE OF SCHOOL PROPERTY</u>	36
<u>PRIVATE TUTORING</u>	36
<u>TECHNOLOGY INTEGRATION AND POLICY</u>	36
<u>PUBLICITY</u>	40
<u>ASSEMBLIES AT CHERRY LANE</u>	40
<u>BAR/BAT MITZVAH CELEBRATIONS</u>	41
<u>BAR/BAT MITZVAH REGISTRY</u>	41
<u>BAR/BAT MITZVAH SIMCHA FUND</u>	42
<u>CELEBRATE ISRAEL PARADE</u>	42
<u>TELEPHONE AND MESSAGES AT THE MIDDLE SCHOOL</u>	43
<u>PROTECTING OUR CHILDREN FROM HARM</u>	43
<u>SAFETY & SECURITY</u>	49
<u>GENERAL INFORMATION AND PROCEDURES</u>	50
<u>CONTACTING SCHOOL PERSONNEL</u>	50
<u>PHONE EXTENSIONS</u>	51
<u>SCHOOL HOURS</u>	53
<u>SCHOOL CALENDAR</u>	53

<u>BUS TRANSPORTATION</u>	53
<u>PARENT-TEACHER CONFERENCES</u>	54
<u>SNOW DAYS</u>	54
<u>PARENT TEACHER ASSOCIATION</u>	55
<u>HOT LUNCH PROGRAM</u>	55
<u>MERCAZ ASA AFTER SCHOOL PROGRAMS AT CHERRY LANE</u>	55
<u>OPEN SCHOOL NIGHTS</u>	55
<u>NEWSLETTERS</u>	56
<u>PARENT INVOLVEMENT</u>	56
<u>LOST AND FOUND/SHEMOT LEGNIZAH</u>	56
<u>LOCKERS AND LOCKS FOR STUDENTS IN GRADES 6-8</u>	57
<u>SCHOOL SUPPLIES</u>	57

MESSAGE FROM THE ROSH HAYESHIVA

August 2022/ Elul 5782

Dear NSHA Families:

One thing we have learned over the past few years is how little we can take for granted in both our professional and personal lives. As we gear up for a new school year, we have much in which to take pride – and just as much to anticipate with excitement. Our new administrative team has been hard at work planning new programs and curricula that will stimulate our students; our buildings and grounds teams are hard at work beautifying and preparing our buildings to welcome back your children.

This handbook, which has been revamped and updated, details procedures and policies you will need to know for the 2022- 2023 year. I am thankful that much of our COVID-19 addenda have been eliminated; with God's help, those guidelines will remain in the past.

Our theme this year comes once again from *Pirkei Avot*, the Ethics of the Fathers, and reminds us that we each have a fundamental core that demands the respect of others, just as others have the same core that demands our respect: אִיזְהוּ מְכַבֵּד? הַמְכַבֵּד אֶת הַבְּרִיּוֹת "Who is honored? One who honors one's fellow human being." This lesson underlies all other lessons that we hope to impart to our students and their families, and is one, frankly, that has inspired me and many of you through the pandemic. When we are at our best as a school community, we see and we honor the greatness in one another.

The entire admin team is here to support you and your families. Do not hesitate to reach out to any of us with any question or concern.

May this be a year of mutual respect, honor, good health and great success for all of us!

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

NSHA SCHOOL POLICY

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.

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, smartwatches, 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.

Cherry Lane campus students are not permitted to bring cell phones at any time.

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:

NSHA PARENT-STUDENT HANDBOOK 2022-2023	12

- 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.

DRESS CODE

Our NSHA dress code was established to create a high level of integrity, community and respect 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.

At NSHA, we strive to create a positive environment for our students - one in which they can focus on their personal growth and academic development. Policing the dress code in school diverts the energy of our faculty and leadership from their educational goals and can impair their efforts in building trustful compassionate relationships with our students.

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

Students should wear white tops and blue bottoms on Friday - and other occasions.

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:

NSHA Student Dress Code

1.Boys:

- o Light blue, navy blue or white collared shirts; no logos are allowed. Shirts should be clean and have at least three buttons; shirts cannot be low-cut, cropped or sleeveless.
- o Khaki or navy chino pants. (No denim/sweatpants/joggers/jeans)
- o At Cherry Lane only, during the months of September, May and June only, khaki or navy chino knee-length shorts may be worn.
- o Sneakers may be worn. No flip flops or crocs may be worn.
- o Kippot must be worn on students' heads at all times. 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.
- o The Academy expects boys to comply with the mitzvah of tzitzit. Tzitzit in all sizes may be purchased in the school office.
- o Boys' hair should not extend below the shirt collar or below the eyebrows.

