

Joseph Kushner Hebrew Academy

ישיבת בית יוסף

Nursery - 4<sup>th</sup> Grade

PARENT-STUDENT  
LOWER SCHOOL  
HANDBOOK  
2016-2017

תשע"ז



110 South Orange Avenue, Livingston, NJ 07039

Phone: 862-437-8000

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[www.jkha.org](http://www.jkha.org)

# 2016-2017 Calendar at a Glance

Tuesday, September 6, 2016...	N3-4 <sup>th</sup> Grade Orientation
Wednesday, September 7...	First Day of School for LS
Monday, September, 19...	LS Back to School Night
Monday, October 3-Tuesday, October 4...	Rosh HaShanah, <b>No School</b>
Wednesday, October 5...	Tzom Gedaliah, <b>LS 3:30, MS 1:30 Dismissal</b>
Tuesday, October 11-Wednesday, October 12...	Erev Yom Kippur and Yom Kippur, <b>No School</b>
Monday, October 17-Tuesday, October 18...	1 <sup>st</sup> Days of Sukkot, <b>No School</b>
Wednesday, October 19-Friday, October 21...	Chol HaMoed Sukkot, <b>Normal Classes</b>
Wednesday, October 19...	JKHA Family Sukkot Celebration, <b>3:45-5:00</b>
Monday, October 24-Tuesday, October 25...	Shmini Atzeret, Simchat Torah, <b>No School</b>
Wednesday, November 9...	LS Parent-Teacher Conferences, <b>LS 3:30 Dismissal</b>
Friday, November 11...	Faculty In-Service Day, <b>No School</b>
Tuesday, November 15...	LS Parent-Teacher Conferences, <b>LS 1:30 Dismissal</b>
Sunday, November 20...	JKHA Open House
Thursday, November 24-Friday, November 28...	Thanksgiving Break, <b>No School</b>
Monday, December 26...	Chanukah Extended Weekend, <b>No School</b>
Monday, January 2...	<b>No School</b>
Thursday, January 19-Sunday, January 29...	Winter Vacation, <b>No School</b>
Monday, February 20...	Presidents' Day, <b>No School</b>
Thursday, March 9...	Ta'anit Esther, <b>LS 1:30 Dismissal</b>
Monday, March 13...	Shushan Purim, <b>Normal Classes</b>
Wednesday, March 22...	LS Parent-Teacher Conferences, <b>1:30 LS Dismissal</b>
Monday, April 10-Tuesday, April 18...	Pesach Break, <b>No School</b>
Monday, May 29...	Memorial Day, <b>No School</b>
Wednesday, May 31-Thursday, June 1...	Shavuot, <b>No School</b>
Wednesday, June 21...	Last Day of School

# Welcome

## From the Heads of School

Dear Parents,

Welcome to the Joseph Kushner Hebrew Academy. Our storied history and noble mission inspire us to strive for excellence in every aspect of our school program. We are grateful to you for trusting us to educate your child and are proud of our outstanding students, their achievements, commitment to learning and their appreciation of a Torah informed life.

We encourage you to maintain ongoing conversations about your child's experiences in school. Education, like growth, is dynamic and our children require nurturing, support and unconditional love to achieve their very best. JKHA teachers are committed to inspiring your child to be creative, while supporting individual learning profiles.

Please read our policies found in this handbook and please share with us your concerns or questions. We are delighted to begin another year on our educational journey and are assured that your child's learning experience will be enriched and meaningful.

Sincerely yours,

Eliezer E. Rubin  
Head of School

Debbie Finkelstein  
Principal, JKHA

## JKHA Mission Statement

As a Modern Orthodox co-educational yeshiva, JKHA seeks to inspire students to live lives of Torah and mitzvot; to embrace secular knowledge and American democratic values; to love and serve the Jewish People; and to forge a lifelong bond with the Land and State of Israel.

We aim to empower students to achieve personal excellence by teaching them how to learn, and by encouraging them to analyze, to create, and to pursue new intellectual challenges.

We lead students to recognize that because we were all created in the image of God, we must treat everyone with respect and loving-kindness.

We help students form strong, healthy identities, and we prepare them to take responsibility for themselves and their communities.

# Orientation Day for Students and Their Parents

On Thursday, September 6<sup>th</sup>, all students in Nursery-3 (N3) through 4<sup>th</sup> Grade are invited to come with an adult to meet their new teachers and visit their new classrooms between 9:00 and 11:00 AM. Families are encouraged to bring in children's school supplies and siddurim (Grades 2-4) at that time. Supplies ordered through PTC SchoolKidz will have already been delivered to their respective classrooms. This day is designed to help ease students' transitions into the first of school.

**PLEASE NOTE: ALL EMERGENCY AND FIELD TRIP PERMISSION FORMS SHOULD BE SUBMITTED TO THE LOWER SCHOOL OFFICE PRIOR TO THE FIRST DAY OF SCHOOL.**

## The First Day of School

Upon arrival on Wednesday, September 7<sup>th</sup>, all students Pre-K-4<sup>th</sup> Grade will be escorted to the Lower School library where they will be greeted by their teachers.

N3 students should be escorted by their parents/caregivers to their classroom every day (Room 112).

Please send your children with a **dairy or parve** lunch (if they are not participating in the school lunch program), a healthy morning and afternoon snack, a *Siddur* (grades 2 and up) and a smile!

All grade levels N3 - 4 will have a full day of school with a 3:30 PM dismissal.

# