



PARENT - STUDENT HANDBOOK



5777 - 5778 ♦ 2017-2018

Rabbi Ari Jacobson, *Menahel / Dean*

Mrs. Debby Jacobson, *Principal, Girls Division*

Mrs. Jacqueline Borgen, *Director of Early Childhood & First Grade*

Mrs. Jennah Schuh, *Assistant Principal, General Studies*

Mrs. Mindy Reifer, *Director of Curriculum, General Studies*

Mr. David Katznelson, *Executive Director*

ASHAR

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School Contact Information

- Education Office

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- Faculty

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Ms. Esther Rivka Leidner, ELeidner@ashar.org	Mrs. Flo Zelcer, fzelcer@ashar.org

GENERAL INFORMATION

DAILY SCHEDULE

Monday – Thursday

- Nursery (3 year old) 9:00-3:00 early drop-off available / late pick-up available
Friday dismissal 1:30 PM
- Pre-K (4 year old) 9:00-3:20 early drop-off available / late pick-up available
Friday dismissal 1:30 PM
- Kindergarten (5 year old) 8:15-3:30
Friday dismissal 1:30 PM
- Grades 1-4 8:15 a.m. - 3:30 p.m.
Friday dismissal 1:45 PM
- Grades 5-8 girls 8:15 a.m. - 4:20 p.m.
Friday dismissal 1:45 PM
- Grades 5-8 boys 7:45 a.m. - 4:20 p.m.
Friday dismissal 1:45 PM

School Office Hours:

- Mon. – Thurs. 7:45 AM – 6:00 PM
- Friday 7:45 AM – 2:00 PM

Early Childhood, 1st and 5th Grade Orientations

On Tues., Sept. 5th, there will be an orientation for 1st graders from 9:00-10:00 AM. Parents may drop off their children or attend the orientation as well. On Sept. 5th, there will also be a students-only orientation for 5th graders from 11:00 AM - 12:00 noon. Early Childhood Orientation is scheduled for Thursday, Sept. 7th: Nursery, 9:30-10:00 AM.; PK, 10:30-11:00 AM.; Kdg., 11:30 a.m. – 12:00 PM.

Nit Checking

Students will be checked for nits and lice during the first week of school.

First Day of School

- For admittance of their children on the first day of school, parents must ensure that all financial obligations have been met. Upon satisfying this requirement **admission cards** will be sent to you. Unfortunately, no child will be allowed to attend classes without submission of his/her admission card.
- First Day of School, Grades 1-8, Wed., Sept. 6th; the first day of school for Early Childhood, Nursery, PK, and Kindergarten is Fri., Sept. 8th.
- A school supply list for each grade is enclosed.

Sunday Program

- Beginning Sunday, Nov. 5th, through Sunday, March 25, there will be optional Sunday classes for boys in grades 4-8. Rabbi Chaitovsky, together with the administration, will coordinate the learning program and special events. It is hoped that all boys (4-8) will attend, as it is important to learn Torah every day, EVEN ON SUNDAY.
- Davening begins at 8:30 AM, followed by breakfast, learning and various programs.
- Sunday classes conclude at 12:00 PM.

Transportation

Daily bus service is provided for students through the local school districts. Parents are responsible for their children's behavior and safety to, from, and at the bus stop.

Due to insurance regulations, safety concerns, and liability issues, we have been informed by the East Ramapo Central School District office of Transportation that all publicly transported children must come to school and go home on their assigned buses only. Children may not switch buses for any reason.

In order to avoid confusion, if a parent must pick up a normally bused child, either a signed note must be presented to the child's teacher in the morning, or a phone call should be made to the office in the morning informing the school of the change in dismissal. The note must include the child's name, class, bus number, and date. If a written note or phone call by a parent or guardian is not issued, the child will leave ASHAR on his or her designated bus. Please try to call the school by 12 noon regarding the change of a student's transportation plans. Your support of this policy is critical. Please contact Mrs. Flo Zelcer at fzelcer@ashar.org for any transportation issues you may have.

Student Bus Conduct

AS A STUDENT YOU MUST:

- Be on time. Be at your bus stop at least five (5) minutes before the regular pickup time. Remain at the stop until the bus arrives.
- Stand off the traveled portion of the roadway while waiting for the bus.
- DO NOT engage in play or other activities that will endanger yourself or other companions while waiting beside the road.
- Wait until the bus has stopped, then walk to the front door.
- Board the bus in an orderly manner
- Immediately report to the driver any illness or injury sustained on or around the bus.
- Recognize that the bus driver is the authority on the bus. Obey the bus driver. Be courteous to him/her and to fellow students. The driver has authority to assign seats to maintain discipline and/or promote safety.
- Go directly to your seat and remain seated until directed by the driver to do otherwise.
- Take care of the bus. Students performing willful or careless damage must pay for damage and will jeopardize their future use of school bus.
- Use appropriate language.
- Keep arms, legs, and head inside the bus and away from the emergency door and other bus equipment.
- Treat other passengers with respect.
- Shouting at pedestrians or passengers in other vehicles is prohibited.
- Throwing objects in, at, or from the bus is prohibited.
- Pick up all belongings and any litter before leaving the bus.
- No eating and drinking on the bus.
- Talk in quiet voices.
- Keep unsafe and inappropriate objects (water pistols, animals, aerosols, matches, knives, etc.) off the bus. The bus driver has the right to refuse transportation to any student carrying these items.
- Ride assigned bus. No change in a bus may be made.

LEAVING THE BUS, STUDENTS MUST:

- Remain seated until bus comes to a full stop.
- Leave the bus in an orderly manner; students in the front seats discharge first.
- Leave the bus stop area when safety permits as soon as discharged. If it is necessary to cross a street, do so at the front of the bus and at a distance of at least 10 feet from the bus; cross only when driver has signaled that it is safe to do so.
- Be aware that if a serious disciplinary problem should occur, the student will not be permitted to ride the bus thereafter until the school administration and/or bus contractor grant permission.
- These rules and regulations are for your information and your child's benefit. Bus drivers are instructed to report any infractions to the school administration.

RIDING THE SCHOOL BUS IS A PRIVILEGE. The school district is responsible for the disciplinary action, including the right to revoke transportation privileges, until parents, the bus driver, and administration can arrive at an understanding. The parent will be responsible for the transportation of any pupil who has lost school bus transportation privileges.

Emergency Closing or Delayed Opening of School

- We will be utilizing an emergency messaging system to inform parents of emergency closings or delayed school openings. Messages are sent via email and/or phone.
 - In the event of inclement weather or other conditions that make it necessary to close school or limit scheduled bus transportation, you will be notified through our Emergency Alert Messaging System. We will contact you at your home phone and cell phones as early (after 6:00 AM) as possible.
 - As a general rule, the yeshiva's policy will be consistent with that of the East Ramapo Central School District.
 - When there is a one (1) hour delay, school will begin at 9:15 AM for grades N-4 and girls in grades 5-8. Students will daven in school. Boys grades 5-8 will begin minyan at 8:45 AM.
 - If a two (2) hour delay occurs, school will begin at 10:15 AM for grades N-4 and girls grades 5-8. Girls grades 5-8 should daven at home before coming to school. Boys grades 5-8 will begin at 9:45 AM and should also daven at home.
 - Please inform the school office immediately of any changes in your home, business, or cell phone numbers and/or any changes in your home or email address.
 - If an emergency occurs during school hours, parents may need to carpool their children; parents will be contacted via email.
 - Our alerts may also be used for various non-emergency announcements during the year.

School Parent Communication

ASHAR prides itself on the strength of its partnership with our parents. Working together, we will help each child reach his or her greatest potential. What follows is an overview of the many ways teachers and administrators communicate with parents, as well as specific guidelines that we believe will promote healthy and balanced communication between the school and home.

School Wide Communication

- **Weekly Newsletter:** The school newsletter is sent home with students every Friday. It is also sent via email and is available on the ASHAR website. The newsletter provides snapshots of school functions, classroom happenings, and curriculum highlights. It keeps students and parents abreast of upcoming events and announcements.
- **Early Childhood Newsletter:** The Early Childhood newsletter is sent home with students in Nursery, PK, and Kindergarten every Friday. In addition, it is sent via email and is available on the ASHAR website. The newsletter highlights weekly classroom activities and special events through pictures. The end of each newsletter lists dates for upcoming events and programming in the Early Childhood Program.
- **School Calendars:** Both the school academic calendar and the separately issued PTA calendar provide parents with information regarding the school year schedule, including: vacation, days without bus transportation, parent-teacher conferences, and general parent meetings.
- **Email:** Both school-wide and individual teacher email serve as a primary means of communication. Through ParentLocker, ASHAR frequently updates parents regarding important events schedule reminders, new initiatives and much more in an efficient and eco-friendly way. Parents should check their email daily.

