



YBH of PASSAIC – HILLEL

PARENT HANDBOOK

5770-5771 / 2010-2011

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Menahel

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Welcome to YBH of Passaic – Hillel

This Parent Handbook is intended to guide you through some of the routines and procedures here at YBH. We hope that you will find it helpful and informative. Please feel free to call us with any further questions.

Address : 270 Passaic Avenue, Passaic, NJ 07055
Phone: 973-777-0735
Fax: 973-777-9477
Web Site: www.ybhillel.org

Office Hours:

During the school year:

Monday – Thursday 8:00 am – 5:00 pm

Friday 8:00 am – 2:00 pm

Summer Hours:

Monday – Thursday 8:30 am – 3:30 pm

Friday 8:30 am – 12:00 pm

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I. SCHEDULE

a. Daily Schedule

Early Childhood Division (ECD)

Nursery and Kindergarten	Monday - Thursday	9:00 AM - 2:00 PM -or- 9:00 AM - 4:00 PM
Pre1A	Monday - Thursday	9:00 AM - 4:00 PM
Half-day nursery	Friday	9:00 AM - 1:30 PM
All other ECD	Friday	9:00 AM - 1:50 PM

BOYS DIVISION

Grade 1	Sunday *Starting November 7*	9:00 AM - 12:30 PM
Grades 2 - 4	Sunday *Starting September 5*	9:00 AM - 12:30 PM
Grades 1- 4	Monday - Thursday	8:15 AM - 4:00 PM
Grade 5	Sunday *Starting September 5*	8:05 AM - 12:30 PM
	Monday, Tuesday, Thursday	7:35 AM – 4:50 PM
	Wednesday	7:35 AM – 4:00 PM
Grades 6- 8	Sunday	8:05 AM - 12:30 PM
Grades 6	Monday - Thursday	7:35 AM – 4:50 PM
Grades 7- 8	Mondays & Thursdays	7:35 AM – 5:30 PM
	Tuesdays	7:35 AM – 4:50 PM
	Wednesdays	7:35 AM – 4:00 PM
ALL	Friday	Ending at 1:50 PM

GIRLS DIVISION

Grades 1- 4	Monday - Thursday	8:15 AM – 4:00 PM
Grade 5	Monday, Tuesday, Thursday	8:15 AM – 4:50 PM
	Wednesday	8:15 AM – 4:00 PM
Grades 6	Monday - Thursday	8:15 AM – 4:50 PM
Grades 7-8	Monday, Wednesday, Thursday	8:15 AM – 4:50 PM
	Tuesday	8:15 AM – 5:30 PM
ALL	Friday	8:15 AM - 1:50 PM

Early ECD staff supervision is available from 8:00 AM – 9:00 AM.

YBH staff will arrive to supervise younger children at 8:00 AM.

To ensure the safety of the students, please do not bring your child to YBH before this time.

Boys in Grades 1-4 *daven* in their classrooms.

Boys in Grades 5-8 *daven* together as a *minyán* in the *Beis Medresh*.

b. Study Hall Option

In order to ease the responsibilities of parents who have to pick up children at multiple dismissals, we are happy to offer a “Study Hall.” During Study Hall, YBH will provide supervision for students who have completed their official school day. This service is available Monday – Thursdays from 4:00 - 5:30 PM, for a fee of \$400 per child for the year.

II. YBH Web Site and Communication

a. YBH Website

The Yeshiva has a web site which has a number of important features. Please take a moment to view the website at www.ybhillel.org.

A newsletter discussing current events at YBH is produced weekly during the school year. A link to download the newsletter is emailed out to parents at the end of each week.

For most grades, weekly assignments, including test schedules, will be posted regularly at www.ybhillel.org.

b. School - Home Communication

The Yeshiva values open communication with the YBH parent body. To facilitate communication, notices are often emailed. Please be sure your email address is current.

