

The Shulamith School for Girls of Brooklyn

Student and Parent Handbook

5781/2020-2021

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**Administration Contact Information (Alphabetical by last name)**

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**USING THIS HANDBOOK**

This *Parent-Student Handbook* is a formal way of informing the school community about *Shulamith* and its daily operations as it affects you, the parents, and students. **We review and revise the handbook annually.** We hope that the information included in this booklet will answer any questions you may have regarding basic understandings, community rules and expectations, and ongoing routines. We ask that you especially note the important ideas contained in this Handbook in regard to *Bat Mitzvahs* and other celebrations as well as school uniform dress code and technology. Please keep this handbook handy and refer to it regularly.

As we strive to develop the “life lessons” to help our children continue our values, and as we all teach by example, let us work together to meet the community guidelines and expectations set out in this Handbook.

**THE SCHOOL-HOME PARTNERSHIP**

The ability to communicate openly and effectively is the cornerstone of all good relationships. This is especially true in terms of school-family partnership. The amount of information transmitted amongst school, family, student, government agencies and a host of other sources is extensive. Therefore, it is important that the school establish guidelines for developing an effective and reliable communication system. In order to support effective communciation we offer the following guidelines.

## Family to School

**Please keep us informed**: Everything that happens in your home affects your daughters. Therefore, it is essential that we are aware of any unusual events, which are taking place in the family. This includes the happy and the sad - births or marriages of siblings, special *smachot,* illnesses at home, anticipated trips by parents, deaths in the family, family dynamics, etc. Properly informed teachers will be able to help your child with greater understanding. **Please notify the administration and teachers by e-mail or telephone of any significant event.** ***Please be assured that all information of this type will be kept strictly confidential****.*

**Contacting a teacher** *–* Your child’s teacher is the first line of contact when there are any academic or social concerns. Please be aware that during class time, the teacher is focused on the students and, therefore, will not be available to respond immediately. However, you may expect a reply eithin 24 hours. Please contact a principal after you have made every effort to resolve the issue through your child’s teacher. Please refer to the Teacher’s Directory on the school website for Shulamith Faculty email addresses. Homework will be posted daily on Google Classroom.

**Calling home**: If a child would like to call home, she can only do so through the Elementary office and with the approval of an administrator. Cell phone policy is separate and includes the following: Students in grades 1-4 may not bring a cell phone to school under any circumstances. Any student is permitted to use the office phone in the event of an emergency with the permission of a teacher or administrator. Students in grade 5 and Middle School are not permitted to use their cell phone at any time during the school day. In case this is violated, the phone will be confiscated for a week and parents must pick it up from a principal’s office.

**SCHOOL TO FAMILY**

**E-mail—Please make sure that we have your correct email address, as email is a key way for us to communicate effectively with you.**

**School Closings** due to inclement weather are publicized as follows:

* **A Robo phone call is made by 7:00 A.M. to all families of Shulamith School. Please make sure we have up - to - date phone numbers.**
* **E-mail--**An e-mail will be sent to all parents (please be certain that you have signed up to receive Shulamith e-mails)
* **Facebook/Instagram page**

**Please note** thatwhen public school districts cancel school, Shulamith will be closed.

**VISITING SHULAMITH**

The relationship between SHULAMITH teachers and parents is of the utmost importance to us all. If you wish to speak with your child's teacher for any reason, please call the school office or e-mail your child’s teacher. In the event of an emergency or other pressing matters, parents who need to speak to their child should ask the office to call their child.

*Due to Covid-19, visitor policy for Shulamith has changed. We request that parents not come up to the 5th floor unless they have a previously scheduled meeting. If you must come up, please adhere to the following regulations:*

* *Visitors must 18 years old or older, except in special circumstances and when accompanied by an adult or faculty member.*
* *All visitors must enter the school through the main security doors.*
* *All visitors must undergo temperature and symptom screening upon arrival. Visitors with elevated temperature > 100.3°f (38°c) will be denied access.*
* *Visitors who have symptoms consistent with Covid-19 will not be permitted to enter the premises; this is without exception.*
* *Visitors must practice social distancing, wear a facemask or face cover and maintain hand hygiene.*
* *If a visitor does not pass the screening process or does not follow visitor protocols, they will be asked to leave.*
* *Visitors approved for entrance by security will be escorted to the 5th floorby a security personel. No one will be allowed entrance without a mask.*

