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# Parent Handbook

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## **I. OUR MISSION**

Staten Island Hebrew Academy is revolutionizing the education of children from all Jewish families regardless of degree of affiliation, by offering a superior academic education while bringing the children back to their Jewish roots with a deep love and appreciation of their Jewish heritage. SIHA strives to create the highest educational climate possible with superior academics, and excellence in teaching and learning with our skilled and caring professionals that are devoted to the academic, social, and emotional development of each and every student. At our core is a well-defined differentiated instructional and environmental model that recognizes the importance of each individual. By combining a rigorous curriculum with a rich Judaic studies program, we aim to promote an atmosphere of cooperation, tolerance, and appreciation of the cultural heritage of all people and pursue to mold students of high moral character that can engage and collaborate with the best and the brightest of the 21st century. Our students understand what it means to be Jewish, are proud of their Jewish heritage and can carry the torch of Judaism to their families and beyond.

## **II. ACADEMICS**

### **Academic Overview**

In keeping with our mission, SIHA offers a rigorous and exceptional dual curriculum of both Judaic and secular studies. Our Judaic program affords students the opportunity to learn, internalize and be proud of their rich heritage, and strongly emphasizes Jewish values and ethics. The curriculum incorporates learning of the Torah, Halacha (Jewish Law) and prayer, and includes instruction in Ivrit/Safa (Hebrew language), the Chagim (Jewish Holidays), Historia (Jewish History), and Yediot Klaliot (General Knowledge). We firmly believe a sound Jewish education only enhances our students' academic and personal development, now and into their future, and when developed early on, qualities such as responsibility, respect for others, compassion and dignity prepare them to take leadership roles in society.

Our superior and enriching secular academic curriculum emphasizes logical and creative problem-solving skills through rigorous math and science instruction, and develops a life-long love of learning, reading and writing through our English language arts and social studies syllabus.

SIHA utilizes the Singapore Math (SM) curriculum that is aligned to the NYS Common Core standards. The SM program involves children in a variety of activities that create a foundation for mathematical understanding, problem solving, developing logic and critical thinking skills.

We follow NYS standards for our ELA curriculum, with a focus on higher order thinking, literature/reading, writing, speaking, and listening. Students will also develop their writing techniques through peer and individual conferences, grammar, and published pieces.

The Social Studies and Science curriculum at SIHA includes all conventional elementary and middle school content, using experiential learning to develop skill and ensure comprehension. The children are involved in observation, discussion, reading, writing, study skills development, projects, and field trips. Focused discussions take place in collaborative groups. Students close each experiment or discussion with a study sheet to assess their comprehension of material taught. To make lessons meaningful, interdisciplinary teaching is always woven into each instructional piece. Current event articles, experiments, and textbooks are used for teaching and learning.

The middle school makes extensive and integrated use of technology across instruction and subject disciplines, with programs such as Google classroom.

In addition to these core content areas, we provide instruction in Russian language, computers and technology, art, drama, and music.

### **Student Academic Progress Reporting**

It is our sincere endeavor to keep parents fully informed of their child/children's academic progress. To that end, SIHA makes use of the Quickschools portal to record and relate student academic progress in real time. Please access the Quickschools portal frequently to monitor your child's progress.

Formal report cards for grades K-8 are issued quarterly, in the months of November, January, March and June. Parents will receive additional communication from teachers and administrators concerning the academic and/or behavioral progress of their child when there is a concern of underperformance in those areas.

### **Honor Roll**

At the end of each quarter, students with exceptional academic achievement are placed on the honor roll. To be eligible, the student must be averaging 90% or above in the core content areas of Judaic studies, mathematics, English language arts, science, and social studies. They must also have at least an 80% average in their remaining subjects and **have no unexcused absences or greater than 5 latenesses.**

### **Student of the Month**

Every month during the Rosh Hodesh assembly, one student per class from grades K-5, and one student from the entire upper middle school, grades 6-8, will be awarded student of the month.

Awardees are selected by their teachers for demonstrating exceptional effort, modelling good behavior and maintaining stellar attendance.

### **III. SCHOOL/PARENT COMMUNICATION**

Regular and open communication between parents, teachers, administrators and support providers is vital to ensure the success of every student. If you have any concerns about your child/children's development, please don't hesitate to contact us immediately so we can work together in a transparent fashion to rectify the situation.

#### **Official Form of Communication**

Quickschools should be used as your official form of communication with teachers, administrators and PTA. If the matter is urgent, please contact the school office during school hours for immediate attention.

#### **Parent Orientation**

At the beginning of each year, SIHA hosts a parent orientation, as noted in the school calendar. This evening is for parents and teachers only. We ask that you make alternative arrangements for your children. **This meeting is MANDATORY for at least 1 parent per family to attend.**

#### **Parent Teacher Conferences**

Parent Teacher conference nights afford parents the opportunity to meet personally with teachers to discuss their child/children's progress. These conferences are scheduled twice a year, after the first and third quarters.

NOTE: Conferences for all students will be held in the school building.

Discussions on these nights should be limited to a maximum of ten minutes. Conferences requiring greater time cannot be accommodated on those evenings.

#### **Special Conferences**

From time to time the faculty may request a conference with one or both parents. Parents, in turn, are encouraged to request such conferences with teachers and/or the administration. Appointments should be made through the school office.

When calling to discuss problems pertinent to school procedures or to your child, please realize that the administration may not be immediately available for telephone contact. Your calls will be returned at the earliest possible opportunity.

Because your children and their growth are so precious to us, conferences regarding their progress deserve to be more than haphazard and casual. While chance encounters with teachers in a non-school setting may remind parents that they wish to discuss their child's progress with the teacher, it is in the child's best interest that the discussion be held at a more appropriate time and in a school setting.

**Special Notifications**

From time-to-time notices are sent to parents informing them of special events, activities or opportunities. The Quickschools portal is our main form of communication, and parents are requested to keep their email and cell phone contact information up to date within the Quickschools system.

**IV. DAILY SCHEDULE**

**Monday - Thursday**

**Grades K - 4**

**Grades 5 - 8**

7:00 am – 8:00 am	Early drop off	7:00 am – 8:00 am	Early drop off
8:00 am – 4:10pm	Regular sessions	8:05 am – 4:10 pm	Regular sessions
4:30 pm – 6:00 pm	After-school program	4:30 pm – 6:00 pm	After-school program
4:30 pm – 6:00 pm	Late pick up	4:30 pm – 6:00 pm	Late pick up

**Friday**

2:20 pm Dismissal for all grades

**Arrival**

To facilitate a smooth arrival to school, please keep in mind the following points:

- Optional early drop off and late pick up are available as early as 7:00 am and not later than 7:00 pm.
- **All students must arrive to school no later than 8:00 am.** After 8:00 am the back entrance will be locked.
- Students arriving after 8:00 am will need to enter through the front gate entrance on Richmond Road. Children should never be discharged from a car alone and should be escorted to the front gate by an adult.
- Students arriving after the scheduled beginning of sessions must be accompanied by his/her parent to the office. Parents must sign-in any tardy child, and the student will need to wait by the office while his/her current class is in session to avoid recurring interruption.
- Unexcused lateness, including lateness that is the result of oversleeping and missing the school bus or other scheduled transportation, will be recorded on student report cards.
- **Three unexcused lateness is equivalent to one unexcused absence. Excessive unexcused lateness and absences will negatively impact a student’s opportunity to**

**become a student of the month or attain honor roll and will adversely affect academic grades and result in disciplinary action.**

### **Dismissal**

Parents must sign their child out at the office when picking them up any time other than regular scheduled dismissal times. For safety reasons, parents are not to pick their children up at their classrooms or wait for them outside of their classrooms. After 4:25 pm, parents need to wait in the vestibule of the main entrance for the students' afterschool teacher to escort their child to them.

If you hire a car service, the driver must walk the student from the school to the automobile.

A child will not be excused from his/her regular ride home without a **written** note or email correspondence with a SIHA administrative team member. **If during the day a change in your child's normal ride home must be made, notification should be made no later than 2:00pm, and no later than 12:00pm on Fridays.**

### **School Closings**

Should it be necessary to cancel classes because of weather conditions or other emergencies, the school will announce such closings through Quickschools.

On rare occasions, developing inclement weather may make it necessary for us to send students home earlier. Because of complex transportation arrangements, this decision must be made early in the school day. Parents will be notified through Quickschools.

## **V. ATTENDANCE**

### **Absenteeism**

The significance of regular attendance cannot be overemphasized. Absentees not only inhibit their own educational progress, but also disrupt the progress of their entire class. When an absence does occur, a note or email explaining the reason for the absence must be sent to the school on the first day of the child's return. According to law, students are not to be permitted into class without such a note. A physician's note is required following an absence of three days or more. **Absences without a legitimate reason such as illness, prescheduled appointments or vacations are unexcused and will be noted in the student's official record.** Excessive unexcused absences will result in disciplinary action and adversely affect academic grades/Honor Roll.

Please note that missing more than 10% of the school year may impact your child's ability to graduate and move on with the class. Additionally, the law requires us to notify ACS of students who are chronically absent or miss many days.

## Lateness

Arriving in class late disrupts the class and affects the educational process for not just the late student, but everyone in his or her class.

Please note that three latenesses of more than 10 minutes (that is, arriving at school later than 8:10 each day) will count as an absence.

## **Illness**

Although regular attendance is imperative, it is just as important to keep children at home when they display symptoms of sore throat, fever, earaches, stomach aches or any other signs of illness, contagious or otherwise. This is not merely for **their own** protection, but for the safety of **all students** in the school. If deemed necessary by school officials, parents of children who develop such symptoms will be immediately notified and required to take their children home.

Parents are to notify the office immediately if their child contracts, G-d forbid a contagious illness (e.g. Chicken Pox, Flu, Swine Flu, Fifth Disease, Shigella, Impetigo, Pink Eye, Ring Worm, rashes, lice etc.). The office will make the appropriate contact with all parents of the child's grade who may then seek preventive measures. The child may return to school **only** after 24 hours with a doctor's verification that any effects of the contagion have passed. No child will be admitted to school without such a note.

Because of the great responsibility we have to all our students, the school reserves the right to be the final determiner of any student's attendance.

If a child is to be excused from gym or recess and to remain indoors because of illness, a note signed by the parent must be presented to the office or emailed through Quickschools. Children without written notification excusing them will be sent to gym and recess.

## **Recovery After Illness**

Children should not return to school until they have fully recovered. If they have a fever, they should not be sent back to school until they have exhibited normal temperatures for one full day (24 hours). Students should not be sent to school with symptoms such as a persistent cough, runny nose, generalized soreness, etc.

## **Appointments**

Parents are requested not to schedule any appointments or meetings for their children during school hours. Early departures interfere with classroom instruction, deprive the child of valuable learning time, interfere with his/her ability to successfully complete homework assignments, and generally hamper progress. When early departures are unavoidable, parents must sign their child out at the office, or a written note or email must be submitted.

## **Vacations**

Parents should do everything to avoid scheduling family trips and vacations on school days. If such absences occur, teachers will not be required to provide students with advance work. It should be understood that even the required make-up work covering family vacation periods during regular class sessions, generally, will not compensate for missed school time.

## **Missed Classwork**

In cases where a child must be absent, it is the student's responsibility to learn the material covered in class, complete assignments and make up tests and quizzes. It is advisable to arrange for a classmate to deliver assignments and books either to a sibling in school or directly to your child at home. Only if such an arrangement cannot be made, should the school office be called. In order to be able to be of assistance, it is necessary for this call to be received in the morning, before 11am.

PLEASE NOTE: If a child has become temporarily immobilized or handicapped, call the school office before his/her return, so that it can be determined whether or not the school can accommodate the child's special needs.

In general, if the absence is for an expected long duration, the school should be notified in writing, so that teachers may plan their assignments accordingly.

## **VI. PARENT TEACHER ASSOCIATION**

As parents, we all support our children with their education. As the PTA, we work collaboratively to support the school through many events and volunteer opportunities. Together we can ensure that every child succeeds.

SIHA PTA sponsors several events that strengthen the SIHA community and the educational partnership between home and school. We support the faculty, staff, parents and most importantly our SIHA children. We are dedicated to securing an excellent education for our children and supporting the values of our school. In addition to book fairs, teachers' appreciation, creating SIHA's own library, purchasing various school supplies, helping organize fundraising events and social outings, we also partake in majority of school organized events. In order to be successful, we know that the support and involvement of parents, the faculty and staff, as well as our community will be of utmost importance. We urge you to show your commitment and become a member of the PTA team. Participating in the PTA is fun and easy and can positively impact both your child's and your own SIHA experience. We know most parents work and you can manage your involvement to suit your schedule.

## **PTA Dues**

The **PTA dues are \$125 per family with one child.** Any additional child will be \$80. The PTA fees are due before the start of school. Please submit your fees via Venmo /PayPal or Zelle to [sihapta@gmail.com](mailto:sihapta@gmail.com) in a timely manner. Fees can be paid by these method only. No cash. If the dues are not paid at that time, the student's admission card will not be issued. PTA dues help subsidize the following programs and events:

- Rosh Hashana treats and gifts.
- Rosh Chodesh snacks and crafts.
- Challah Bake.
- Sukkot party.
- Discovery day, snacks and crafts.
- Chanuka weeklong gifts and events.
- Chanuka party
- 1nd Grade Siddur play
- 2th Grade Chumash play
- Science Fair
- Lag Baomer party
- Kindergarten graduation
- 8th Grade graduation
- Gym supplies and equipment.
- Science lab materials and equipment.
- Playground maintenance
- Admin, custodian and security staff holiday and end of year gift cards.
- Trip deposits, to reserve venues. (Roller Jam, Discovery Day trip and end of year trip). • Four annual head lice checks.