2.Girls:

- o Light blue, navy blue or white collared shirts; no logos are allowed.
- o Khaki, navy, black or denim skirts.
- o Shirts and blouses must be long enough to cover midriffs.
- o Girls must wear A-line or flary skirts that are at least knee length (i.e., that cover the knee when standing) or dresses. Pencil or straight skirts including the Kikirikki style skirts are not permitted. Pants may be worn during sports and certain field trips as specified, although skirts should be worn before and after the trip.
- o 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.

- o For safety considerations, platform shoes, flip-flops, crocs, or heels higher than one inch are not permitted.
- o Sneakers may be worn, however no flip flops, crocs or high heeled shoes may be worn.
- o 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.
- o Girls with long hair must wear their hair in a ponytail or braid for sanitary reasons.

3. All Students:

- o Students may be asked to wear white tops and blue bottoms on special occasions.
- o In cold weather, students will be permitted to wear solid white or blue pullover or cardigan sweaters.
- o No logos (i.e. horses or alligator logos) or any writing can appear on clothing including sweatshirts
- o Sneakers may be worn, however no slippers, open backed shoes, flip flops or crocs may be worn.
- o 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.
- o Middle school students who fail to comply with school dress code more than 3 times per trimester may be removed from any school trips and extracurricular teams and clubs at the discretion of the administration. All middle school students are required to have appropriate spare articles of clothing in their backpack should they need to change. Should they not have a spare article of clothing, a parent or guardian will be required to bring one to school for them.
 - Girls- 1 long Maxi skirt with no slits
 - Boys- An extra pair of tzitzit and an extra kippa

4. Early Childhood

Early Childhood students do not have a formal dress code, however we ask parents to use discretion for dress appropriate for a yeshiva environment. Students may not wear

tank tops, sleeveless or tops that show midriff. Boys are expected to wear kippot beginning in toddler and tzitzit upon being toilet trained.

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:

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

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.

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.

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 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.

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.

DISMISSAL AT YOUNG ISRAEL & CHERRY LANE

EARLY CHILDHOOD

- All cars must pull up at the entrance.
- Once children are in cars, parents assume full responsibility.
- Teachers will only put children in the passenger side of cars.

- When all children are in a car, parents must pull ahead to buckle them, so that the next car in line can pull up to the door.

Toddler: Monday-Thursday: 1:00 P.M. Friday: 12:50 P.M. **Please be prompt.**

Nursery: Monday-Thursday: 2:00 P.M. Friday: 12:50 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.

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 1:30PM 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):

NSHA PARENT-STUDENT HANDBOOK 2022-2023	
	21

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.**

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

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

1. Attendance and Arrival

The building opens for students at 7:40 AM. Parents should drop off students at the school entrance. Students arriving before 8:00 AM may proceed to their lockers when directed by staff.

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.

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.

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

NSHA PARENT-STUDENT HANDBOOK 2022-2023	24
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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.

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.

SNACKS AND LUNCH

1. Lunch

NSHA offers an optional lunch program for purchase to all students in grades T-8 Monday-Thursday. Twice a week lunch will be dairy and twice a week lunch will be meat. On Fridays, parents should send their child with a pareve or dairy lunch.

2. Snacks

NSHA PARENT-STUDENT HANDBOOK 2022-2023	26

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.

HEALTH OFFICE POLICIES

Monitoring Students' Health

Covid-19:

NSHA follows current CDC and local health department guidelines with regard to Covid-19. If a student experiences Covid-19 symptoms, do not send your child to school before contacting the school nurse to understand our current procedures.

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

NSHA PARENT-STUDENT HANDBOOK 2022-2023	28

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.

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, 2022.

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:

NSHA PARENT-STUDENT HANDBOOK 2022-2023	31
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- 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, pigtails, bandanna, etc...) during the school day, including after school activities at NSHA and on the school bus. Gels, hair products and hairspray are also a good way to prevent lice transmission.

8. Medical Conditions:

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

9. Physical Education/ASA:

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

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

GUIDELINES FOR PROTECTIVE/ASSISTIVE/IMMOBILIZATION DEVICES,

(Crutches, Wheel Chairs, Cane, Walker, Casts, Boots, Ace Wraps, Splints, Sling, Stitches, etc.)