When parents need to communicate with the administration or a teacher, the most effective way to do so is to write a note or send an email. Please send the note in an envelope marked with the appropriate name. All faculty members have email accounts. Their account

addresses are the first initial of their first name followed by their last name @ybhillel.org. For example, John Doe's email address is jdoe@ybhillel.org. Please feel free to use email as a medium of communication. Of course, you can call the office during school hours or leave messages in the Yeshiva voice mailbox after hours.

PLEASE RESPECT ALL OF OUR STAFF MEMBERS AND DO NOT CALL THEM AT HOME, UNLESS YOU HAVE EXPLICIT PERMISSION TO DO SO !

Telephone messages to students are accepted only in cases of **extreme** emergency. Please bear in mind the difficulty of 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.

III. Parent Visits to YBH

a. Attending School Programs

Parents are encouraged to attend school programs, designated class performances and other activities throughout the school year. Many of these programs are open to grandparents as well and we welcome their attendance. It is beneficial to the students to see their parents'/grandparents' involvement, and it is great for the parents/grandparents to *shep nachas*.

b. Parent Meetings

If a parent needs to speak to a teacher or administrator in person, we request that you make an appointment in advance, which will generally not take place during class time. When coming to the school, be it for a meeting or a program, parents should not enter the classrooms, walk through the halls, or engage teachers in conversation, as this is disruptive to the learning environment.

c. Bringing Forgotten Lunches

In the event a child has forgotten to bring lunch, parents may bring lunch to the designated Lunch Box site outside the cafeteria. Please label the bag (name & grade). Those students who forgot their lunch should check the Lunch Box to see if a lunch was dropped off for them. Matzah and drinks will be provided to those students who do not have lunch. **Please do not place any other forgotten items in this Lunch Box.**

V. Protocol for Arrival & Dismissal

a. Arrival

Carpool involves a high-volume of traffic entering and leaving the YBH campus in a short period of time. We have carefully planned the arrival procedures below. We request everyone's cooperation in order to create a smooth and safe drop-off for both parents and students.

There are two wings to the building; the Boys wing is on the right hand side facing the building, and the Girls wing is on the left hand side.

Boys should be dropped off at the Boys entrance (Door # 2). Parents should use the left most lane. Then, parents should proceed in their cars around the building, and exit the campus by making a **right turn only** onto Passaic Avenue.

Those dropping off Girls need to drive around the building, using the right most lane, to get to the Girls entrance (Door # 1). When approaching the entrance, make sure to drop off in the left lane nearest the building.

To help expedite the drop-off process, staff members may direct you to pull into the circle/main entrance and the students will then walk to their respective doorways. Cars should use the right lane, closest to the building, to drop off students. After the drop off, please move to the left lane to exit the front circle.

Please do not drop off or block the left lane in the front circle.

If your child arrives after drop-off time, he or she must enter through the main entrance and stop at the office to receive a Late Note before they will be admitted to class.

The speed limit on campus is 5 miles per hour on all roads at all times. For the safety of students and staff, the speed limit must be strictly observed.

As mentioned above, when exiting the YBH grounds, only right turns are permitted out of the driveway, both at arrival and dismissal.

Please do not park "even just for 30 seconds" in the areas clearly marked as a Fire Lane. The Fire Lane is the curb nearest the building and is marked as such. If you are leaving your car to enter the building - including parking for pre-school drop off, voucher purchasing, late student drop off or any other situation which would warrant you leaving your car and entering the building - please find a marked parking spot or park along the road edge opposite the building in the rear of the property. At no time is parking permitted in any area that parking is prohibited by law.

ECD Drop Off

P1-A students should enter through the boys side, Door # 2 and Nursery and Kindergarten students should enter through the girls side, Door # 1.

An ECD staff member is scheduled to be at the boys entrance and at the girls entrance from 8:00 AM - 8:10 AM. To ensure the utmost safety of your child, please make sure that you see the staff member present before dropping off your child. After 8:10 AM, parents are asked to park their car and walk their ECD child to his or her classroom. ECD parents may request an electronic door card (a \$20 security deposit refundable upon the return of the card) that will enable ECD parents to enter either Door # 1 or Door # 2 up until 9:30am. After this time, late arriving ECD students must use the main entrance although a Late Note is not required.