Scheduled Parent-Teacher Communication

- **Orientation / Back to School Night:** During this evening, Wed., 9/6 at 8:00 PM for grades N-K; Tues., 9/12 at 7:00 PM for grades 1-4; and Wed., 9/13 at 7:00 PM for grades 5-8, parents have the opportunity to meet their children's teachers and become familiar with curricula and classroom routines.
- **Parent-Teacher Conferences:** Conferences, during which parents are updated on their children's academic, social and emotional progress, are scheduled twice a year. Conferences will be held on Tues., 11/7, from 1:00-3:00 PM and 6:00-8:30 PM for grades N-8; and Sun., 3/4 from 9:30 AM -1:30 PM for grades N-8.
- **Report Cards and Progress Reports:** Comprehensive report cards are issued for all students grades 1-8 via ParentLocker at the conclusion of each academic trimester. Progress reports are issued for all students early in the first trimester and may subsequently be employed by teachers as needed. PreK and Kindergarten report cards are issued twice a year.

- **ParentLocker:** Each ASHAR family is assigned an online ParentLocker account to track their children’s progress and to facilitate communication with teachers. Teachers post upcoming tests, quizzes and long-term assignments on ParentLocker. Parents are emailed nightly reports with that information. A parent directory is also available on ParentLocker.
- **Class Newsletters (grades 1-4):** Bimonthly class newsletters detailing curricular progress and updating classroom goals are emailed to parents.
- **Early Childhood Newsletters (N, PK, K):** Weekly class newsletters highlighting curriculum, events and the Parsha are generally sent home with students each Friday.

Guidelines for Additional Communication

- In Early Childhood and Grades 1-2, the most effective way to communicate with your child’s teachers is through a written note. Issues arising at home (illnesses, travel, nightmares, etc.) may affect a child’s behavior, mood and ability to learn; notes regarding these types of changes are always encouraged and welcomed. Please indicate if you would like a direct response.
- As children age and mature, we aim to empower our children to advocate and communicate for themselves, with the hope that by 8th grade they will be independent young adults with appropriate communication skills. Beginning in 3rd grade generally, we suggest that parents limit their communication to more significant matters and instead guide and mentor their children to help develop their own effective communication with their teachers.
- Teachers may reach out to parents throughout the year to discuss specific issues or provide general updates. Please do not call a teacher or return a teacher’s phone call at his/her home or cell phone number without specific instructions to do so. Kindly contact your child’s teacher through their school email address provided on page 1 of this handbook. You may also call the school educational office and leave a message. Please include a few specific times and numbers when and where you can be reached, ideally during school hours. Teachers will generally respond within 48 hours when school is in session.
- For urgent messages that must be communicated to a teacher before the end of the school day, please call the educational office.

Communicating with Administrators

ASHAR’s administration strives to partner with our parent body and endeavors to be as accommodating as possible. Should the need arise to speak to an administrator, please feel free to request an appointment. The best way to do so is via the individual administrator’s email address listed on page 1 of this handbook. Of course, you can also call the school office during school hours.

Please note that administrators may not check their emails or phone messages until school is over as they are often working with the children and teachers during the course of the school day. They will generally respond to all emails and phone messages within 48 hours of receipt. If you need to get an urgent message to one of the administrators, please leave a message with the front office and state briefly the nature of your call.

With whom should I speak?

Judaic Studies / Special Programs	Rabbi Ari Jacobson, rabbijacobson@ashar.org Mrs. Debby Jacobson, djacobson@ashar.org
General Studies	Mrs. Jennah Schuh, jschuh@ashar.org Mrs. Mindy Reifer, mreifer@ashar.org
Early Childhood (N, PK, K) and 1 st Grade	Mrs. Jacqueline Borgen, jborgen@ashar.org
Resource Room	Mrs. Jennah Schuh, jschuh@ashar.org
Financial; operations; building	Mr. David Katznelson; dkatznelson@ashar.org
Lunch program	Mrs. Geri Delaney; business@ashar.org
Transportation / Busing	Mrs. Flo Zelcer; fzelcer@ashar.org
Social Issues	Mrs. Debby Jacobson, djacobson@ashar.org

In most instances, educational and social issues should be initially communicated to your child’s teacher. If after discussion the matter has not been satisfactorily resolved with the teacher, feel free to contact the appropriate administrator. Early Childhood and 1st grade matters should be directed to Mrs. Borgen, Judaic Studies and special programs to Rabbi Jacobson or Mrs. Jacobson, and General Studies to Mrs. Schuh or Mrs. Reifer. Please contact Mrs. Schuh with issues related to the Resource Room. Social issues may be addressed to Mrs. Debby Jacobson.