# THE HALACHIC CONNECTION BETWEEN SCHOOL AND HOME

*We have found that of the many factors that contribute to a student’s growing commitment to a life governed by halacha and proper midot, maintaining a close connection between school and home is critical. Therefore, we seek to work in partnership with you—the parents—so that together we will meet our goals.*

## *Tzni'ut* and Appropriate Dress

One aspect of *tzni'ut*, which is governed by *halacha*, is the requirement to dress in accordance with the *Torah* concept of decency and modesty. To facilitate proper dress in the school context, we have established the **Shulamith Uniform Policy (found in this Handbook and on our Website)**, which governs appropriate dress for all students in school. However, ***halachic* guidelines for appropriate clothing must also guide choices of clothing on weekends and during school vacations.**

**All adults who visit our Yeshiva are expected to dress in accordance with standards befitting a Yeshiva atmosphere.**

**THE SCHOOL DAY**

Children in grades 1-5 assemble daily, in their respective classrooms. *Tefilah* beginsat 8:30am sharp. No children will be allowed in the building before 8:00am.

School hours are as follows:

|  |  |
| --- | --- |
| **3 yr. old Nursery & Kindergarten** | Mon.-Th. 8:30-4:00, Fri. 8:30-1:00 |
| **Pre-1A** | Mon.-Th. 8:30-4:00, Fri. 8:30-1:00 |
| **Grades 1-8** | Mon.-Th. 8:30-4:00, Fri. 8:30-1:00 |

**Preparing Your Child For School**

The start of the school year is a time of excitement, and, in some cases, nervousness for children and families. Teachers and administrators will do their best to provide a smooth and organized beginning. Please bear the following in mind for the **first day of school**:

* **Proper separation:** Staff will be available for any child who experiences difficulty in separating, and we would appreciate that parents do not accompany their children into the classroom or school building. This tends to be disruptive, and difficult for some of your child’s classmates.
* **Supplies & Books:** Please make certain that all children come to school with the supplies described in the list you received during the summer, and that all student possessions are properly labeled. *Seforim* and books will be distributed in the classroom.

It is our belief that preparation is a wonderful way to improve this first day experience, and that sharing your child’s excitement will help pave the way for a successful school year!   ﻿

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**UPDATED SHULAMITH UNIFORM POLICY**

The SHULAMITH uniform is an important part of our school policy.

***Uniforms  are mandatory for all girls in grades 1-8.***

The School Uniform can be purchased at:

**S. Brodt Uniforms**  **Uniform Gemach**

1865 East 22nd St. Devorah Weinstock

718-336-4651 917-969-5183

[sbrodtuniforms@gmail.com](mailto:sbrodtuniforms@gmail.com) Call or text for sizes

call or email for store

Please read the uniform requirements very carefully. Both vendors have been advised of the uniform requirements for the new school year. Please call or email as soon as possible to make an appointment in order to ensure your daughter has uniforms on time for the first day of school in September.

**It is imperative as a *Bat Yisrael* that you take pride in your appearance, therefore, any old, torn uniforms or grayed shirts should not be worn to school.**

Grades 1-4

1. **Uniform Skirt**:

a) Navy drop waist skirt only. (The stitched down pleated navy is NOT our uniform skirt.)

b) Plaid skirt with stitched down pleats.

1. **Uniform Jumper**: Navy or plaid jumper with pocket.
2. **Uniform Shirt**: An Oxford cotton blend pique shirt in solid white or yellow.
3. **Polo Shirt**: Cotton blend polo shirts in white, yellow and red. These are the only polo shirts your daughter can wear. Students in grades 1-4 can wear the short sleeve shirt. Only a solid white turtleneck can be worn under the Oxford shirt for additional warmth.
4. All oxford shirts and polo shirts must be worn tucked into the skirts.
5. **Uniform sweatshirt**: A crewneck and a zippered, hooded solid color sweatshirt with no writing or pictures on the front or back are part of our uniform. The school sweatshirts are also allowed and are available at Brodt Uniforms. Only these sweatshirts should be worn.
6. **Socks**: Rollover socks, knee socks, or tights. Please make sure your daughter wears only rollover socks and not sneaker or tennis socks.

