PARENT-STUDENT HANDBOOK

5771 - 5772 ♦ 2011-2012

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Mrs. Jennah Schuh, ***Director of Curriculum and Instruction***
Mrs. Jacqueline Borgen, ***Early Childhood Director***
Mrs. Debby Jacobson, ***Assistant Principal***

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Table of Contents

School Contact Information..... p. 1
Daily Schedule..... p. 2
Middle School Orientation..... p. 2
First Day of School..... p. 2
Sunday Program..... p. 3
Hot Lunches..... p. 3
Special Diets..... p. 3
Transportation..... p. 3
Student Bus Conduct..... p. 3
Emergency Closing or Delayed Opening..... p. 4
School-Home Communication..... p. 4
Back-to-School Night..... p. 5
Parent-Teacher Conferences..... p.5
Report Cards..... p. 5
Standardized Testing..... p. 5
Health and Safety..... p. 5
After-School Supervision..... p. 6
Birthday Party Invitations..... p. 6
School Visitations and Programs..... p. 6
Field Trips..... p. 6
Lost and Found..... p. 7
Technology and Your Children..... p. 7
Commitment to ASHAR..... p. 8
Textbooks..... p. 9
Special Needs Students..... p. 9
Dietary Restrictions..... p. 9-10
PTA..... p. 11
Early Childhood Program..... p. 11
Dress Code..... p. 11-13
Discipline..... p. 13
Honesty Policy..... p. 13

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GENERAL INFORMATION

DAILY SCHEDULE

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 1:55 p.m.
- Grades 1-4 8:15 a.m. - 3:30 p.m.
  Friday dismissal 1:55 p.m.
- Grades 5-8 girls 8:15 a.m. - 4:20 p.m.
  Friday dismissal 1:55 p.m.
- Grades 5-8 boys 7:45 a.m. - 4:20 p.m.
  Friday dismissal 1:55 p.m.

School Office Hours:

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

Middle School Orientation

On Tues., Sept. 6th there will be Middle School orientation for all students in grades 6-8 according to the following schedule: 5 B/G 10:00 a.m. - 11:00 a.m., 6-8 B/G 11:00 a.m. - 12:00 p.m. Students should bring their school supplies, as lockers will be assigned.

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.
- First Day of School, Grades 1-8, Wed., Sept. 7, 2011. Regular bus transportation. Boys, Grades 5-8 proceed to new Beit Midrash for 7:45 a.m. minyan. Boys, Grades 1-4 and Girls, Grades 1-8 proceed to gym upon arrival. Classes begin at 8:15 a.m.
- **A supply list for each grade is enclosed.**

Sunday Program

- Beginning Sunday, October 30th through Sunday, April 1st, 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, concluding at 12:00 p.m.

Hot Lunches

- Hot lunches are available through our new in-house caterer. 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 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.

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.

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, 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.

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.
- 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 grades N-4 and girls in grades 5-8. Students will daven in school. Boys grades 5-8 will begin Minyan at 8:45 a.m.
- If a 2 hour delay occurs, school will begin at 10:15 AM for grades N-4 and girls grades 5-8. Girls grade 5-8 should daven at home before coming to school. Boys grades 5-8 will begin at 9:45 a.m. 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 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

- Most of our communications concerning special events, calendar reminders, classroom and school news items will be relayed via email. In addition, the weekly AshreiNews newsletter is sent home with students each Friday and via email.

- When parents need to communicate with the school, the most effective way to do so is to send an email 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. The individual email address will be the initial of the teacher's first name followed by the last name@ashar.org. For example, Mrs. Schuh at jschuh@ashar.org. The Business Office e-mail address is 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.
- **Parent Locker:** Each ASHAR family is assigned an online Parent Locker account, through which parents may follow their children's progress and facilitate communication with teachers. Report cards, progress reports and much of the aforementioned email is sent through Parent Locker.
- ***Please respect ALL of our staff members and do not call them at home.***
- 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

- Shortly after the start of school, successive Back-To-School nights will be held, on Tues., Sept. 13th (Grades 1-4) and Wed., Sept. 14th (Grades 5-8). 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 Tuesday, Nov. 8th - Election Day, and Sunday, March 11th.
- 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 or administrator.

Report Cards

- The school year is divided into two semesters for grades 1-8 as per school calendar. Report cards will be issued at the end of each semester.
- Progress reports will be issued for all students in grades 1-8 in conjunction with Parent-Teacher Conferences.

Standardized Testing

- In addition to our in-house assessments, the school administers standardized achievement tests to students in grades 1-7 in late 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 and 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. **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 medical 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

- 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 Preschool 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 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 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.
- 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.
- 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 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

- 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, 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, 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 further guidance.
- 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 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 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.

Commitment to ASHAR

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.

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) 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.

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. **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 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

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. Please see separate page entitled "Guidelines for Internet-Based Homework."

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.

Special Needs Students

We have in-house assessments of all students throughout the year to make certain they are maintaining the high standards that we have set. 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.

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.

Dietary Restrictions

Kashrut Policy

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. 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.

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 as well 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, play, 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, 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 injection 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 you 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 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 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.

The entry cutoff date for our Yeshiva is October 1st. 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 1st. All children entering Kindergarten must be 5 years old by October 1st.

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

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 1-4:

- 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.

BOYS - GRADES 5-8:

- 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.
- 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 1-4:

- Dress, oxford, polo shirts, zippered sweatshirts or pullovers, in the following 5 solid colors only:
  - white
  - navy
  - light blue
  - grey
  - 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. Cap sleeves are not permissible. Writing on shirts is not permitted (except for the ASHAR logo).

- Shirts may not be clinging, revealing or showing midriff.
- 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 must be visible and reach above the ankles. Tights are permissible.
- Leggings in solid navy, black or white are permitted.
- Jewelry should be minimal.

GIRLS – GRADES 5-8:

- Dress, oxford, polo shirts, zippered sweatshirts or pullovers, in the following 5 solid colors only:
  - white
  - navy
  - light blue
  - grey
  - 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. Cap sleeves are not permissible. Necklines must reach the collarbones. Writing on shirts is not permitted (except for the ASHAR logo).

- Shirts may not be clinging, revealing or showing midriff.

- Hanes-style men's tank tops that show at the neckline are not permissible.
- Girls must wear solid skirts or jumpers with no design in navy, tan, black or blue denim (no white wash). The length must be below the knees at all times. Slits in the skirt may be no higher than the bottom of the knee. Form-fitted skirts are not acceptable.
- Shoes/sneakers must be closed in the front and back.
- Socks must be visible and reach above the ankles. Opaque tights (no fishnet or lacey stockings) are permissible.
- Leggings in solid navy, black or white are permitted.
- Jewelry should be minimal.

Our students represent the ASHAR family. While in school, our faculty maintains the right to decide if a student's dress is in accordance with the school spirit. Clothing which meets the dress code requirements is available at www.landsend.com and www.cookieskids.com.

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 are 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.

Honesty Policy

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.