1. Specific orders are needed from your health care provider regarding the use of crutches or wheel chair (i.e. stairs, ramps, toileting)
2. Children using assistive devices should arrive at class five minutes early. They may find it helpful to have a friend act as an assistant to carry books and lunchboxes. At no time is the friend to physically assist the child, only an adult may push a wheel chair. Children should leave class five minutes early to ensure their safety and facilitate their passage in the halls.

3. In buildings with elevators, elementary children may not use the elevator without an adult present.
4. In the event of a fire drill, the child should be at the end of the line and another adult will assist the teacher when necessary.
5. Children using protective/immobilization devices (slings, casts, boots, splints etc.) may not participate in gym or recess; an alternative supervised site will be provided.
6. When your child is released from Doctors care and no longer needs the assistive device, we require a doctor's release to reinstate your child in gym and recess. Your child will continue to be restricted until such a note is sent to the health office.
7. Children who need such devices on hands, arms, finger or backs will also follow rule 6.
8. Special transportation arrangements must be made through the Transportation Office (441-4060).

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

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.

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.

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.

Teachers may tutor NSHA students after school hours so long as the teacher does not teach the student in the classroom during the current academic year. Please be advised that tutoring after school hours is not a school sponsored activity. When tutoring a student after school, teachers are working outside of their employment with the school and are not protected by the school's liability insurance program. Whenever possible, tutoring should not be conducted outside of school premises. Prior to the commencement of tutoring sessions, both the tutor and the parents of the student must sign a release. Releases are available in the academic office. Executed copies of the releases should be returned to the academic Principal.

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.

NSHA PARENT-STUDENT HANDBOOK 2022-2023	37

- 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.

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.

ASSEMBLIES AT CHERRY LANE

1. Parents will be invited to enjoy their children's performances throughout the academic year, but due to our extremely limited parking, we urge parents to carpool and never to block our fire lanes or the lanes in and out of the parking lot.
2. If parking is unavailable at Cherry Lane and to avoid fines, park on legal streets in the area (e.g. Lighthouse, Tideway or Catalina).
3. Proceed directly to the auditorium. Adults are asked to sit in the back rows, leaving front rows for students.
4. Since infants and very young children tend to get restless and could disturb the performance, we ask that these children not attend assemblies.
5. In order not to interrupt instruction, we ask that siblings not be taken out of their classes unless they are specifically invited by the administration. Siblings will only be invited to the kindergarten graduation, Siddur and Chumash presentations.
6. Out of respect for the students performing and for the maximum enjoyment of others attending the performance, all photographs and videos must be taken from your seat.
7. During assemblies and all school functions, please turn off electronic devices which might interfere with the enjoyment of the performance.

8. When visiting the school for assemblies or any other purpose, please abide by our dress code. All adults are expected to respect the school dress code when entering our Yeshiva. Girls or women should dress modestly, with knee-length skirts or dresses. Shirts and blouses should have short or long sleeves. All men should wear *kippot* or hats when entering the building.

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/Bat Mitzva policies.

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.**

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 *zedakah*. 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.

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.

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.

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, maltreatment and past history of abuse or neglect.

NYS Social Services Law defines abuse and maltreatment. Below is a summary of those definitions.

A. Physical Abuse

New York State Social Services law and the Family Court Act define an abused child as a child less than 18 years of age whose parent or other person legally responsible for the child's care:

- inflicts or allows to be inflicted upon such child physical injury by other than accidental means;
- creates or allows to be created a substantial risk of physical injury to such child by other than accidental means.

B. Sexual Abuse

Defined as a child less than 18 years of age whose parent or other person legally responsible for the child's care commits or allows to be committed a sex offense against such child, as defined in the penal law.

C. Maltreatment

Defined as a child less than 18 years of age whose physical, mental or emotional condition has been impaired as a result of the failure of the child's parent or other person legally responsible for his/her care to exercise a minimum degree of care; whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his/her parent or other person legally responsible for his/her care to exercise a minimum degree of care:

- who has been abandoned by her/his parents or other person legally responsible for her/his care; or
- who has had serious physical injury inflicted upon him/her by other than accidental means.

The following situations provide reasonable cause to suspect physical and emotional maltreatment or neglect: malnutrition, failure to thrive, lack of clothing, inadequate housing, lack of medical care, lack of supervision, excessive corporal punishment, child's drug/alcohol use, abandonment or educational neglect.

