



# PARENT - STUDENT HANDBOOK



5770 ♦ 2009-2010

Rabbi Ari Jacobson, *Menahel / Dean*

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Menachem Av 5769  
August 2009

Dear Parents,

As you continue to enjoy the summer weather and vacation time, we are actively preparing for the re-opening of school on:

WEDNESDAY, SEPTEMBER 9, 2009 (GRADES 1-8)

THURSDAY, SEPTEMBER 10, 2009 (EARLY CHILDHOOD - NURSERY, PRE-K, KINDERGARTEN)

The Early Childhood Division will have a back-to-school night **parent** orientation on Wednesday, September 9<sup>th</sup> at 7:30 PM. There will be a **child** orientation day on Wednesday, September 9<sup>th</sup>, and regular classes will begin for Early Childhood on Thursday, September 10<sup>th</sup>. Information on scheduling will be mailed under separate cover.

Enclosed in this mailing is important information about the policies and procedures of our yeshiva. Please read it with your child (grades 5-8) so that you can familiarize yourselves with them.

You will find an academic calendar, important forms to be filled out and returned, and other items as well.

The faculty and administration of the school are ready to help you discuss any individual problems that might arise during the year. However, we are not always available when you call. Phone calls will be returned as soon as possible. Also, please take advantage of our voice mail system for contacting us. A listing of faculty voice mail extensions is enclosed. Please remember that the lines of communication must stay open. The school phone number is (845) 357-1515.

We are looking forward to a most productive school year.

Sincerely yours,

Rabbi Ari Jacobson  
Menahel / Dean

## GENERAL INFORMATION

### DAILY ROUTINE

Calendar - The academic calendar (enclosed) should be retained and referred to regularly.

### Daily Schedule – DAVENING BEGINS AT 8:15 AM FOR ALL GRADES

#### Monday – Thursday

- Nursery (3 Year Old) 9:00-1:00 (Option 1) Early drop-off Available  
9:00-3:00 (Option 2) Early drop-off Available / Late Pick-up Available  
Friday Dismissal 1:30 p.m.
- Pre-K (4 Year Old) 9:00-3:20 Early drop-off Available / Late Pick-up Available  
Friday Dismissal 1:45 p.m.
- Kindergarten (5 Year Old) 8:15-3:30  
Friday Dismissal 2:10 p.m.
- Grades 1-4 8:15-11:45 AM Sessions  
11:45-12:30 Lunch/Recess  
12:30- 3:30 PM Sessions/Dismissal
- Grades 5-8 8:15 Davening  
9:15-12:27 AM Sessions  
12:27- 1:07 Lunch/Recess  
1:11- 4:20 PM Sessions/Dismissal

#### Friday

- Grades 1-4 8:15-10:45 AM Sessions  
10:45-11:30 Lunch/Recess  
11:30- 2:10 PM Sessions/Dismissal
- Grades 5-8 8:15 Davening  
9:00-11:35 AM Sessions  
11:35-12:00 Lunch  
12:02- 2:10 PM Sessions/Dismissal

### School Office Hours:

- Mon – Thurs 7:45 AM – 6:00 PM
- Friday 7:45 AM – 2:30 PM

## First Day of School

- For admittance 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, we will not be able to allow any child to attend classes without his/her admission card.
- On Wednesday, September 9<sup>th</sup> all students, grades 1-8 should assemble in the school gym for a short welcome assembly. Teachers will be on hand to greet their students
- **A supply list for each grade is enclosed.**
- Minyan will begin the first day of school.
- Lockers for grades 5-8 will be pre-assigned. Rabbi Steinhart will distribute locks. For security purposes students must rent locks from the school. There is a \$5 rental fee for the year. Lockers will be assigned to fifth graders at a special orientation, Tuesday, Sept. 8<sup>th</sup>, 9:30 a.m. (as per separate letter). Other grades will receive lockers on the first day of school.

## Sunday Program

- Beginning Sunday, October 18<sup>th</sup> through Sunday, March 14<sup>th</sup>, 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
- Programs will begin at 9:30 AM and conclude at 12:00 PM

## Hot Lunches

- Hot lunches are available through a concession service. If you would like to purchase lunch please fill out the necessary forms sent under separate cover by the Business Office.
- 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 Kashruth 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.

**Due to the increase of children with nut allergies in our school and the severity of complications that could arise from contact with peanuts and tree-nuts – our school lunch program will be peanut/tree-nut free. In addition, because it is difficult for younger children to be cognizant of peanuts, the entire Early Childhood Department is peanut/tree-nut free. Please check all ingredients before sending anything to school. This includes lunches, snacks, party and Shabbos treats. Children will not be allowed to partake of any food with nut ingredients.**

## 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. Safe transportation requires the cooperation of students, bus drivers, parents, school officials, and the motoring public.

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.

## Student Bus Conduct

AS A STUDENT YOU MUST:

- Be on time. Be at your bus stop at least 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 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, PUPILS MUST:

- Remain seated until bus comes to a full stop.
- Leave the bus in an orderly manner, pupils 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 pupil 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.

## Additional Information

### Emergency Closing or Delayed Opening of School

- We will be utilizing an emergency messaging system to inform parents of Emergency Closings or Delayed School Opening. Messages are sent via email and/or telephone.
- 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.
- You may also call the yeshiva's voicemail and press 5 regarding all school opening, delays or closing information.
- As a general rule, the yeshiva's policy will be consistent with that of the East Ramapo Central School District.
- When there is a 1 hour delay, school will begin at 9:15 AM for all grades N-8, and there will be minyan for grades 5-8.
- If a 2 hour delay occurs, school will begin at 10:15 AM for all grades N-8. Grades 5-8 boys and girls should daven before coming to school.
- Please inform the school office immediately of any changes in your home, business or cell phone numbers and/or any changes in your email address.
- If the emergency occurs during school hours you will also be contacted via email.
- Our Alerts will be used for various non-emergency announcements during the year. For those items you will be contacted via email and/or home phone only (not cell phone).

### School-Home Communications

- For efficiency sake most of our communications concerning special events, calendar reminders, classroom and school news items will be relayed via email. This will insure that the weekly flyers get to you in a timely fashion.
- When parents need to communicate with the school, the most effective way to do so is to write an email, leave a voice mail message or write a note. Please send the note in an envelope marked with the appropriate name. All faculty will have ASHAR email accounts. Rabbi Jacobson can be reached at [rabbijacobson@ashar.org](mailto:rabbijacobson@ashar.org). The individual email address will be the initial of the teacher's first name followed by the last [name@ashar.org](mailto:name@ashar.org). For example, Dr. Schnur at [rschnur@ashar.org](mailto:rschnur@ashar.org); Mrs. Borgen at [jborgen@ashar.org](mailto:jborgen@ashar.org), and so on. The Business Office e-mail address is [business@ashar.org](mailto:business@ashar.org). Please feel free to use e-mail as a medium of communication. Of course, you can call the office during school hours, and leave messages on voice mail. Faculty extensions can be found in the voicemail directory, to follow.
- **Please respect ALL of our staff members and do not call them at home, unless you have permission to do so!**
- Telephone messages to students are accepted only in cases of extreme emergency. Please bear in mind the difficulty in delivering individual phone messages to students during the school day. Your child should be told of all after-school arrangements before going to school in the morning, since messages of this nature cannot be delivered.
- Students must bring in a note if alternate arrangements are made for transportation after school.

### Back-to-School Night (Please refer to the School Calendar for exact date.)

- Shortly after the start of school, a back-to-school night will be held. Parents will be invited to meet with their children's teachers and become better informed as to the scope and sequence of the curriculum and the goals and objectives for the year.
- This meeting will not afford parents the opportunity to discuss their individual child's progress and needs.