### **Class Parents**

Effective class parents have one goal only: to help the teachers and the school in every capacity possible. A class parent's most important task, other than standing touch with the PTA, is to coordinate volunteers and assist with coordination of teachers' gifts.

It is very important to attend general PTA meetings/conference calls. This ensures that there are regular communications between the parents and administration. Further, important info about special events, dates and times are given at these meetings. A class parent helps facilitate informal or formal feedback/polls/surveys on behalf of the PTA or administration. It is important to check your email regularly and daily.

Class parents also help connect the teachers, the school, and the PTA by sharing important information in a prompt manner.

A vital function of class parents is to support the school, though events such as the book sale, Hanukkah sale, Mother's/Father's day sale, Purim, Yom Hatzmaut or other functions sponsored by the PTA by volunteering or finding volunteers from your class, and/or communicating to the parents in your class. The role of class parent does not extend to issues relating to teachers or issues with individual students, but rather the whole class and enriching/social events for them all. Parents should talk to teachers individually regarding their own children.

Please feel free to contact PTA president Naama Zadok at [SiHapta@gmail.com](mailto:SiHapta@gmail.com) with any questions."

Kindergarten	Lana Schwartzman ( <a href="mailto:darkangel579@gmail.com">darkangel579@gmail.com</a> )
1 <sup>st</sup>	Dina Sandler ( <a href="mailto:Dina.sandler@gmail.com">Dina.sandler@gmail.com</a> )
2 <sup>nd</sup>	Greta Maslov ( <a href="mailto:gretamaslov@gmail.com">gretamaslov@gmail.com</a> )
3 <sup>rd</sup>	Marina Hanuka ( <a href="mailto:marina.hanuka@gmail.com">marina.hanuka@gmail.com</a> )
4 <sup>th</sup>	Naama Zadok ( <a href="mailto:sihapta@gmail.com">sihapta@gmail.com</a> )
5A	Hanny Hanuka ( <a href="mailto:hannah79@yahoo.com">hannah79@yahoo.com</a> )
5B	Shane ( <a href="mailto:makoraldesign@gmail.com">makoraldesign@gmail.com</a> )
6 <sup>th</sup>	Vered Salem ( <a href="mailto:veredsalem@yahoo.com">veredsalem@yahoo.com</a> )
7 <sup>th</sup>	Karen Oz ( <a href="mailto:Karnoosha@aol.com">Karnoosha@aol.com</a> )
8 <sup>th</sup>	Evelyn Fayans ( <a href="mailto:evelyn.fayans@yahoo.com">evelyn.fayans@yahoo.com</a> )

**PTA will update with any changes through Quickschools.**

### **School Trips and After School Events**

From time to time, students will be taken on class trips. Parents will be notified before each trip as the exact nature of the outing, and other pertinent details.

In order for our school to have effective school trip and extra-curricular programming, we ask parents to encourage their child/children to attend and take part in all of these activities.

When trip money is required, please observe the following procedures carefully; Place the EXACT amount in a SEALED envelope (the office cannot make change for trip money) with the student's NAME and GRADE printed on the outside. Fill out a separate envelope for each child.

Please be advised that payment for trips is based on the total enrollment of each class. Consequently, transportation refunds are not possible for students absent from school on a trip day.

### **Family Volunteering / Community Chesed Projects**

Community and chesed projects are a great way to bring Tikkun Olom — repairing the world — offering opportunities for kids and their families to do mitzvot together.

In order to encourage our children to participate in the mitzvah of tzedakah, money for charity is collected on a daily basis. Modest coin contributions should preferably come from the children's own allowances.

In the spirit of promoting chesed, we require that **all families dedicate their time to at least 3 events of volunteering throughout the school year** (older siblings, grandparents and extended family may be included). The hours can be split between various school events. We hope that this will promote a community and chesed oriented school.

### **Visiting**

Parents are encouraged to visit the school when special programs and holiday celebrations are scheduled. These include:

- Chanukah Parent/Child Learning and Party
- Purim Party
- End of the Year BBQ
- Yom Hatzmaot Program
- Science Fair
- Social Studies Fair
- Discovery Days
- [Spelling Bee](#)
- Open Lessons
- Club performances
- Author's Tea

To ensure the smooth functioning of our school, classroom visits will not be permitted at other times. Parents are requested not to engage teachers or students in conversation during the school day, or at dismissal time.