- Boys in grades 5-8 should arrive by 7:35 AM, and proceed to the lunch room, put down their belongings and wait for the *Rebbe* to escort them to *minyan*.
- Girls in grades 5-8 should try to arrive by 8:10 AM and proceed to the lunch room. From there, they will be taken upstairs with their *Morah*.
- Students in all other grades should arrive at 8:10 AM and proceed directly to their designated areas in the lunch room. They will then be escorted by their teachers to their classrooms.

We want to bring to your attention two major safety issues.

There is a popular type of sneaker/roller skate combination known as "Wheelies. Wheelies are combination sneakers/roller shoes which can instantly change from flat soled shoes to roller skates. While this is an exciting and fun form of footwear for outdoor play, wheelies are not permitted on our school grounds at any time.

Additionally, bicycles, skates and scooters may not be used past the entrance to the YBH campus. Students must remove their roller skates and change into regular shoes or alternatively get off their bikes/scooters and walk them into the YBH driveway.

Your children should be informed of these safety regulations in place for their protection.

b. Arriving Late

All parents certainly realize that arriving on-time to school allows the student to maximize his or her time at Yeshiva.

For boys division students in Grades 5 – 8, "on-time" means going to the Beis Medresh for the **7:35 AM** *shaccharis minyan*.

For boys division students in Grades 1 – 4, and for girls division students in Grades 1 – 8, "on-time" means **8:15 AM**.

Children who arrive late will be asked to get a late note from the secretaries in order to be admitted to class. Students who are consistently late will be spoken to by the administration and their parents may be contacted.

Regarding ECD students who arrive late, parents are asked to park their car and walk their child to his or her classroom.

c. Dismissal

Please fill out both the Dismissal and the Release Forms (enclosed) and return them to the office by **Monday, August 16th, 2010**.

Please note that once the child has left the school property, responsibility for the child has shifted from the school to the person designated on the dismissal and release form, be it the child or another person.

In the event that a parent is unable to arrive on time to pick up their child, it is their responsibility to make alternative arrangements.

If you need to make any changes from those listed in the carpool form (enclosed) for a particular day, **you are required to send in a note stating this fact.** If the school does not receive such a note indicating a change from the usual routine, no change will take place.

Students walking home, "walkers", will be dismissed after signing out with their teachers. Walkers may meet the other members of their walking group in front of the main doors. Please instruct your children not to linger in front of the building. Rather, they should leave school grounds as soon as everyone in their group is together.

V. Changes in Attendance Routine

a. Students Being taken Out of Class Early

Learning without unnecessary disruption is conducive to a great learning environment. **We ask that every effort be made to schedule personal/health appointments outside of school hours.**

Should circumstances require that a child be taken out of school during the school day, **please send a note to the main office that morning** with your child, indicating when he/she needs to leave. The office will see that the appropriate staff members are informed of the changes in your child's schedule.

When picking up your child please come to the main office – not to your child's classroom. Please record your child's name on the "sign-out sheet" in the main office. For the safety of the students, teachers have been instructed never to allow a student to leave the school without permission from the office.

b. Students Attending Siblings' School Programs

We understand and appreciate the desire of our students to attend their sibling's school programs. However, leaving class is disruptive to that child's learning, and also affects the entire class dynamic. Therefore, other than the exceptions below, individual students may **not** be excused from class to attend school programs of siblings. Please do not send notes to your child's teacher or call the administration for special permission.

The two exceptions to this rule: siblings may attend the 1st grade *Chumash* Party, and the Pre1A *Siddur* Program.

c. Absence

In case of absence, the teachers will help students to make up work by sending home the student's work with an assigned classmate. For students in **Grades 1-5**, please designate, on the Homework Buddy Forms (enclosed), a classmate who will collect all assignments, homework, and books from the absent child's teachers.

There are **two forms to be filled out per child**, one copy to be given to your child's Rebbe/Morah and another to your child's General Studies teacher.

Students in **Grades 6-8** who are absent are responsible for being in touch with their classmates to collect all necessary information and homework assignments.

d. Incllement Weather

In situations necessitating cancellation or delayed opening of school, you may:

- Call the school – there will be a recorded message about school closings
- Go online to www.cancellations.com

We ask that parents respect the privacy of staff members and class mothers and refrain from calling them at home to ask about such situations.

If there will be early dismissal due to poor weather conditions or due to an emergency, *chas v'shalom*, we will make our best efforts to contact you. Please provide a list of names with whom your children can leave school, in the event that you cannot be reached (early dismissal form enclosed).

VI. Health and Safety

a. General Health and Safety Issues

- We ask your cooperation in keeping your child at home if he/she shows any sign of illness, whether or not the condition is contagious.
- Since students often spend recess outdoors, If a child must remain indoors due to health reasons, a note is required from home.
- The school staff is not permitted to administer or dispense Tylenol, Motrin or other medication without written permission from parent and your child's Physician.
- Medication which needs to be dispensed in school should be sent in to the office, **in its original container**, with a written note from the parents and the physician's instructions on how to administer that medicine. If necessary, 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. Please make sure to have your emergency contact numbers updated in the event that you need to be reached. Should the school be unable to reach the parents or other emergency contacts, it is school policy to take the child to the emergency room and contact the personal physician, if possible. Your signed form will allow treatment to be administered in an emergency setting by a doctor or at a hospital 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. This must be taken care of prior to school. A signed certificate 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.
- Please advise the office of any significant information or changes regarding the health of your child. Since your child's health also affects his performance in the classroom, it is advisable to discuss this with your child's teachers as well.
- All students who come to school on bikes, scooters, or any type of skates must wear helmets. There is a bike rack located in the parking lot across from the boys entrance.

c. Meals and Snacks

- Only dairy or *pareve* food may be brought to school, except on specifically noted dates.
- Please do not send any powdered or instant products, requiring preparation with hot water.
- Please do not send any food or drinks in glass bottles.
- **Please do not send any peanut products to school. Please make sure that any products baked in the local establishments are nut-free.**

KASHRUS

In order to avoid difficulties resulting from differences in *kashrus* standards among classmates, all products brought to the school must be certified by one of the national *Kashrus* organizations (i.e., OU, OK, Kof-K, Star-K), or by PCK, the Passaic-Clifton *Kashrus hechsher*. It is understood that there are other acceptable *hechsherim*, however, Rabbi Leiner must be consulted before any other food product with another *hechsher* is brought into the school.

ALL DAIRY PRODUCTS THAT WILL BE DISTRIBUTED TO A CLASS (FOR A PARTY OR A *SIYUM*, ETC.) MUST BE *CHOLOV YISROEL*. ALL BAKED GOODS MUST BE *PAS YISROEL*.

Please recognize that NO HOME-PREPARED FOOD SHOULD EVER BE DISTRIBUTED FOR ANY CLASS EVENT,

Any *kashrus* questions should be brought to Rabbi Leiner before a product is sent with your child, so as to avoid any embarrassment to the child.

Cholov Yisroel milk will be provided at breakfast to the boys in Grades 5-8 after morning minyan and at lunch for all students.

c. Peanut Free Environment

Please respect the fact that YBH is a **PEANUT FREE ENVIRONMENT**. Peanut allergies can be very serious or even fatal, *chas v'shalom*. If a child is severely allergic, he/she does not necessarily have to ingest peanuts to have a severe reaction. This can even occur by touching a peanut product, inhaling airborne peanut particles, or by skin contact with residue on a classmate's hands or on a table.