## Parent-Teacher Conferences

- In order to facilitate communication between parents and teachers, time is set aside for parent-teacher conferences. This year we are having our conferences on Wednesday, Nov. 11<sup>th</sup> - Veterans Day, and Sunday, Feb. 21<sup>st</sup> (please see calendar).
- Occasionally teachers may request a conference with parents. Similarly, parents should feel free to request such conferences when they have a matter to discuss with a teacher, administrator or the Menahel.

## Report Cards

- The school year is divided into three marking periods for grades 1-8, which are approximately equal in the number of days per-period. Report cards will be issued at the end of each marking period and will be mailed home.
- In the middle of the first marking period, initial progress reports will be issued for all students in grades 1-8.

## Standardized Testing

- In addition to our in-house assessments the school administers standardized achievement tests to students in the spring. When results arrive, they are sent to the parents.

## Health and Safety

- We ask your cooperation in keeping your child at home if he/she shows any sign of illness. The school will send a child home when it deems necessary.
- 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.
- In case of emergency, parents will be notified. It is the responsibility of each parent to leave his/her business phone numbers or any other 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. **The enclosed Emergency Medical Permission Treatment Form should be signed and returned.** It will allow emergency treatment by a doctor or hospital to commence without delay (in the event parents cannot be contacted).
- The law requires that every child who enters school must be immunized against rubella, measles, diphtheria, polio and tetanus or have an authorized waiver. This must be taken care of prior to school. A signed certification of immunization must be brought to the office before a child starts school. If any additional immunizations are given to your child, the school must be notified. This will be monitored by the school nurse. Any questions about immunization waivers should be directed to the school nurse.

## After-School Supervision

- Children who enter the playground after school hours must be under the supervision of a parent or another adult who has agreed to watch the child.
- 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 **release form (enclosed)**.

## Birthday Party Invitations

- Birthdays may be celebrated during class time only in the Early Childhood Department and First grade.
- Parents should consult with their child's teachers before the day of the party.
- Parents may bring in treats which are in keeping with the Kashrut (see separate section) guidelines of the school (nothing homemade).
- Celebration of birthdays for other children 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 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 Dress Code section.
- During the year various classes celebrate special milestones. There are also many individual class programs to which parents and grandparents are invited. In order to prevent needless disruption of class, ASHAR siblings of celebrants may attend the following celebrations only: Kindergarten graduation; Chagigat Hasiddur (Siddur party); Chagigat Hachumash (Chumash party). Students will not be allowed to leave class on an individual basis to attend other classroom programs. Please do not ask a teacher to dismiss your child for this purpose. Parents are encouraged to attend class or school programs and activities to which they receive invitations.
- 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.
- There are many valid reasons which bring parents onto the school premises (pre-school arrival, PTA, office business, etc.). Please do everything possible to attend to your business with dispatch.
- Parents are not to enter the classroom, wander the halls, or engage the teachers in conversation, as it is disruptive to the learning environment.

## Field Trips

- During the course of the school year, the school will arrange field trips to various places of interest. These will be designed to enhance the students' learning experience. Before any projected trip, a note will be sent home with information about the trip. There are times, however, when students will have local outings (ex: the park, or for chesed at a local senior residence).
- Please fill out the enclosed **Trip Release Form** and return it to the office by the first day of school.
- 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 to prevent loss.
- After a reasonable amount of time the unclaimed items will be donated to a worthy cause.

### Telephone, Cell phone, Electronic Devices

- The school telephones are for school business only.
- 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 may not be used during school hours. If a student's cell phone is seen during the school day, the phone will be confiscated and only returned to a parent, once!
- A second violation will result in forfeiture of the phone for the duration of the school year.
- In addition, i-pods, mp3 players, palm-pilots or any other related electronic equipment may not be brought to school. If found they will also be confiscated and returned to a parent, once!

## Guidelines for Internet-Based Homework Assignments

When, properly utilized, the internet can be a phenomenal educational tool. We strongly encourage parents to visit [philiprosenthal.org](http://philiprosenthal.org) for guidance regarding internet supervision, safety and filters. Teachers may assign internet-based homework assignments according to the following guidelines:

- 1) Students should be given at least 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 undue 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 where the students can go to 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 to best 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.