Our students will not be permitted to bring younger siblings or visitors to their classes.

### **Fundraising Events**

Only 70 % of SIHA's operational costs are covered by tuition. We depend on the generosity of our supporters for the remaining 30%.

SIHA's educational model is built on small classes, individualized attention and an outstanding educational offering in and beyond the classroom. We believe in delivering value far in excess of comparable (and more expensive) institutions in the broader NYC area.

Private education is expensive to provide, and even at \$11,000.00, SIHA's tuition is significantly lower than schools providing similar level of educational quality. In contrast, according to The U.S. Census Bureau (citation), New York City spends over \$19,000.00 per pupil, per year, on public school education, and yet fails to even come close to the education and environment offered by SIHA.

SIHA tuition covers many elements and activities that are not covered by other schools. These include semi-departmentalized and STEM enriched instruction, Singapore Math instruction & math enrichment program, accelerated ELA, social studies and science programs, vibrant art, drama, music, poetry, and choir instruction, foreign language instruction starting in Kindergarten, social skills workshops, a robust after-school program where children receive homework help and are engaged in extracurricular activities.

Last but not least, SIHA provides the kind of environment that places constant emphasis on the students' character and moral compass. We strive to maintain a sense of a loving and caring family, and not too many schools even come close to what SIHA has achieved in this respect. SIHA instills a sense of pride, deep love and connection to our Jewish Heritage and the Land of Israel.

Our school is unique in so many ways; please help us grow not only as a school, but as a family and community. Even a small contribution makes a world of difference. Please donate to help us ensure our continued success!

Below is a listing of our major fundraising events, which are noted on our school calendar. We **strongly** encourage participation by all SIHA families. We understand that it is not always possible to support the school financially, so you may choose to volunteer as a member of a committee for one or more of these events.

- Charidy Campaign
- SIHA Annual Dinner

Additionally, there are smaller in-school fundraisers that are handled throughout the year by our PTA, such as:

- Chanukah Sale

- Mother's Day Plant Sale
- Purim Shalachmanot
- Book Fairs

## **VII. DRESS CODE**

**IF A CHILD IS NOT WEARING THE APPROPRIATE UNIFORM, HE/SHE WILL BE GIVEN A REPLACEMENT ITEM BY THE OFFICE. PARENTS WILL BE BILLED FOR THE PRICE OF THE UNIFORM.**

The rules presented are aimed at having all our students appear neat, well groomed, ready to learn, and dressed in accordance with Halacha (Jewish Law).

**SIHA requires all students to wear the school uniform at all times.**

**Polo shirts bearing the SIHA logo, sweatshirts bearing the SIHA logo, and school uniform skirts can be purchased from Fraylich School Uniforms at the following website:**

**<https://www.fraylichschooluniforms.com/collections/staten-island-hebrew-academy>**

**Short-sleeve polo shirts (grades K-4 only) bearing the SIHA logo, as well as boys' pants can be purchased through Lands' End by following the directions below:**

- Visit [landsend.com/myschool](https://landsend.com/myschool)
- Create an account or sign into your existing account
- Search for SIHA using our Preferred School Number: 900195777
- Place your order
- You can also order by phone, using the number 1-800-469-2222

**All shirts MUST have the SIHA logo on them.**

### **Required for Boys**

Boys will be required to wear the following.

- Kippah
- Land's End school uniform pants.
- School uniform polo shirt.
- **Please note that the short-sleeve option is only open for grades K-4.**

- For warmer weather, a sweatshirt with the SIHA logo purchased through Freylich may be worn.
- **All shirts must have the SIHA logo on them.**
- School shoes or properly laced sneakers (no open toe/open back footwear like flip flops/crocs, sandals, etc.). It is suggested to send in with your child a change of footwear when they are sent to school wearing snow/rain boots.

Haircuts for boys should emphasize Torah observance, and one should therefore leave an appropriate amount for sideburns (peyot). Haircuts must reflect a respectful decorum toward the educational and spiritual environment of SIHA.