Educational neglect with respect to attendance includes (i) excessive unexcused absences from school, (ii) reasonable cause to suspect that the parent or guardian is aware or should be aware of such unexcused absences and (iii) reasonable cause to suspect educational impairment as a result of such absences. In instances where educational neglect with respect to attendance is suspected, the school will conduct an inquiry to determine if reporting is warranted.

D. Past History of Abuse or Neglect

If in the present the clinician has good reason to believe, based on a past history, that there will be a future act of child abuse or maltreatment, the situation should be reported.

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.

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.

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

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, (516) 487-2424;*
jkobrin@nsha.org
- General Studies Principal: *Dr. Sharon Applebaum, (516) 487-9163 ext. 222;*
sapplebaum@nsha.org
- Associate Principal, Grades 1-5: *Ms. Loren Borgese, (516) 487-8687 ext. 166;*
lborgese@nsha.org
- Judaic Studies Principal, Grades 1-5: *Rabbi Adam Acobas, (516) 487-8687 ext. 126;*
aacobas@nsha.org
- Grades K-5 School Psychologist: *Mrs. Sara Berlin; (516) 487-8687 ext. 170 sberlin@nsha.org*
- School Psychologist: *Dr. Linda Shum, (516) 487-8687 ext. 145;*
LSHUM@GREATNECK.K12.NY.US
- Early Childhood, Director: *Mrs. Elana Helfgott, (516) 487-8687 ext. 156; ehelfgott@nsha.org*
- Early Childhood, Asst Director: *Mrs. Adina Wertman, (516) 487-8687 ext. 117;*
awertman@nsha.org

- Assistant Principal, Grades 6-8: Mrs. Lisa Guggenheimer (516) 487-9163 ext. 266;
lguggenheimer@nsha.org
- Judaic Studies Principal, Grades 6-8: Rabbi Simon Basalely, (516) 487-9163ext. 256
sbasalely@nsha.org
- Stephanie Genachowski: Middle School Social Worker: (516) 487-9163 ext. 260;
sgenachowski@nsha.org

PHONE EXTENSIONS

Cherry Lane Academic Offices

Acobas, Rabbi Adam	X126
Applebaum, Dr. Sharon	X175
Berlin, Sara	X170
Borgese, Loren	x166
Hall, Mitchell	X151
Helfgott, Elana	X156
Kalter, Amy	X110
Kobrin, Rabbi Dr. Jeffrey	X128
Markovich, Shari	X113
Nurse's Office	X115
Santodonato, Peri	X136
Shum, Linda	X145

Smilow, Judy	X128
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Weinstein, Lisa	X169
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Weiss, Abigail	X167
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Wertman, Adina	X117
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Business Offices

Azizian, Rachel	X157
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Buchner, Scott	X114
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Cohen, Laura	X133
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Nisanov, Eva	X121
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Schrieber, Carol	X155
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Schwab, Esti	X144
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Old Mill Extensions:

Applebaum, Dr. Sharon	X222
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Basalely, Rabbi Simon	X256
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Genachowski, Stephanie	X260
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Guggenheimer, Lisa	X266
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Kwalbrun, Shirley	X210
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Mor, Helen	X228
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Swerdlin, Barbara (School Nurse)	X215
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Young Israel:

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

SCHOOL HOURS:

	<u>Mon - Thurs</u>	<u>Friday</u>
Toddler	9:00 - 1:00	9:00-1:00
Nursery	9:00 - 2:00	9:00-1:00
Pre-Kindergarten	8:50 - 2:50	8:50-1:00
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

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.

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.

PARENT-TEACHER CONFERENCES

Parents will have opportunities to meet with their children's teachers on Zoom 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.

Fall and Spring Parent Teacher Conferences (PTC) are scheduled for Zoom. **On PTC dates, there will be Friday dismissal for the grades who have PTC that day.**

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

NSHA PARENT-STUDENT HANDBOOK 2022-2023	
	54

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.

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

HOT LUNCH PROGRAM

NSHA offers a lunch program for purchase to all students in grades T-8 Monday-Thursday. Twice a week lunch will be dairy and twice a week lunch will be meat. On Fridays, parents should send their child with a pareve or dairy lunch.

MERCAZ ASA AFTER SCHOOL PROGRAMS AT CHERRY LANE

Mercatz 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. Online registration is available on our website.

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.

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.

NEWSLETTERS

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

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 Laura Cohen at lcohen@nsha.org.

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.

NSHA PARENT-STUDENT HANDBOOK 2022-2023	56
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Torn pages from a Siddur, Chumash and other holy books should be placed in the box marked "Shemot."

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.

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.