### 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 the 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.

### Attendance- Grades 1-8

**The school day begins at 8:15 AM for the entire school.** Children are expected to arrive at school by 8:10 AM. Please do not drop off children before 7:50 AM as there is no supervision before that time. Children who are not in place and ready to begin by 8:20 AM are considered late. We believe punctuality shows respect to others and is a life skill we actively teach students at ASHAR. Tardiness is disrespectful to both teachers and fellow students as it disrupts the classroom needlessly. We expect children to be brought to school with plenty of time to organize themselves before the beginning of class. Students arriving after 8:20 AM must come to the office for a late note, as they will not be allowed to enter class without one. **NO EXCEPTIONS. If lateness becomes habitual the parents of the latecomer will be requested to meet with the administration, and until such time the child may be refused admittance to class.**

### Absence

- In case of absence, you may call the office to ask that your child's (grades 1-4) assignment 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.
- Following a period of absence, a reasonable amount of time will be given for class work and assignments to be brought up-to-date.
- Students are responsible to get work and notes missed while absent from school. Failure to make up assignments will result in a "0" grade.
- Any child who has excessive absences, barring hospitalization or extreme medical circumstances, will seriously jeopardize being promoted to the next grade level.
- In the event of a death in the family, please inform the school as soon as possible. The school will do everything possible to provide support for the children during the mourning period. Accommodations in terms of academic expectations will also be made.

## 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 sign the sign-out sheet. PARENTS MAY NOT GO TO THE CLASSROOM. Teachers have been instructed never to allow a student to leave the classroom without written permission from the office. Upon arrival of the parent the child will be called to the office. If during any given day a child is not in school for a period of three (3) hours or more, the absence will be counted as an absence for the full day. It is unacceptable to remove a child for a lunch date.

## Family Vacations

Our school calendar has several vacation periods during which it is hoped that families will spend time together. At ASHAR we discourage the disruption of a child's academic progress by removing him/her during the academic year for a family vacation. Students will be held responsible for work missed, and teachers are not required to provide the work in advance.

## Student Withdrawal

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 the student 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

The secular society, which affords us many convenient opportunities for which we are grateful, also poses a danger to our children. ASHAR cautions our families to be vigilant and to exercise parental control over the influences that affect our children, such as television, internet use, movies, secular music, violent computer games etc. Please see separate page entitled "Guidelines for Internet-Based Homework."

## Textbooks

ASHAR provides seforim and secular textbooks for students, as well as classroom library trade books. It is expected that every book issued to a student will 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 (non consumable) is covered with a removable cover. No self-adhering materials or adhesives may be used on school property. Books missing a book cover may be confiscated and returned to the student after he/she has paid a fine.

## Special Needs Students

While we empathize with special needs families, not every student will achieve his or her optimal ability in the environment we strive to offer. Some, such as children with ADHD, learning disabilities, or problematic behaviors may thrive in programs where specific resources are in place, and at their disposal. Therefore, if at any point in a child's academic career the administration suspects he/she may have learning or behavioral issues which are difficult for us to address, we may request that the student be tested by a qualified board-certified specialist who has been approved by the administration. In most cases we can have children evaluated by the East Ramapo Central School District (ERCSD) for learning disabilities, where a variety of services can be available to them. If it is determined that the child's needs would be best met in another learning environment, the administration will try to assist the parents in finding proper placement for their child. In addition, we will have in-house assessments of all students throughout the year to make certain they are maintaining the high standards that we have set.

## 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. It is our ultimate goal to have resource room students fully mainstreamed. Resource Room is independent of any services which a student may be entitled to from the East Ramapo Central School District. As noted in the registration packet, there may be additional fees for students requiring resource room instruction. Mrs. Jenna Schuh will be coordinating the work of the resource room staff with that of the mainstream classroom teachers.