Grade 5

1. Uniform skirt: Must be below the knees when standing and seated. Navy drop waist skirt or plaid skirt with stitched down pleats. Other stores are selling skirts made with fabric similar to our school uniform. They are not acceptable.
2. Uniform shirt: Oxford cotton blend pique shirt in white or yellow. Shirts have to be worn tucked into the skirts. Grade 5 students can wear the long sleeve Henley shirt; they are not permitted to wear short sleeve shirts.
3. Uniform sweatshirts: A crewneck and a zippered, hooded sweatshirt with the Shulamith logo are part of our uniform. Only these sweatshirts should be worn.

**Please cooperate with us and make sure your daughter has these necessary items of clothing**.

All clothing, especially the school sweatshirt, **should be clearly labeled with your child’s name.** Please make sure your daughter has enough uniforms and uniform sweatshirts.

* Elaborate hairdos such as cornbraids and excessive and faddish jewelry such as more than one pair of earrings are not permissible in school. Students are not permitted to change the color of their hair, or wear any makeup to school.
* If leggings are worn for warmth, they must extend to the ankles. No mid-calf leggings are permitted. If the legging does not reach the ankle, the student must wear a pair of socks to reach the height of the legging. Rollover socks, knee socks and tights are also permitted. Leggings can be either black, blue or gray.
* Sneakers with wheels are not allowed in school.
* Crocs are not allowed to be worn in school.
* No sandals are to be worn at any time.

Please review the above uniform requirements very carefully. Your cooperation is essential. Students may only wear items of clothing that are in accordance with the uniform code.

Grade 6-8

1) Uniform skirt:

* Navy drop waist skirt or plaid skirt with stitched down pleats. Some stores are selling skirts made with fabric similar to our school uniform. They are not acceptable.
  + - **The skirt must be long enough to cover the knees at all times. The skirts should not be torn, frayed or stained.**

(please don’t just assume the skirts from last year are still long enough & in condition to be worn with pride for another entire year).

2) Uniform shirt:

* An oxford cotton blend pique shirt in solid yellow or white.
  + - Uniform shirts must be buttoned high enough to cover the neck bone. (only the top button should be undone) Elbows must be covered at all times.
    - If additional layering is necessary for warmth, only white tee shirts should be worn underneath; no shirts should be seen “peeking through” from underneath the uniform shirt.

3) Sweatshirts:

* **Solid colored sweaters and sweatshirts without words or pictures on the front or back are allowed to be worn on top of the uniform shirt. School uniform shirts are available for purchase at the uniform store.** 
  + - Sweatshirts bought during a school trip (Philadelphia or Washington) are permitted
    - T-shirts worn for the Israeli Independence Day Parade are permitted. A uniform shirt must be worn underneath if the sleeves are short or the neck low.
    - Denim jackets are not permitted during school time.

4) Socks:

* **Socks must be worn daily and cover the ankle completely Tennis socks or sneaker socks are not permitted. Rollover socks, knee socks and tights are permissible.**
* **Pants & pajamas may not be worn in any visible manner. Full length, reaching the ankle, black, blue or gray leggings, without any design or decorations, may be worn. If the leggings do not reach the ankle, they must be worn with socks that will reach the edge of the legging.**

5) No high top shoes or high top sneakers are permitted.

6) Cornrows, beads, bleaching or enhancing of hair color are not permitted in school at

any time.

7) Jewelry should be fine looking.

8) No makeup is allowed. If you have a simcha the night before, please make sure to

remove all make-up before coming to school.

**TRANSPORTATION**

*Derech eretz* and the safety of the students on the bus are, of course, of the utmost importance.