Health and Safety

- If there is any sign of illness, please keep your child home; when necessary, the school will send a child home.
- As a courtesy to the other parents, any contagious disease should be reported to our office. A doctor's note is required for re-admission to the class.
- The school staff is not permitted to administer or dispense aspirin, Tylenol or other medication.
- Medication from the home must be turned in to the nurse with written permission and a physician's instructions on how to administer that medicine. The medicine, by law, **MUST** be in its original container. Ask your pharmacist to provide a second container, properly labeled, when filling the prescription.
- No child is allowed to self-medicate during school hours; if the school nurse is absent, parents will be asked to come to school to administer medication to their child.
- In case of emergency, parents will be notified. It is the responsibility of each parent to leave his/her current business and current cell phone numbers so that he/she can be reached in case of an emergency. If the information changes it is critical to inform the school. Should we be unable to reach a parent in case of emergency, it is our procedure to take the child to an emergency clinic and contact the personal physician whenever possible. **Please sign and return the enclosed Emergency Medical Permission Treatment Form.** It will allow emergency treatment by a doctor or hospital to commence without delay (in the event parents cannot be contacted).
- Each student attending ASHAR must be in full compliance with New York State immunization requirements. A current, signed physician's immunization report is required upon application to ASHAR, and all additional age/grade required immunizations must be administered according to the State schedule for the duration of his/her continued school attendance. Questions regarding immunizations should be directed to the school nurse.

After-School Supervision

- At the end of the school day, students may not leave the dismissal area without an adult escort, unless you have indicated such on the **enclosed release form**.

Birthday Party Invitations

- Birthdays may be celebrated during class time only in the Early Childhood Program and first grade.
- Parents should consult with their child's teachers before the day of the party.
- Parents may bring in treats that are in keeping with the Kashrut (see separate section) guidelines of the school (nothing homemade) and that are peanut and tree-nut free.
- Celebration of birthdays for children of other grades should take place during lunch or outside school.
- Birthday party invitations for parties held outside of school may only be distributed in school if every class member is invited to the party. In order to avoid hurt feelings, we strongly recommend that individual students not be omitted from guest lists when most of the class is invited. Parents are urged to see that any entertainment be Torah appropriate in addition to being age appropriate.

School Visitations and Programs

- All visitors, including parents, must check in with the security guard at the front desk. Please assist us in ensuring the safety and security of our precious charges.
- We respectfully request that visitors honor the dignity of our yeshiva with appropriate dress. Please refer to the Dress Code section.
- Forgotten lunches, books, etc. should be left at the office. The faculty has been informed of the school policy that parents may not enter the class to take students out of school, deliver food or books, etc. during the school day. If your child arrives late you must accompany him/her to the office. We will escort your child to class.
- Due to safety considerations, parents may not enter classrooms or wander the halls. Thank you for your cooperation.

Field Trips

- During the course of the school year, the school will arrange field trips to various places of interest.
- A **Trip Release Form** is enclosed; please fill it out and return it to the office by the first day of school in order to permit all off-grounds outings.
- No child will be allowed to participate in a trip if the release form has not been returned to the school.

Lost and Found

- A “lost and found” box is located in the school office. Please check it regularly for lost items.
- Also, please label your children’s clothing and supplies to prevent loss.
- After a reasonable amount of time the unclaimed items will be donated to a worthy cause.

Technology and Your Children

School Telephone

- Children may NOT ask to use the office phone unless it is an emergency. Forgotten articles and making arrangements for afternoon school social affairs are not considered good reasons to use the phone.

Cell Phones, Apple watches, Ipods, MP3s, DSL, Gameboys and other Electronic Devices

- ASHAR strives to provide a school environment conducive to academic and social growth. Towards this end we must insist that students do not bring cell phones, Apple watches, Ipods, MP3s, DSL, Gameboys or any other electronic devices to Yeshiva. **None of the aforementioned items may be brought in book bags, clothing or stored in lockers.**
- If there is an exceptional situation in which a cell phone is required for safety reasons, kindly contact the front office, whereupon provisions will be made to deposit cell phones in the office at the beginning of the day for return at dismissal.
- Cell phones and other devices found on premises will be confiscated and returned to the student's parents 2 weeks later. A second violation will result in forfeiture of the device for the duration of the school year.