### **Required for Girls**

Girls will be required to wear the following:

- School uniform polo shirt purchased through Freylich.
- **Please note that the short-sleeve option is only open for grades K-4.**
- School uniform skirt purchased through Freylich.
- School shoes or properly laced sneakers (no high heels and no open toe/open back footwear like flip flops/crocs, sandals, etc.). It is suggested to send in with your child a change of footwear when they are sent to school wearing snow/rain boots.
- For warmer weather, a sweatshirt with the SIHA logo purchased through Freylich.
- **All shirts must have the SIHA logo on them.**

*Girls may not apply make-up or hair coloring. Proper hair grooming is necessary for personal hygiene.*

The school will request the removal of jewelry which may be deemed inappropriate.

Coats or jackets are not permitted to be worn in the classroom.

Parents visiting the school are asked to set the proper example for our children by dressing in accordance with Jewish Law. Please be sensitive to this request and dress appropriately. Men are asked to wear Kippot upon entering the building; women are requested to please wear skirts.

### **Personal Property**

**Any items not directly related to school activities are not to be brought to school without prior permission from the student's teacher.**

Please note that this includes sports equipment. Children are discouraged from bringing basketballs, footballs, etc., to school without prior express permission from a teacher. The school is not responsible for any lost or damaged sports equipment.

A student may be asked to relinquish items inappropriate for school or being used inappropriately. **All electronic devices and cell phones are strictly prohibited.** If a student is found with a cell phone while on school property, it will be confiscated, and parents notified. Students have a right to feel secure about their personal belongings while at school, traveling to and from school on a school bus or participating in a school-sponsored trip. At the same time, the School has the right to expect that students will assume an age-appropriate level of personal responsibility for the security of their belongings. Please note that the School is not responsible for theft, loss, or damage to student property. **It is recommended that parents label all of their children's clothing and other belongings.**

## **VIII. TRANSPORTATION**

Bussing is provided through the NYC BOE. Punctuality for the bus is an absolute must. Please be advised that the bus does not wait for any child who is not ready. If a parent needs to rearrange or change the bus that their child usually takes, it is stressed that the parents need to make alternate arrangements with the bus driver, *as well* as with the office to ensure that *all* parties are informed.

### **Bus Behavior**

Students will comply with all requests from the driver pertaining to bus behavior and regulations. **This includes, but is not limited to remaining quiet while the bus driver is driving, always remaining in seats, and seat belted in. Bullying is not acceptable. Cell phones are prohibited on the bus.** The driver has the authority to enforce the bus regulations and *shall report any student who refuses to obey the regulations.*

**FAILURE OF A STUDENT TO HEED THE DRIVER'S INSTRUCTION MAY LEAD TO TEMPORARY OR PERMANENT SUSPENSION OF BUS TRANSPORTATION PRIVILEGES.**

**Parents, please review the following 10 safety points with you child:**

1. Obey the driver as you would your teacher.
2. Load and unload from the bus at its designated stop in an orderly manner.
3. Sit quietly and never leave the seat while the bus is in motion.
4. Seat buckles should be fastened throughout the entire trip
5. Keep head, hands and objects inside the bus windows.
6. Positively **no eating or drinking** on the bus.
7. No throwing or shooting of articles on the bus.
8. Conversations should be kept in a quiet tone without loud talking or screaming.
9. When discharged from the bus, students should go directly to their homes.
10. Respect the rights of your fellow students, the bus driver and property of the school bus owner.

**IX. HEALTH AND WELLBEING**

The child who is in good health has a distinct advantage when starting school. His or her chances of making steady progress are dependent on physical well-being. He or she will be able to learn more easily, adjust readily to classroom activities and get along well with others.

In accordance with the Department of Health – Board of Education regulations, no child shall be permitted to attend school without proper proof of immunization. The School Health New Admission Examination form must be filled out by your personal physician and submitted to the school office prior to the beginning of the school year.

It is further recommended that a thorough dental and eye examination be made, and where appropriate, corrective work be done before school starts.

It is vital that the school be informed in writing of any special consideration or medical conditions which may require special treatment such as allergies, diabetes, speech or hearing difficulties, etc. This card will be kept on file in the school office.

### **Medication**

When a student requires medication, please call the school office to make the appropriate arrangements.

### **Peanut and tree nut free environment**

The entire school building is a designated *peanut/ nut free environment*. This is necessary because there are students with very serious life-threatening peanut/nut allergies and anaphylaxis (severe and sometimes fatal systemic reaction). Please take note of the following measures:

- Parents, staff, and students are asked to refrain from sending or eating peanuts/nuts or food items containing peanuts/nuts on school premises.
- Parents bringing in cakes/cupcakes or candy for birthday celebrations are asked to send in peanut/nut free items.

Thank you for your cooperation in helping us strive to keep our school safe for all of our kids.