## Kashrut

In order to maintain the strict Kashrut standards of our Yeshiva, all foods brought into the building must bear one of the following Kashrut symbols: OU, OK, Kof-K, Star-K, KAJ, COR, or CRC. Obviously, other symbols may also be valid, but you must consult Rabbi Jacobson before bringing such foods to school. Needless to say, a plain "K" does not constitute a *hasgacha*.

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*. We suggest, however, that when sending in food for a class party or event, the food be either pareve or marked "cholov yisroel" in order to include the greatest number of children. In addition, although only our Early Childhood Division is considered a fully nut-free environment, we request that you choose nut-free products when sending in food for any grade, for the same reason.

No homemade food may be distributed at school parties or events.

Milk marked "cholov yisroel" will be provided at breakfast and lunch for all students.

## 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. Assistance would be most welcome for book fairs, lice checks, after school programs, Bar/Bat Mitzvah Fair, and Chesed projects, to name a few.

Also please call the PTA President, Mrs. Gila Kass, 362-7799 or PTA Chairman of the Board, Mrs. Ruchie Abboudi, 364-6742 for information on ways in which you can help.

## **Early Childhood**

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 and secular learning through Avodat Hashem and Derech Eretz. Our Early Childhood program is the first stage in a continuum of a superior Yeshiva education. The ASHAR Early Childhood Division 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.

The entry cutoff date for our Yeshiva is October 1<sup>st</sup>. A Nursery child who misses the cutoff date will be able to register for Nursery with the understanding that he/she will repeat Nursery the following year. All children entering PreK must be 4 years old by October 1<sup>st</sup>. All children entering Kindergarten must be 5 years old by October 1<sup>st</sup>.

**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 2009-2010

Proper dress is a significant aspect of our Yeshiva. The dress code will be strictly enforced. Children dressed in violation of the dress code will not be permitted to attend class.

### BOYS - GRADES 1-8:

- Dress, oxford, or polo shirts in the following 4 solid colors only: white, navy, light blue or black. The shirts may have a small logo such as tennis racket, alligator, etc. (not more). Writing on shirts is not permitted.
- A white or blue pullover or zippered style sweatshirt is okay. Here too only a small logo (absolutely no writing is permitted).
- Chino pants (no jeans or jogging pants) in khaki, tan, navy or black.
- **Cargo pants are permitted for grades 1-4 only in khaki, tan, navy or black.**
- Shoes/sneakers must be closed in the front and back. Socks that cover the ankle must be worn.
- The hair should be neatly groomed and worn at moderate length.
- Each boy must wear tzizit at all times.

### GIRLS – GRADES 1-8:

- Dress, oxford, or polo shirts, in the following 4 solid colors only: white, navy, light blue or black. Crew neck / Turtleneck shirts (No T-shirts) are allowed in the same colors as above. The shirts may have a small logo such as a tennis racket, alligator, etc. (not more) and the sleeve length must reach the elbow, or be long sleeved. Writing on shirts is not permitted.
- Shirts may not be clinging, revealing or showing midriff.
- A white or blue pullover or zippered style sweatshirt is okay. Here too only a small logo (absolutely no writing is permitted).
- Girls must wear solid skirts or jumpers with no design in navy, tan, black or blue denim (no white wash). The length must be long enough to stay below the knee when the child is seated. Slits in the skirt may be no higher than the bottom of the knee. No tight skirts.
- Shoes/sneakers must be closed in the front and back.
- Socks that cover the ankle, or stockings or tights are required. Leggings are not permitted.
- Make-up is inappropriate in school and jewelry should be minimal. Only a stud or small hoop earring is allowable in each ear. Nail polish is permitted in clear or light pink only.

### Visitors:

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

- Men must wear long pants and kippot
- Women must wear a dress or skirt which reaches below knee length
- Modest necklines and appropriate sleeve length is required

Our children will learn from our example.

