



***OHR TEMIMIM***  
***Parent & Student***  
***Handbook***  
***5775/2014-15***



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**5775/2014-2015 SCHOOL POLICIES  
AND PROCEDURES**

Dear Parents and Students,

We welcome you all to a new school year. We hope this year will be stimulating and productive.

To ensure a smooth and successful year, please review these policies with your child/ren and explain all school rules and requirements to them.

It is essential that the students come to school well-prepared on the first day and throughout the year. Please make sure they have proper uniforms and supplies.

We wish you all a healthy and happy year.

***Ohr Temimim***

## **THE SCHOOL DAY AND GENERAL SCHEDULE**

Nursery, Pre-K and Kindergarten: Mon.-Fri. 8:30am-2:30pm, extended child-care available with prior reservation.

Children 3 or older must be potty trained.

Grades 1-8: Mon.-Thurs. 8:30am - 4pm, Fri. 8:30am - 2:30pm

Sunday School 10am-12:30pm

## **ARRIVAL AND DISMISSAL / TRANSPORTATION**

Parents should arrange for their children to arrive at school at least five minutes before classes begin. A staff member will be on duty to supervise the students beginning at 8:20am daily. *Please do not leave children unattended on school grounds at any time.*

Children should remain in the multipurpose room; a teacher will direct them into class. Students arriving late to school cause disruption to the rest of the class. The purpose of the Ohr Temimim late policy is to minimize class disruption and to instill responsibility and respect for school order. Students in grades 1-8 who arrive late must check in at the front desk either with a signed note, or accompanied by a parent, to receive a pass for class. Students with excused tardiness, such as a doctor's appointment, will be allowed to enter class immediately. Students with unexcused tardiness, may be asked to wait outside the classroom until the first class transition. Additional assignments may apply to students who habitually have late arrivals.

When dropping off or picking up children from school please be sure not to block parked cars or empty parking spaces.

Children are disappointed and sometimes restless when parents arrive late; please be prompt. Teachers are not on after-school duty more than five minutes. Parents picking up more than five minutes late will be asked to pay \$1 for each additional five minutes. If you know you are running late please call ahead and remember to sign out or ask the teacher on duty to sign your child out.

If you make changes to your child's regular pick-up

arrangements, please notify the school office beforehand and ensure the children are picked up promptly. In the event of an emergency, please call the school emergency line, at 390-4490.

All students using public school transportation should make arrangements with their public school district. If you are the only family using a bus, keep them informed of any changes.

If you are arranging a carpool, please inform the school of your arrangements. Unless we are notified by you of any changes, your child will go home according to their normal routine. There will be no exceptions unless we have a signed and dated note from you.

Parents will be asked to help occasionally with transporting students on trips or other activities outside the building. Your help is greatly appreciated.

## ***IMMUNIZATION & HEALTH RECORDS***

In keeping with New York State's immunization requirements, all new students and students entering Nursery through Kindergarten, Second, Fourth and Seventh grades must submit the updated health and immunization records in order to be admitted to school.

## ***ILLNESS, ABSENCE, AND MEDICATION***

Please keep your child home if he/she shows any signs of illness, such as fever or vomiting within 24 hours. Contagious or communicable illness must be reported to the school.

A student returning to school following a serious or prolonged illness, injury, surgery or other hospitalization, must have written permission by the health care provider to attend school, including any recommendations regarding physical activity. If medication is required during school hours, an authorization note written by a physician is required. It should be clearly marked with the student's name, time and dosage.

School staff do not prescribe or give advice regarding medication or other care beyond first aid. If your child becomes ill during the school day, you will be notified so you can make proper arrangements for him/her to be picked up.

An Emergency Awareness Card will be required to be filled out for each student.

Appointments should not be made during school hours. If this cannot be avoided, we prefer the appointment be made in the late afternoon. Teachers should be notified in advance of any scheduled appointments.

Following an excused absence, students should come to school with a signed, dated note to be given to their first teacher of the day.

If an important family trip is necessary while school is in session, parents are asked to notify the teachers in writing a week in advance so appropriate materials/homework can be gathered. Students are still accountable for homework assignments and tests.

## ***SNACKS AND LUNCHES***

Each child is asked to bring a Kosher dairy or *pareve* lunch and beverage with them to school daily. In addition, please send along at least two healthy snacks, such as fruits and vegetables, one for the morning and one for the afternoon.

We strongly encourage parents to include bread for lunch. Food may not be shared with other children. Matzah and jelly will be available for those who forget to bring a lunch. There is a \$0.50 charge for each lunch served.