We ask the parents to speak with each child and remind her to follow these guidelines:

* **Wait quietly for her bus on the corner without disturbing a neighbor or damaging any property.**
* **Respect the authority of the bus driver.**
* **Enter and leave the bus properly.**
* **Remain seated until the bus reaches your stop**
* **Keep hands, head and arms inside the bus.**
* **No pictures or videos may be taken while on the bus**

**Pupils disobeying the safety rules will receive a written *Bus Misconduct Report* from the bus driver and may be barred from receiving transportation by the bus company.** Students may also receive negative consequences from the school.

**No student will be permitted on any bus other than her assigned bus. If there is an emergency and a change must be made, please send a note with your child,** **or call the office and speak with the secretary regarding the change. Do not leave a message on the phone. You must speak with a secretary regarding any changes. If a change is to be made, please indicate the official stop she will be using.**

**ATTENDANCE**

**Dismissal** – Safety is our number 1 priority. In the event that a student must be dismissed before regular dismissal time, a parent or designated representative **must** **come to the school office and sign out the student**. No student will be allowed to leave the building unescorted.

**Assemblies -** Given the large number of siblings of performing students, in order to minimize disruption of learning, we respectfully request that **no child be removed from class to view assemblies without administrative permission**. Permission will be granted only for major milestone events, e.g. --Siddur and Chumash plays.

**Appointments**- Doctor or dentist appointments should not be arranged during school hours. Any exceptions must be discussed with the principal. Students who are absent must make up the missed work.

**Lateness**- **Valuable classroom time is lost by tardiness**. If your child is late (after 8:30A.M.), she will be admitted to class only after being issued a late note from the office. **It is recommended that students arrive to school at least ten (10) minutes prior to the start of the school day.**

**Changes in your child’s dismissal**- Please call the school office with any changes to your child’s dismissal before 1pm. An adult must make the necessary arrangements to pick the child up and sign her out from the 5th floor office. No child will be dismissed without an adult signing them out from the office. For your child’s safety, there will be no exception. No change request will be honored for the 4:00 p.m. dismissal once the dismissal process has begun. As per school district regulations, bus drivers may not accept any students who are not on their regular routes**.**

**FOOD**

**Kashrut**- In order to maintain Kashrut standards in *Shulamith*, **children are not permitted to bring any homemade foods for distribution in school**. All food brought to school must be strictly Kosher. It must be manufactured under *Rabbinic* supervision and endorsed by a bona fide *Hechsher OU, OK, ChofK, Kehilla Kashrus* or a local *Vaad Hakashrut*. All food must be presented in the original wrapping.

**Birthday Parties-** Only packaged foods are permitted with nationally recognized kashrut certification such as OU, Chof K, Star K,OK or Kehilla Kashrus. No home baked or homemade products allowed.

**Lunch**-A hot lunch is provided daily. (Prepackaged and in the classroom)

**Snacks**- All students are strongly encouraged to bring in ***healthy snacks***, such as fruits and vegetables. Enclosed is a list of recommended snacks.

**Nuts and seeds**- (i.e. peanuts, almonds, walnuts, sesame, flax, sunflower, soy, etc.) Because of an increased number of students allergic to nuts – even to the smell of nuts, **no nut products** may be brought onto school premises. This includes many candies and baked goods.

**EXPECTATIONS FOR STUDENT WORK**

**Homework:** Homework is intended to be a meaningful experience that reviews and reinforces concepts and skills taught in class. Examples of elementary homework assignments may include unfinished classwork, practice exercises (such as spelling and vocabulary words, math facts and computation), preparation for tests, research activities, reading and writing assignments, and hands-on projects.

Generally, homework will be assigned Monday through Thursday.

Occasionally, homework may be assigned on weekends and on vacations to ensure continuity of learning. The following guidelines for the amount of time per grade level that students should be spending on homework (secular and Judaic studies combined) are based on the average learner. Individual students may take a bit more or less time to complete each assignment and teachers may use common sense to make individual decisions based on their understanding of certain students’ abilities.

These are suggested on-task times per grade level each night for secular and Judaic studies combined:

1st & 2nd:20 minutes

3rd & 4th:30-40 minutes

5th: 50 minutes

6th: one hour

7th & 8th: up to 50 minutes in JS and 50 minutes in GS

**Please refer to the calendar to check for no-homework days.**

**Tests and Quizzes:**

For lower school grades, tests should be administered at the completion of units of study or serve as a way to compile data on students’ learning.