Internet Safety

- ASHAR recognizes the importance of technology in shaping our children's future. We also actively strive to protect our children's physical, emotional, and spiritual welfare. Towards this end, we periodically offer both students and parents specific guidance regarding internet safety and encourage parents to visit philiprosenthal.org for guidance. Additional information is available at www.onguardonline.gov.
- As per recommendations of the Sherriff's Department of Internet Safety, ASHAR strongly discourages your children’s participation in social media. There is no absolutely safe way to allow elementary school students to participate in Facebook or other social media, and as a school, we cannot accept any responsibility for any social media interactions among students or between students and others. Ultimately, our *chinuch* is only as strong as our parent-school partnership permits, and we are, therefore, grateful for your cooperation.

Guidelines for Internet-Based Homework Assignments

Teachers may assign internet-based homework assignments according to the following guidelines:

- 1) Students should be given at least two (2) days to complete any homework assignment that requires internet use. No internet-based homework will be due the day following its assignment. This will allow parents to supervise and assist their children, where appropriate, without creating undo pressure on a parent to be available last-minute for assistance.
- 2) A student should be able to independently complete his/her homework, including internet-based homework. Therefore, the following grade-specific guidelines will also be in effect:
 - a. There will be no internet-based assignments for grades 1-2 (as the students do not yet have the skills to search independently).
 - b. Any internet-based assignment for grades 3-4 should include a list of specific websites to which the students can go find grade-appropriate information. This will allow the students to begin learning how to harness the power of the internet without being overwhelmed by the vast amount of information.
 - c. Assignments for grades 5-8 should be preceded by an interactive discussion between the teacher and the class as to how best to go about finding the information required. Suggested search terms should be discussed. Although not necessary, specific websites might be mentioned.

- 3) If a student does not have internet access at home, or the family does not allow their child to go online, the teacher will provide an alternate assignment and the student will not be penalized.

Commitment to ASHAR

The success of our Yeshiva is in no small measure the product of healthy parent-school relationships. We truly appreciate positive parent feedback and are thrilled when parents share their children's positive experiences at ASHAR with others. There is no better P.R. for a school than a happy parent body!

While we consider it a privilege to educate your children and strive for uncompromising excellence, there may be times during your children's educational experience that concerns arise. Whether the issues are specific to your child or institutional, we ask that your concerns be conveyed to the appropriate parties, so that issues may be quickly and optimally addressed. We respectfully request that you avoid negative public discussions of our school, whether in person or via social media. Inasmuch as ASHAR is a private institution, our Board of Directors reserves the right to ask individuals who excessively foster negativity or otherwise hurt school morale to find a more suitable school for their children.

Commitment to Your Child's Education

Student Commitment and Responsibility

It is our desire to educate students who come to school ready and eager to learn. Therefore, it is our expectation that students enrolled at ASHAR will commit to daily, punctual attendance, active class participation, respectful behavior towards educators and peers, and prompt completion of all assignments and projects.

Parent Commitment and Responsibility

For a child to succeed at ASHAR, parents must recognize that school is only one facet of a child's education. In order to ensure a child's success, it is crucial that every parent embrace an active and ongoing commitment at home to establish effective study skills and to encourage their child to complete all assignments in a thorough and timely manner. We try to create an atmosphere of success at school, but a lack of parent support and follow-through will undermine this philosophy. Parents must be willing to enforce a consistent study schedule, and if additional help is needed, they should be willing to seek outside tutoring.

Absence and Lateness

- Students are expected to arrive on time. In the unusual event of lateness, please bring your child to the office to obtain a late pass.
- In case of absence, you may call the office to ask that your child's (grades 1-4) assignments and books be given to a sibling or neighbor.
- Students in grades 5-8 who are absent are responsible to be in touch with their classmates to collect all necessary information and homework assignments.
- Students are responsible to get work and notes missed while absent from school. Failure to make up assignments will negatively impact their final grades.