We ask you to please carefully avoid **all peanuts** and peanut products when preparing snacks and lunches for your child, as well as foods to be shared by the entire class. In addition, when snacks are being shared by the entire class, **sesame ingredients** must be avoided, as well.

Please remember to inform any caretakers of this important school rule.

We realize this may cause some inconvenience. Please understand that the health and well being of each child is of paramount importance to us all. We appreciate your cooperation in this matter.

d. Special Diets

Should your child have special dietary restrictions or food allergies, please note them on the enclosed emergency information form, so that the staff will make an extra effort to supervise the child.

VII. Dress Code

One of the hallmarks of the Jewish people is the concept of being an *Am Kadosh*. This expresses itself in many ways. One example is our mode of dress. *Chazal* have helped us by defining concrete ways of adhering to these ideals through the laws of *Tznius*, in the way we speak, act, and dress (just to name a few). YBH has the responsibility to present to the students a clear understanding of our *mesorah*. It is very important that we all understand the difference between a school rule and *halacha* in regard to mode of dress.

Tznius is *hashkafa* and *halacha*, and, therefore, applies everywhere. *Dress code* is the way a school decides to create a positive atmosphere for education.

The Dress Code applies for all school events or functions unless permission is granted for changes. The Administration reserves the right to determine if any dress, hair style, or accessory is not appropriate.

a. BOYS Division

Slacks: Navy, black or gray; corduroy is acceptable; **no** jeans, camp pants, cargo pants, or elastic bottoms.

Shirts: White or light blue uniform style dress shirt; the shirt must be neatly tucked in at all times. Any undershirt must be white.

Vests, Cardigans, Sweaters, Sweatshirts (optional): Navy, royal blue, black, gray, or deep green uniform color; no fleece or cables, no designs, pictures or logos. YBH sweatshirts are permitted.

Socks: White or dark colored socks; must be cuffed at least ½" above the top of the shoe.

Footwear: Only shoes with backs or sneakers (no clogs or crocs or flip flops).

Dress Jackets: Boys over *Bar Mitzvah* for *tefillah*. 0

Haircuts: Neat and moderate length.

Yarmulkas: We do not permit *yarmulkas* with any logos, pictures, or wording which promote a particular institution, person, viewpoint, etc. They should have a respectable appearance, reflecting their purpose as a means of fostering *yiras shamayim*.

b. GIRLS Division

In general...

- Clothing may not be form-fitting.
- Skirts must come below the knee even while sitting; no slits at all.
- Sleeves must cover elbows, even when the arm is bent.
- Makeup or nail polish may not be worn.
- Girls may wear one earring per ear; the earrings may not exceed 2".

Skirts, Jumpers: Any navy jumper or pleated skirt, or YBH (hunter green) plaid pleated skirt or jumper.

Blouses:

1st – 4th grade girls: white or light blue blouses, or white or light blue polo shirts with a collar, may be worn.

5th – 8th grade girls: white or light blue buttoned blouses only, any loose-fitting, white or light blue polo shirt with a collar. Any undershirt worn must be white.

Vests, Cardigans, Sweaters, Sweatshirts (optional): Navy, royal blue, black, gray, or deep green uniform color; no fleece or cables, no designs, pictures or logos. YBH sweatshirts are permitted.

Socks or Tights: Tights or knee socks: Solid or patterned. Socks must be at least ½" above the top of the shoe.

Ankle socks: Blue, gray, black, white, or green only. **With ankle socks, the ankle must be covered and socks must be cuffed.**

Footwear: Only shoes with backs or sneakers (no clogs, crocs or flip-flops).

c. Purchasing Uniforms

Below are some options for purchasing uniforms. You do not have to order from these companies, but they are presented here simply to offer some helpful alternatives.

Land's End and **Blue & White Kids** have an agreement with YBH to donate a portion of the revenue from the order to the yeshiva.

You may also purchase uniforms from **Hosiery Planet** on Main Avenue in Passaic. Hillel dollars may be used for purchases at Hosiery Planet.