### **Emergency and First Aid**

Each year, the SIHA faculty are trained and certified in CPR and first aid. If a child suffers a minor injury, every classroom is equipped with a first aid kit, and the teacher will tend to the wound.

A child complaining of illness or ailments that preclude his/her participation in class will be directed to the school office. The office staff will notify the parents and request arrangements to transport the child home. When picking up your child, please report to the office first and sign your child out before departing with your child.

In the case of a medical emergency, Hatzolah EMS will be immediately notified. Their number is posted in each classroom. Parents will be notified immediately afterward. It is the responsibility of each parent to complete the Emergency Medical Information Form so that we may be able to comply with parental instructions in the case of an emergency.

### **Pediculosis (Head Lice)**

We are a nit free school and will check all student's heads the first day of return after the summer, Sukkot, winter, and Passover vacations.

### Health Services

The school works together with the Department of Health in charting the progress of your child's health. Annual screenings are made by the school of the child's vision, hearing, height and weight. Speech screenings and evaluations are conducted by a speech therapist at the request of the teacher.

## X. FOOD AND KASHRUT

### Lunch Program

All students must bring lunch to school with them on a daily basis. The following rules must be carefully observed:

- Lunches must be Kosher. The following is a list of appropriate kosher certifications;



- All food must be dairy or parve only (NO meat)
- Because standards of Kashrut inevitably vary somewhat from family to family, children are discouraged from exchanging food items with one another
- All food must be transported and stored in a safe, sturdy container. Insulated lunch bags or lunch boxes are recommended
- We are a nut free school. Please make sure NO food is sent in with any nut containing ingredients

NOTE: Please be sure to LABEL all lunch bags or boxes with your child's name and grade. Please avoid food that will spoil easily.

Hot lunches or sandwiches are brought into school each day and may be purchased by the parents through the school. Parents will receive additional information about this program at the beginning of the school year. Please make sure to complete your order form in a timely fashion. Not doing so may result in no lunch option via purchase through the school.

Lunch preparation facilities are not available in school. Therefore, parents are urged to see to it that children's lunches are not forgotten at home or on the school buses.

### **Snacks**

Students should bring in two, preferably healthy, snacks along with their lunch, such as fresh fruits and vegetables.

**Absolutely no gum chewing is allowed at school.**

**No cans.**

### **Parties in School**

On special occasions your child's teacher may arrange a class party for their students or birthday parties. Please be sure to send in enough for the entire class. All food must be in original packaging with an acceptable kosher certification.

Kosher food for in school distribution can be bought in Taster's Market, 330 Bradley Ave.

Stop and shop and Costco have many kosher fresh baked goods. Please note that each individual package must be checked as it is not always kosher. When ordering for a Birthday party or other occasion, be sure to specify that you want it to be Kosher and the package is marked as such.

Kosher food can also be purchased at Holy Shnitzel, Dairy Palace, and Mustard Kosher Panini Bar.

If you have a question about a specific food or restaurant, please ask Mrs.

Rosskamm, [zrosskamm6@sihebrewacademy.com](mailto:zrosskamm6@sihebrewacademy.com)

### **Parties outside of school**

One of the beautiful features of the Staten Island Hebrew Academy is that attendance at our Jewish Day School gives children an opportunity to meet and to play with other Jewish children. Particularly, this is true for special occasions such as birthdays. ***We respectfully ask all parents to be sensitive to the fact that some children come from Shabbat observant homes, thus we kindly ask all SIHA families to schedule all parties outside of school on any day other than Shabbat.*** We optimistically request that standards of Kashrut be followed at these parties.

Distribution of party invitations may take place in school only if they are addressed to the entire class, or to all classmates of the same gender.

When inviting student guests to your home for birthday parties or on other occasions, please avoid interfering with the children's normal ride home. Interruptions of the students' daily routine place an excessive burden on the office staff and are often a cause of great confusion.

## **XI. CODE OF CONDUCT**

Staten Island Hebrew Academy seeks to maintain a policy of strong discipline and pride in every area of school life without forfeiting a genuine regard for the dignity and character of each student. The highest form of discipline is self-discipline through which a student understands the differences between right and wrong and chooses to act accordingly. Discipline involves obedience, courtesy, respect, good manners and consideration. Respect, first and foremost, is to be given to Hashem Yitbarach (G-d) and to his Torah. Torah requires that the highest respect be shown to parents, teachers, adults and peers.

Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly and safe school environment. Consequently, certain behaviors are recognized as inappropriate and unacceptable.