Taking Students Out of School – Grades 1-8

Any absence, even for part of the day, is disruptive to the learning environment. We ask that every effort be made to schedule appointments outside of school hours. Should circumstances require a child to be taken out of school during the school day, please send a note **that morning** with your child indicating when he/she needs to leave. A parent who comes to pick up a child must come to the office to complete the sign-out sheet. **It is unacceptable to remove a child for a lunch date.**

Family Vacations

At ASHAR we discourage the disruption of a child's academic progress by removing him/her during the academic year for any non-emergency reason. Please be aware that no accommodations are made for non-emergency absences. Students will be held responsible for all work missed. **Teachers are not required to provide any work in advance.**

Students

It is our expectation that any student accepted to ASHAR will make a commitment to remain through eighth grade graduation. When a student is struggling academically, our staff will make every effort to work with both the student and his/her parents/guardians to enable the student to do his/her best. At times, the services of an outside tutor may be required to help students keep up with the classroom pace. If parents withdraw a child prior to the end of the current school year, the parents will be expected to meet their full tuition obligation to ASHAR. In addition, if a child is asked to leave during the school year due to serious behavioral issues, the parents will likewise be required to fulfill their full tuition obligation.

Outside Influences

General society, which affords us many opportunities for which we are grateful, also presents challenges. ASHAR cautions our families to exercise parental control over the influences that affect our children, such as television, internet use, movies, secular music, violent computer games, etc.

Textbooks

ASHAR provides *seforim* and secular textbooks for students, as well as classroom library books. It is expected that every book issued to a student be returned in good condition. In the event that a book is not returned or is returned damaged, the student will be charged for the book. It is the responsibility of each student to see that every textbook is covered with a removable cover. No self-adhering materials or adhesives may be used on school property.

Resource

ASHAR offers Resource Room instruction for students with mild to moderate learning deficits. It is intended for students who are able to function primarily within the context of the regular classroom framework but who need extra help. Resource Room is independent of any services to which a student may be entitled from the East Ramapo Central School District. Your child may also qualify for additional support by the school district. An administrator will guide parents and teachers to ensure the help that a student needs. Please note that ASHAR Resource Room is not a substitute for mandated services.

Dietary Restrictions

Hot Lunches

- Hot lunches will be available. If you would like to purchase lunch, please fill out the necessary forms sent under separate cover by the Business Office, www.ashar.org/lunchprogram.
- It goes without saying that all food sent with your child must be clearly certified Kosher (see kashrut information in “Commitment to ASHAR” section). A list of ingredients or a statement of the manufacturer is not an adequate criterion for judging the kashrut of a product. Rabbi Jacobson has final say on all Kashrut matters.
- Children should be instructed not to accept or exchange food with one another.

Special Diets

- Should your child have special dietary restrictions or food allergies, please notify the school nurse as soon as possible. She will disseminate this information to the appropriate staff.

Kashrut Policy

All foods brought into the building must bear one of the following Kashrut symbols: OU, OK, Kof-K, Star-K, KAJ, COR, or CRC. Please consult Rabbi Jacobson for questions regarding any other kashrut symbol.

Because each family has its own standards of acceptable diet and kashrut, we ask that students do not exchange or share food items. Students may bring any dairy products with the above kashrut symbols to school, inasmuch as Rabbi Moshe Feinstein considers all such products as satisfying the rabbinic requirement of *Cholov Yisroel*. All food sent in for a class party or event however, including birthday parties, Hanachat Tefilin, etc., must be either *pareve* or marked “*Cholov Yisroel*.” No homemade food may be distributed at school parties or events. All dairy served at school lunches and events will be “*Cholov Yisroel*.”

Nut Free Environment

ASHAR maintains a tree nut/peanut free environment. The primary concern of the Yeshiva is the health, well-being, and safety of our children. Peanut/Tree nut allergies can be life threatening and cause anaphylactic shock, which in some cases may be, G-d forbid, fatal. If a child has another allergy (e.g. milk, soy, eggs) putting them at risk for anaphylactic shock, parents are urged to make the Yeshiva aware of the situation and appropriate arrangements can be made. Therefore, any product containing peanut/tree nuts or traces of them will not be allowed on school property at any time. This policy is in effect for any organized use of the school property by any group when school is in session or not in session. Since the Yeshiva does not have the resources to monitor or control all foods brought into building, we are dependent on the vigilance, honesty, and cooperation of the parent body to comply with this important policy.

The Yeshiva and the families of the allergic children acknowledge that it is impossible to create an absolutely safe environment for children who have these life-threatening allergies, notwithstanding the Yeshiva’s best efforts. However, we must insist that there be no intentional non-compliance with this “peanut free” policy, as strict compliance with this policy may avert a possible tragic occurrence within the Yeshiva. We thank you in advance for your cooperation in helping to make ASHAR a safer environment for all of our children. As always, please feel free to contact us with any questions or concerns.