Land's End:

Any items you order from this catalog (including backpacks, shoes, sweatshirts...) will benefit the school since YBH will receive 3% of the net sales. However, please be aware that many of

the items in the catalog **do not** meet the requirements for our Yeshiva's dress code and as such, should not be worn to school.

If you are ordering girls polo shirts from Land's End, the following items are acceptable:

- Long-Sleeve Interlock Polo-Item #051369 and Long-Sleeve Mesh Polo-Item #051538 in either chambray blue or white.
- Additionally, they carry a Long-Pleated Skirt-Item#381242 in navy that is acceptable.

If you are ordering online, make sure to go to the school uniform section of their website as **only** items ordered from the school uniform section will benefit our school. You may search for the items using the above item numbers and you will get to them directly.

To order online, go to **landsend.com/school**, and then click on the link that says "**SCHOOL'S DRESS CODE**". Our yeshiva's name is "**Hillel**" and **Preferred School Number is 900134495**. Use this number when you are placing your order. Logging in this way will ensure that at check-out, our school's Preferred Number is automatically used.

Blue and White Kids:

Only the "¾ sleeve polo shirt" style #1202 will be acceptable from this company. These shirts are made in Israel and the company will give YBH a 5% commission for every order. Polo shirts may be ordered at any time by going to www.koshercasual.com or by phone at 866-825-3161. At checkout, on the "Purchase Information" page, there will be a text box that states: "School or Organization who referred you." Just fill in "YBH" and the school will benefit from your purchase. Please note, however, that McAfee rates this website a security risk. Any questions about uniforms in general should be directed to Yael Pahmer at 973-470-7020.

d. Backpacks

Due to the safety risk posed, backpacks should not be left around the classrooms or hallways. Backpacks should be kept either in the lockers, or against the wall opposite the lockers.

VIII. Student Evaluation

a. Report Cards

- The school year is divided into three marking periods (grades 1-8).
- In the middle of the first marking period, an initial progress report will be prepared for all students in grades 1-8. During the second and third trimesters, progress reports may be sent if needed.
- **ECD** progress reports will be prepared three times a year.
- **Report cards will be mailed home, unless there are unfulfilled financial obligations or YBH books that are to be returned or paid for.**

b. Standardized Testing

The school administers standardized achievement tests to students in the spring (see calendar). When results arrive, the Special Services Director will review the results to ensure that students with special requirements will have them met. The achievement reports are made available to the parents with the third trimester report cards.

c. Child-Study Team

As part of its services to non-public schools, the local school district funds a child study team to evaluate individual students when parents or teachers become concerned about the functioning of any student. After the team completes its evaluation, when indicated, a Service Plan (SP) is put into place with the involvement of the team members, staff and faculty, and the parents.

d. Special Services

Mrs. Yehudis Margulies, the Director of Special Services, coordinates the work of the Resource Room staff, skills instructors, and service providers, together with the regular class teachers.

- The YBH Skills Program is a program available at the beginning of 2nd Grade. This is a replacement program in the areas of *Chumash*, reading, and/or math. Students are recommended for this program when they are substantially below grade level in one of these areas. There is an additional fee for this program above tuition.
- The Yeshiva operates a Resource Room for students who have been diagnosed as having mild to moderate learning disabilities. It is intended for those classified students who are able to function primarily within the context of the regular class framework, but who need additional help.
- The state provides YBH with teachers who render services in the areas of:
 - a) Compensatory education based on standardized test scores
 - b) Supplementary instruction and other services based on classification
 - c) Speech / Language Therapy
 - d) Occupational therapy can sometimes be provided by the City of Passaic for classified students who are Passaic residents and who meet the necessary requirements.

IX. School and Personal Property

a. Care of School Property

It is expected that each student show proper respect and concern for school property. Disregard for school property is unbecoming of a *ben/bas Torah* 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 cost of the repair. In addition, depending on the issues involved and the severity of the infraction, other measures may be taken.

b. Textbooks

- YBH provides General Studies textbooks for its students. 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, a charge will be assessed.