Teachers will use common sense while composing tests that are developmentally appropriate in length and frequency.

For grades 6-8, both JS and GS tests will be recorded in advance on a common Google-based calendar.

There may not be more than two tests on any given day-one in JS and one in GS. Teachers are encouraged to cooperate on test scheduling in order to allow students proper studying time.

In nature, quizzes should be unannounced to students. They may be composed of 2-3 previous days’ material and may not be longer than 6 questions in total, or 10 vocabulary words.

**BEHAVIORAL EXPECTATIONS**

The objectives of our school’s discipline plan are:

* To maintain a positive atmosphere throughout the school
* To insure uninterrupted learning
* To teach *derech eretz* and *midot tovot*

Students are expected to:

* Follow school rules
* Cooperate with adults and fellow students
* Follow directions given by an adult
* Behave responsibly and considerately at all times

Listed below are categories of behaviors which are *unacceptable:*

1. **Disrespect**- Use of any inappropriate speech, action, or attitude towards a school leader,adult, or student. Bullying of any type will not be tolerated (including any type of cyber bullying).

**ANY STUDENT INVOLVED IN PHYSICAL FIGHTING OR BULLYING WILL BE SENT HOME.**

1. **Damaging School Property/Property of Others**
2. **Preventing Learning** e.g.disrupting a lesson or class, not letting the teacher continue, distracting students .
3. Visiting parts of the building away from class without permission or supervision; cutting class; leaving the school building without permission; lateness to school, davening, and class will not be tolerated.
4. **Diminishing School Atmosphere**
5. **Diminishing School Atmosphere** e.g. not following the dress code; using cell phones, ipods, and other electronics without permission.
6. **Cheating:** Students who cheat on an exam or plagiarize will be dealt with seriously, and may be subject to suspension and/or expulsion.

**EDUCATIONAL AND TESTING PROGRAMS**

Shulamith is dedicated to the progress and development of each student, and follows each one very closely.  All aspects of our testing program are designed to give the administration important information to help us guide your child through her school years.  A variety of screening tools are utilized.  Every grade, 1-8, will take a standardized test in April/May 2020.  By administering these tests, our educators get data used to improve curriculum and instruction.  It is crucial that all students take these exams at the designated times with their class.  Please do not make any appointments that require your child to miss school at these times. In case an emergency comes up and your daughter will not be in school – please discuss with the teacher to schedule arrangements for a make up date.  
Grade 8- takes the JSAT high school placement test, generally administered in November. A note will come out prior to all major testing dates.

**Marking Periods and Parent-Teacher Conferences**

The academic year is divided into three marking periods. Report cards are distributed to parents after each trimester. As per our calendar, there are specific times set aside for Parent-Teacher Conferences. However, if parents wish to confer with a teacher or principal about a specific problem, a special conference may be arranged. Please call the school office to schedule an appointment.

**Promotions and Graduation**

Upon successfully completing a grade, the principal will promote the student to the next grade level. To maintain the integrity of the academic program, students not meeting the requirements of *Shulamith* will be required to master all academic proficiencies over the summer. *Shulamith* conducts a formal commencement exercise after 8th grade, at which time the student graduates from the middle school and receives a diploma. *Shulamith* *School* will not issue an academic diploma until all academic and financial requirements are fulfilled. It is our goal that 100% of our middle school children attend a yeshiva high school appropriate to their individual needs. Acceptance to the *Shulamith* High School will be based upon a student’s academic and behavioral records, as well as an interview with the high school principal.

**INTERNET USE & SAFETY**

**In School**

As the Internet is such a pervasive element in our lives and the use of it presents many challenges, it is imperative for parents and students to have a clear understanding of ways to keep safe.  Like any tool, devices can be used for great benefit or can be misused and abused. At *Shulamith*we have embraced technology and harnessed it for the educational benefits it can offer our students. We are offering guidance regarding appropriate use, courtesy, safety and improper use of these media.

**Phones**

       In grades 1-4 cell phones aren’t allowed to be brought to school.