PEANUT AND ALLERGEN FREE POLICY

Guidelines:

1. The Yeshiva will only provide foods that are peanut/tree nut free. The hot lunch program will continue to be peanut/tree nut free.
2. Lunches brought from home cannot contain any peanut/tree nut products (ex. peanut butter, Bamba, Reeses, etc.).
3. All snacks brought to school must be peanut/tree nut free. Parents are urged to check ingredient labels carefully. Items that are labeled "May contain traces of peanuts/tree nuts" must be avoided.
4. Any food items brought into the Yeshiva that are found to be inadvertently breaking the policy guidelines will be confiscated.
5. All items brought to the school for purposes of sharing (birthday parties, Shabbos parties, school events, plays, etc.) must be peanut/tree nut free. A list of acceptable food items will be available upon request.
6. If a child is at risk of anaphylactic shock from some other allergen, it is the parents' responsibility to bring this to the Yeshiva's attention.
7. Because the Yeshiva cannot take responsibility to check all foods brought into the building, the importance of complying with this policy will be stressed, and the parent body will be reminded of the policy on a regular basis.
8. Each class will have a discussion at least once a year on the importance of following this policy.
9. The Yeshiva will provide training to all teachers and staff on the use of an EpiPen.
10. EpiPens will be located in the nurse's office, the classrooms of each allergic child, and the office.

Parents of allergic children are required to:

1. Inform the Yeshiva and their child's teachers of the allergy.
2. Educate their child regarding his/her allergy and discourage food sharing.
3. Provide the Yeshiva with multiple EpiPens at the beginning of the school year.
4. Permit staff to administer allergy medicine or EpiPen injections if/when needed.
5. Fill out all appropriate emergency forms with the child's picture in the child's classroom and nurse's office. Sample forms will be provided.
6. Ensure that the information in the child's file is kept up-to-date.

PTA

Our PTA is an opportunity for parents to become more involved in their child's school. We encourage every family to volunteer some of their time in service to ASHAR. Watch your mail and email for PTA information.

Early Childhood Program

The ASHAR Early Childhood Program is designed to foster your child's growth, development and Torah foundation through self-discovery and hands-on experiential learning. The warm and nurturing environment builds the self-confidence of our youngsters and sows the seeds for a lifetime of Torah growth and academic achievement. Our Early Childhood Program is the first stage in a continuum of a superior Yeshiva education. The ASHAR Early Childhood Program offers programs for Nursery (3's), Pre-K (4's) and Kindergarten (5's) children. All Early Childhood students benefit from the outstanding facilities and specialty programs ASHAR has to offer.

It is the policy of ASHAR that all children must be toilet trained before beginning school. Teachers DO NOT change soiled clothing. We do understand that young children who have just been trained may have accidents. Therefore, it is necessary to send a seasonal change of clothing so that your child can change. In the case of repeated problems in this regard, we may have to ask you to withdraw your child from the ASHAR Early Childhood Program.

Dress Code

ASHAR's school uniform supports our students' academic and emotional growth by fostering a sense of belonging and school pride.

School Uniform Policy

1. Shirts for boys and girls purchased from **Land's End, our vendor**
Polo shirts – white, navy or light blue with the ASHAR logo
 - Boys: long-sleeve or short sleeve
 - Girls: long-sleeve or short sleeve; short sleeve must be worn with a solid white (to the elbow) shell
2. Pants for boys: navy or khaki purchased from **Land's End, our vendor**
3. Skirts for girls: navy or khaki purchased from **Land's End, our vendor**. **Skirt length must be long enough to stay below the knee when the child is seated.**

4. Sweatshirts/sweaters/fleece jacket–navy with an ASHAR logo purchased from **Land’s End, our vendor** Must be worn over school uniform polo shirt
5. Shoes/sneakers must be closed in the front and back.
6. Socks that cover the ankles must be worn. Opaque tights (no fishnet or lacey stockings) or leggings are permissible in any color.
7. Each boy must wear a *kippah* and *tzitzit* at all times.
8. Boys and girls are expected to dress in accordance with values that reflect the yeshiva. Hair dye, dark nail polish, extra piercings, etc. are not appropriate and will not be allowed in the yeshiva.

The custom shopping experience for ASHAR is live and may be viewed at:

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900114737>

This link can also be found on our school website by going to: www.ashar.org/uniform.