## ***BIRTHDAYS AND SHABBOS PARTIES***

Any food provided for birthdays and Shabbos parties must have a Kosher symbol approved by the school. Only Pas Yisroel and Cholov Yisroel baked goods and Bishul Yisroel chips are allowed. Pareve candies bearing an 'OU' or an 'OK' are accepted. **Home-made products are not accepted.**

Birthday parties taking place during school hours will be limited to the pupil's classmates. Siblings shall not be removed from another class to attend. If you wish to include other siblings, please set aside a treat for them to have at home. This will cause less disruption and jealousy. In addition, birthday parties should be kept to a standard which will avoid competitiveness. Please make arrangements in advance with your child's Judaic Studies teacher.

Birthdays are a wonderful time to teach your child the Mitzvah of giving. Please send in a baked treat, drink and coins for Tzedakah for all children in the class. No goody bags allowed. If you would like to donate a Jewish book or article in honor of your child's birthday, please contact the school office or your child's teacher. A special notation will be placed in the book or on the item with his/her name. If you would like to make a monetary donation, we would be happy to purchase these items for you.

## ***SUPPLIES, TEXT AND WORKBOOKS***

Please refer to your child's class supply list and have materials ready for the first day of school. Text-books and workbooks are provided for each student. Lost or damaged books must be paid for or replaced.

Over the course of the year you may be asked to participate in the cost of projects, additional books or supplies. A student in need of a pencil or sharpener may purchase these items at the office.

## ***UNIFORM AND DRESS CODE POLICY***

Ohr Temimim considers it crucial to maintain an appropriate atmosphere. All clothing should be clean and presentable. Dress Code and Uniform Policy are as follows:

### **Girls (Nursery - Kindergarten):**

- Skirts/Dresses below knees.
- Dresses, shirts or blouses covering elbows.
- Knee socks or tights.

### **Boys (Nursery - Kindergarten):**

- Kippah and Tzitzis.

### **Girls (Grades 1-8):**

1. Navy blue uniform jumpers; mid-calf uniform skirts can be worn for girls grades 4 and up.
2. Gingham uniform blouses for grades 1-8. A white or blue turtleneck may be worn underneath the blouse during winter. Light blue oxford button down blouses are permitted to be worn during the months of September, May and June.
3. Knee socks or tights must be worn at all times and shoes must have closed toe and back. No Crocs or the like allowed. No leggings, bobby socks or stockings are permitted.
4. Nail polish and makeup may not be worn during school.
5. Only school sweatshirts or solid navy blue sweatshirts, with no words or logos, are allowed to be worn in school.
6. Earrings worn to school may extend up to one inch below the earlobe.
7. Girls should wear their hair up when longer than shoulder length for modesty and lice prevention.

### **Boys (Grades 1-8):**

1. Navy trousers - no jeans, sweatpants, corduroy, cargo pants or shorts.
2. Light blue oxford shirts. No patterned, rugby, sweat, or



- polo shirts are permitted. A white or blue turtleneck may be worn underneath the shirt during winter. Shirts must be tucked in and Tzitzis should be hanging out while at school.
3. Shoes or sneakers may be worn to school. All shoes must have closed toes and back, no Crocs or the like allowed.
  4. Only school sweatshirts or solid navy blue sweatshirts, with no words or logos, are allowed to be worn in school.

***Children may wear white button down shirts or blouses on Rosh Chodesh and other auspicious days (no t-shirts).***

## **HOME SCHOOL COMMUNICATION**

Our teachers welcome input and questions from parents. Good communication is the key to a successful school year. Students will maintain parent-teacher correspondence journals. Generally, either notes in these journals or e-mails are the quickest and easiest way to communicate each day.

Parents who wish to meet with a teacher may call the school and the teacher will return the call to schedule an appointment at a mutually agreeable time.

Parents should not meet with teachers in the classroom or hallway during the school day. Please also respect their private time at home with their families by not phoning them at home unless the matter is extremely urgent.

## **VISITING STUDENTS**

If you wish to invite a visiting school-age child to join school for any amount of time, prior administrative authorization is required. Please do not make arrangements directly with teachers.

Please call the school office a week in advance so it can be cleared by all staff involved.

## ***PARENT - TEACHER CONFERENCES***

Formal Parent-Teacher Conferences are scheduled after the first trimester as indicated on the school calendar. At other times, a conference can be arranged by calling the office to request one. Ongoing communication among parents/teachers/administration is highly recommended.

## ***TUITION***

Tuition fees and school fundraisers are spelled out in the school registration forms and are to be processed through FACTS Tuition Management.

Parents who have applied for tuition assistance will be informed of their payment agreements during the month of August.

## ***ROLE OF PARENTS***

As our partners in educating your children, your role is critical in instilling certain habits in your children. These include: going to sleep on time, being on time for school, taking responsibility for and care of materials, following directions, respecting the rights and property of others, showing self-control, and speaking courteously and clearly. Please support your child in doing his or her homework and take time to acknowledge special projects they do at school. Be sure to have a suitable work area and a regular time in which to do homework.

## ***RESTRICTED ITEMS***

Children may not bring electronics such as iPads, MP3 players, Gameboys or cell phones to school. Unauthorized electronics may be confiscated.



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