1. Whenever speaking to a teacher or any staff member, a student must be respectful and polite – both in choice of words and tone of voice. Any disrespect (offensive remarks, gestures, refusal to obey instructions) is a serious infraction and subject to disciplinary action.
2. **Respectful behavior and speech is also required between students. Name calling, intentionally isolating an individual, physical, verbal or emotional abuse or intimidation of others will not be tolerated. We strive to have a 100 % bully free environment and have a zero tolerance policy for bullying and harassment.**
3. Students are expected to come prepared for class every day. Being prepared means having the proper textbooks, school supplies and homework. Homework assignments should be complete, on time, and neatly done.
4. Students are responsible to keep their personal space, and the school in general, neat and clean. This includes desks, cubbies and coat racks. We should take pride in clean rooms and a clean building. This is especially so as there are specific laws of cleanliness governing a room in which the Torah is taught. Observance of proper personal and communal cleanliness is a transferable behavior in one's home and school/work environment.

5. Students must respect the school's property and the property of other students. Permanent textbooks must be covered. No writing, whatsoever, other than the student's name, (in small, neat writing) should be in the text. The condition in which a student returns his/her book (library/textbook) throughout the year is his/her responsibility. The teacher will note the condition of the text as it is handed to students. If it is returned in poor condition, students will be charged for it. Lost books are the student's responsibility even if they "disappear" from his/her desk. A replacement charge will be levied. Students who steal, damage, or deface property demonstrate extraordinary disrespect for fellow students and the community in general, and such behavior is unacceptable. Any student found to have stolen, damaged, or defaced the personal property of another person will be subject to disciplinary action and require restitution.
6. The possession or use of cell phones is prohibited.
7. Good sportsmanship, appropriate behavior, and language, as well as mutual respect, are all required throughout the school day, including on the playing field, at recess, on the school bus and during field trips.

### **Disciplinary Procedures**

The range of penalties for violating standards of acceptable conduct include: a warning; a reprimand; detention during free periods; a letter to parents; a conference with parents; in-school suspension; suspension; probation; expulsion; or any combination of the above. The frequency and seriousness of the violation will play a significant role in the discipline administered. In some cases, counseling will be part of the disciplinary process. Although we generally follow a plan of progressive discipline, in the event of bullying or other egregious behaviors, we reserve the right not to do so in appropriate cases.

### **Behavioral Modification Procedures**

On occasion, a student may require some interventions to assist in modifying undesirable behaviors and strengthening more desirable behaviors. This will likely be accomplished with the use of a Daily Behavioral Report. The 'Daily' will be sent home with the student each evening for the parents review and signature. It will also be updated weekly on Quickschools.

### **Classroom Decorum**

SIHA incorporates a school wide system of classroom procedures and expectations. While individual teachers will express their own set classroom guidelines and behavioral expectations to students, the following rules will be applied universally, in a clear age-appropriate format in every classroom:

1. Obey the teacher's instructions and directions.
2. Respect others and their property.
3. Avoid doing anything that distracts or interrupts the class.
4. Work diligently and participate fully during the lesson.
5. Be positive and enjoy learning!

## **XII. Acceptable Use of Technology**

SIHA believes that students should be prepared for the digital age, and as such our students are provided with the opportunity to use a variety of technological aids designed to enrich their learning experience.

**Please note that the use of personal devices such as cellphones, tablets, computers etc. during the school day is strictly forbidden for all students.** Students who bring their own device to school are required to check that device in at the office during the school day.

Students who are assigned a device such as an iPad, chromebook, or laptop must only use this device under direct supervision of a teacher, and only for express educational purposes.

**Students will not be assigned a device or permitted to use one without a signed parent consent form, sent home with the students at the start of the school year,**

Students may not use a school-issued device to:

1. Access or seek access to unauthorized resources, websites, or programs.
2. Download or use video games for personal enjoyment
3. Personal messaging of any kind, unless it is through the school-issued email for purposes related to their education at SIHA
4. Use Social Media of any kind
5. Intentionally disrupt or damage school's computer network or devices
6. Install or use any means to circumvent the child-safety measures in place on our school network
7. Use their device in any inappropriate or illegal manner that disrupts or runs counter to the educational process

Students who use their device inappropriately may have their technology use privileges suspended, or may suffer further disciplinary action.

Please note that if any school device is damaged or lost due to a student's action or inaction (in case of assigned devices), that student's parents will be responsible for the replacement cost.

**PARENT HANDBOOK ACKNOWLEDGEMENT PAGE**

**I have read this Parent Handbook together with my child. We understand and agree to comply with all the terms and conditions explained in the Parent Handbook.**

Father's Name \_\_\_\_\_

Father's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Mother's Name \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_