* Please sign up at the Land’s End website to receive all promotions and coupons.

Uniform Enforcement Policy

Students in grades 1-8 who are not dressed in appropriate uniform attire compliant with our uniform policy will not be admitted to class. There is a zero-tolerance policy for non-compliance.

Procedure: Should a student arrive at school in non-compliant attire, the student(s) will be instructed to wait at the front office, while we will attempt to contact the parents.

1. Parents will have one hour to bring the child a change of clothing. The child will not be allowed to return to class until the parent arrives with the necessary uniform component(s).
2. ASHAR may provide a child with appropriate clothing at full retail-price, when available. The Business Office will charge your FACTS account for the purchase. This option will automatically be implemented if the parent is unreachable or does not arrive at school with proper clothing within one hour.

If a student misses an assignment, test, or other work due to lack of uniform compliance, he/she will be allowed to make it up the same day, time-permitting. If there is insufficient time, or the student does not complete the work, the grade will stand as is.

Multiple violations of the uniform policy that indicate a pattern of intentional non-compliance will be treated as a serious problem and may affect the student’s grades and will also be noted in the student’s permanent record.

The ASHAR administration maintains the right to decide if a student's dress is in accordance with the school dress code. Inappropriate alterations to the school uniform are not acceptable.

Tzitzit: In the event that your son comes to school without *tzitzit*, the school may provide him with a pair, and your FACTS account will be charged.

Visitors:

Guests, including parents and grandparents, are respectfully requested to honor the dignity of our Yeshiva through appropriate dress when entering the building.

- Men must wear long pants and *kippot*.
- Women must wear a dress or skirt that reaches below knee length.
- Modest necklines and appropriate sleeve length are required.

Our children will learn from our example.

Student Conduct

ASHAR’s teachers and administrators strive to foster a learning environment conducive to positive academic and emotional growth. As a rule, we favor positive reinforcement over punishment and endeavor to identify each student’s individual strengths and to educate accordingly. In the relatively uncommon instance in which a child’s behavior warrants appropriate consequences, full parental cooperation is expected. Extreme cases of negative behavior, including physical aggression or verbal bullying, endangering the welfare of others or vandalism may result in suspension from school. A student with multiple suspensions will not be allowed to participate in any extracurricular activities and may be asked to leave Yeshiva.

Aggressive Behavior

All students at ASHAR have the right to feel safe. Aggressive behavior will not be tolerated, whether during the school day or at school related programs. Aggressive behavior / physical fighting ranges from pushing/shoving to more serious, violent and unpredictable behaviors.

Bullying

Bullying is when someone repeatedly and intentionally says or does mean or hurtful things to another person who has a hard time defending himself or herself.

- First, it is aggressive behavior that involves unwanted, negative actions.
- Second, it involves a pattern of behavior repeated over time.
- Finally, it involves an imbalance of power or strength.

Each case of reported bullying will be evaluated and discussed to teach student(s) about the severity of bullying and deter any false claims. The administration takes these actions seriously.

- A **first** offense of bullying by a student(s) is cause for a meeting between an administrator and student(s), with recess detention and/or loss of breaks throughout the day.
- A **second** offense is cause for a meeting with an administrator, parent(s), and student, followed by a week of recess detention or an in-school suspension.
- A **third** offense is cause for a meeting with an administrator, parent(s), and student, followed by extended in-school suspension or an out of school suspension.
- If the bullying persists, the school retains the right to expel the student.

Care of School Property

Vandalism of any kind is unbecoming of an ASHAR student and will not be tolerated. If a child defaces or destroys school property, a bill will be sent to the student's parents or their FACTS account may be charged accordingly for the amount necessary to repair the damaged item. In addition, depending on the issues involved and the severity of the infraction, other measures will be taken.

Honesty Policy

All homework assignments are to be completed individually, unless the students are given specific instructions by the teacher that they may work together.

If a student is unsure as to whether an assignment can be completed cooperatively, ask!

Cheating in our school results in serious consequences:

1. Automatic 1-day suspension
2. The work on which a student cheated will receive no credit (0); this grade will be averaged into class grades for the marking term; and the zero will not be dropped.
3. A memorandum of the offense will be attached to school records.
4. Subsequent offenses will result in further penalties.

Behavior Contract

At the beginning of each school year, students in grades 5-8 and their parents will be asked to sign a behavior contract detailing expectations for a positive learning environment. The contract is enclosed in the School Opening packet and must be returned to the main office on the first day of school.