- To better protect the textbooks from wear and tear from year to year, we request that every textbook be covered with a removable cover. Please do not use self-adhering materials or adhesives.
- In order to encourage students to take responsibility for their textbooks, all textbooks found in public areas will be collected and may be retrieved from Mrs. Radinsky for a \$5 fee. This fee can be avoided by encouraging your children to keep textbooks in lockers.

c. Cell Phones, Ipods & Other Electronic Gadgets

Rabbi Leiner and the YBH administration believe that personal electronic gadgets, such as cell phones, cameras, IPods, etc., are counterproductive and harmful to the school learning environment. Cell phones may be necessary for the safety of students and we respect that. YBH students have always been able to use the telephones located in the main office to contact parents when the need arose. However, the possibility for abuse with cell phones is significant.

Therefore, a new school policy will be implemented this year regarding the presence of electronic equipment in school. This is summarized as follows:

Upon arrival to YBH, cell phones will be collected and stored in a safe area. They will be returned to the students at dismissal. **At no time may any student have a cell phone in his/her possession while in school**, unless a parent has submitted a permission request form explaining the nature of the safety concern, and that this has been approved by the administration.

Please make sure that your child's cell phone is housed in a protective case that is clearly labeled with a name and home phone number. If a student violates the above policy, the electronic device will be taken away.

No Ipods, cameras or other electronic gadgets may be brought to school at any time unless explicitly authorized by the administration.

d. Lost and Found

A "lost and found" box is located in the coat closet in the school lobby. Small and/or valuable items will be kept in the school office. After 30 days, items are considered hefker and will be given away to tzedaka. **Please label your children's clothing** to prevent loss and check the closet as soon as you notice an item has gone astray.

X. In and Out of School

a. Proper Behavior for B'nei and B'nos Torah

Our mutual goal is to produce *b'nei* and *b'nos Torah* who reflect Torah ideals in their behavior and demeanor, both in and out of school.

We encourage YBH students to understand that when they are with their friends in the park, on the street, or in a store, they should be sure to use proper language and to exhibit proper behavior. We remind them that they are *b'nei and b'nos Torah*, as well as students of our Yeshiva, they are expected to set a good example and to make a *Kiddush Hashem* in our community.

One such example pertains to ball playing on Shabbos. Our *Morei Derech* have been consulted on this matter and the following is their response. Children over Bar Mitzvah age should avoid this activity entirely. Children under Bar Mitzvah age should avoid ball playing in public areas. It is the expectation that YBH students adhere to this policy and represent the Yeshiva in a dignified manner.

b. Discipline

At YBH, we are proud of our students' achievements, attitude, and behavior. It is our firm belief that children are naturally cooperative and want to succeed in all areas, including the area of proper behavior. However, there may be instances when children need help following rules and accepting authority. In these cases, students who violate school or class rules will be dealt with in an appropriate manner. Parents will be informed, when necessary.

c. Outside Influences

The larger society in which we live affords us many economic and other opportunities for which we are grateful; yet it also poses potential dangers to our children. Rabbi Leiner and the entire administration caution all our families to be vigilant and to exercise parental control in these areas that are common pitfalls:

- The Internet
- Cell Phones, Ipods & Other Electronic Games
- Media
-

All of the above require parental supervision.

d. Field Trips

During the course of the school year, the Yeshiva may arrange field trips to various places of interest. These will be designed to enhance the students' learning experiences. Before any projected trip, a note will be sent home with information about the trip as well as a permission slip allowing the child to participate. Please complete these permission slips. No child will be allowed to go on a trip if the permission slip has not been returned to the school.