## Discipline

### Discipline

At ASHAR, we are proud of our students' achievements, attitude, and behavior. It is our firm belief that children are naturally cooperative and will want to succeed in all areas, including the area of proper behavior. However, there may be an instance when a child needs help following rules and accepting authority. In this case, a student who violates school or class rules will be dealt with in an appropriate manner. Parents will be informed, when necessary.

### 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 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.

### Detention

Detention will be AUTOMATIC for any of the following behaviors:

1. Profanity
2. Fighting
3. Disrespect to members of the staff
4. Damaging the property of the school or of other individuals
5. Harassment of other children
6. Unexcused lateness to a class during the day (not late arrival to school)
7. Disruption of a class - preventing a class from learning
8. Inappropriate behavior in the lunchroom or on the playground
9. Failure to submit homework three (3) times
10. Talking during a fire drill/evacuation drill
11. The administration reserves the right to detain a child for any egregious violation of reasonable norms of conduct

Any student assigned a detention will serve it on the SAME DAY, unless the violation occurs after 2:00 PM, in which case the detention will be served on the following day. Students will remain until 4:00 PM (grade 3-4) or 5:00 PM (grades 5-8). There is no detention on Fridays. When detention is assigned, the office will notify a parent immediately. **It is the responsibility of the parents to make transportation arrangements for students assigned to detention. At times depending on circumstance a student may sit an in-school suspension for part of or all of the day.**

### Suspension

Extreme cases of negative behavior will result in suspension. Such instances will be determined by the Menahel in conjunction with related faculty. Students who are suspended will not be allowed to make up work missed during that time. Consequently all missed assignments, tests, quizzes, etc. will be graded a "0" (zero). A suspension will also count as an absence.

Suspension will be AUTOMATIC for any of the following:

1. Endangering the safety of other students
2. Forging a parent's signature
3. Stealing
4. Cheating (see honesty policy)
5. A third detention will be a suspension

**Upon a third suspension, a student will not be allowed to attend any school trips or be allowed to participate in any extra-curricular activities for the duration of the year.**

**CHEATING IS BOTH A MORAL OUTRAGE AND AN AVEIRAH (SIN) AND WILL NOT BE TOLERATED IN THIS SCHOOL.**

**WHAT IS MEANT BY "CHEATING" AT ASHAR?**

Cheating is taking someone else's work; with or without his/her permission, and letting people believe it is your work...

At ASHAR, when a student hands in work to a teacher, it is implied that the assignment is the student's own work.

- Copying someone else's work is cheating.
- Lending your homework to someone else is cheating
- Using notes or other materials (without permission) on a test is cheating.
- Plagiarism (copying directly from a published text or website without citing the source even when they are minor changes to the document) is cheating.

**Doing homework with another student can sometimes be cheating.**

- Dividing the work and sharing answers is cheating.
- Writing answers in anyone else's words other than your own is cheating.
- Opinions or thought questions must be answered independently and must be written in your own words.

***Studying for a quiz or a test and reviewing with a friend are not cheating in any way. These are very helpful to both students and are to be encouraged. Helping a friend by testing him/her on a word, or explaining your notes are all supportive and praiseworthy.***

- ✓ Asking someone to explain directions is not cheating.
- ✓ Asking for spelling of a word is not cheating (unless it is spelling homework).
- ✓ Asking for the definition of a word is not cheating (unless it is a vocabulary assignment).
- ✓ Asking for the location of a place is not cheating (unless it is a geography assignment).
- ✓ Asking where to find an answer is not cheating, but the response must not give away the answer completely. ("I found it in chapter three" is a fair and helpful response, but "Look on page 14, in the third paragraph, on line fifteen" is not acceptable.)

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

**It is not possible to list every type of assignment here. If you are not sure, ASK!**

**Cheating in our school results in serious consequences:**

1. Automatic 1-day suspension
2. The work on which you cheated will receive no credit (0), and this grade is averaged into your grade for the marking term, and may not be dropped as your lowest grade.
3. A memorandum of the offense will be attached to your school records.
4. Subsequent offenses will result in further penalties.