       **Phones**may **not**be taken out or used in school.

**Cell Phone (Student Usage Grades 5-8):** Cell phones must be put away for the school day, and may be used after dismissal. Abuse of cell phone policy will result in confiscation, phone call to parents and documentation in student’s files. Parents will be required to pick up the device from school after one week. Two offenses will result in two weeks of confiscation. Consequences for a third offense are at the discretion of the principals.

**Proper Participation in Social Media**

         Students and faculty should also assume that postings made to social networking sites will be viewed by other students, parents, faculty, administrators, alumni, law enforcement officials, college recruiters, Israel schools, summer programs and potential employers. Students should also assume that postings made to social networking sites are there forever.

         Students should be aware that their on-line actions could have serious civil and criminal consequences.

         A student or faculty’s on-line activities should not in any way violate any of *Shulamith's*policies or code of conduct.  *Shulamith* does not actively monitor a student's on-line social networking page but if information or images come to *Shulamith's* attention that may be in violation of *Shulamith's* policies or code of conduct, it may engage in further investigation including accessing a student's on-line social networking page. Information and images posted to a social networking site may be used by *Shulamith* to enforce *Shulamith's* policies or code of conduct.

**HEALTH OFFICE REGULATIONS**

New York State Public Health Law Section 2164 and New York Codes, Rules and Regulations (NYCRR) Title 10,Subpart 66-1, require every student entering or attending school in new York State to be immune to diphtheria,tetanus,measles,mumps, rubells, poliomyelitis, hepatitis B. varicells, and meningococcal in accordance with Advisory Committee on Immuniczation Practices recommendations.As of the 2018-19 school year, meningococcal immunization is required for grades 7,8,9 and 12.

**All Emergency Forms must be handed in by the 1st day of school.**

Pupils returning to school **after** a communicable disease must present a doctor’s certificate stating that the child is in good health and able to return to school as required by the New york City Board of Health. Each incident of lice must be reported to the Health Office.

Upon receipt, please complete and return the Emergency Information Forms (one per child). **Please include cell #s and e-mail**. This is a vital source of information for the school to help your child in the event of an emergency. Someone must always be available to be reached by phone in event of illness at school or in the event of an emergency. If you will not be available , please give the health office an alternate telephone number of someone who will be accessible, and able to pick up your child, if necessary.

If a pupil is required to take a prescribed medication including Tylenol, aspirin, antihistamine, during regular school hours, please comply with the following regulations:

1. Fill out the appropriate medication information on your child’s the emergency card
2. Written orders from a physician should detail the name of the drug, dosage, time to be given, and diagnosis or reason the medication is to be given along with the medicine labeled with the child’s name.
3. Written permission by a parent requesting the school to comply with the physician’s order
4. The student must bring in her *own* labeled medication (Tylenol, Motrin, etc.). We are not permitted to administer stock medication.

Lice Screening: There are formal screenings at the beginning of the school year and after every major school break for all students.

**If your child feels ill in the morning, please do not send her to school without checking with your doctor.**

Pursuant to New York State Social Services Law, teachers and other school officials who have reasonable cause to suspect child abuse or maltreatment are required to report suspected incidents to the statewide central register established for this purpose.

**LOST AND FOUND**

To prevent loss of clothing and other items, **please label all clothing.** Any lost items are brought to a box in our lost and found; please regularly check this box and retrieve any lost items. Property unclaimed after 60 days may be donated to a t*zedaka*. If objects are lost on the bus, please call the bus company directly.

**Birthday Parties**

**Birthday Parties**—Invitations & Whom to Invite

In order to prevent slighting a child, we ask that you follow the one main *guideline* when inviting fellow students which is to invite all the children in the grade or class.

**Birthday** **Celebrations at School**

* Birthday celebrations in school are only permitted through Pre1A.
* In grades 1 and 2 you may send in a birthday treat for the teacher to give out to the class.
* No siblings form other grade levels are permitted to be pulled out for pre-school birthday parties.

With the increase in childhood diabetes, obesity and other ailments, we are very concerned about the amount of junk food that our students are consuming. Therefore, we ask that, if you have a birthday celebration for your daughter you bring in healthy food for your daughter’s classmates.