Chaperones are often needed on these class trips, as more supervision is required than under normal classroom conditions. When volunteering to chaperone for such a trip,

please do not tell your child that you are coming until you have received confirmation from the teacher. This will prevent disappointment should more parents volunteer than are needed. It is expected that the chaperone be able to devote his/her full attention to the class. The chaperone's function is to assist in class supervision exclusively. **Therefore, please note that siblings of any age are not permitted to accompany chaperones on trips.**

e. Parties

- **If you plan a get-together at home for your child's class, please be sure that the food and the entertainment are designed to a standard that is acceptable for all families at our Yeshiva. Please do not put other parents and children in an uncomfortable position of having to choose between enjoying their friends' company or maintaining their families' standards. If you have any questions, please consult with either Rabbi Leiner or Rabbi Perlstein.**
- Birthday parties may be scheduled during class time in the ECD and first grade, only after consultation with the teacher. Celebration of birthdays for students in grades 2-8 should take place outside of school time.
- Parents should confirm with their child's teachers before the day of the party.
- Parents may bring in one treat (cake or cupcakes) following the Kashrus guidelines of the school.
- Dairy food must be *Cholov Yisroel*, and baked goods must be *Pas Yisroel*.
- A lovely addition to the birthday celebration is having the birthday child give a gift of a toy or puzzle, or a book to the particular class library, general library or to the *Beis Medrash*. Not only does this add to the toys and book supply in the classroom, but it also encourages the child in the *mitzvos* of giving and sharing.
- Goody bags are not encouraged. If you send them, please make sure they comply with Kashrus, medical, and allergy concerns. Home-made foods may not be brought to school.
- **ECD** – Instead of goody bags, parents are requested to bring in two food items or prizes to distribute to each student in the class, or a gift for the class.
- 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 discuss any entertainment plans with Rabbi Leiner or Rabbi Perlstein.
- When purchasing refreshments for a birthday party, please check all ingredients very carefully and avoid those containing peanuts or ingredients derived from peanuts.

Please note that some teachers may notify you of alternatives to "food" parties.

f. Vacation

There are several vacation periods throughout the school year where families can enjoy vacation time together. YBH discourages taking students out of school when school is in session. In exceptional circumstances when this cannot be avoided, the students will be responsible for the work missed. It should be understood that teachers are not required to provide the work in advance.

XI. Special Calender Dates

a. First Day of School

The first day of school is **TUESDAY, AUGUST 31ST**. All students should arrive at their regular times and proceed to their daily arrival locations. Dismissal will be at 12:30 PM.

For admittance on the first day, students must bring their admission cards. The cards will be issued when the necessary forms are completed, each child has been checked for lice, and all financial obligations have been settled.

- **On Tuesday AUGUST 31ST**, *seforim* and supplies should be brought to school for the start of *Limudei Kodesh*.
- **THURSDAY, SEPTEMBER 2ND** is the first full day of classes.
All General Studies supplies should be brought on that day.
- **ECD**
Orientation for Nursery, Kindergarten, and P1A will be on **TUESDAY, AUGUST 31ST**. Parents will receive information as to what time to bring in their child to meet his/her teacher on that day.

The first day of school for the ECD will be on **WEDNESDAY, SEPTEMBER 1ST**, with dismissal at 12:30 PM. The first **FULL** day will be on **THURSDAY, SEPTEMBER 2ND**.

b. Back-to-School Night

Shortly after the start of school, a Back-to-School night will be held. Please refer to the School Calendar for exact date for your child's grade.

Parents will be invited to meet with their children's teachers to 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. To do so, please call the main office or email the teacher to schedule an appointment.

XII. Vouchers

Vouchers are sold by Mrs. Dina Brody in the main office every school day from 8:00-10:00 AM. Additional names and locations where vouchers can be purchased are listed in the school calendar or may be obtained from the secretaries.

XIII. Parent-Teacher Association (PTA)

The PTA exists to help support the school's programs by sponsoring activities throughout the year. All parents are encouraged to participate and support the PTA programs to the maximum possible extent. Each volunteer makes a big difference.

We welcome your involvement.

Wishing everyone a truly successful year! Thank you for your cooperation!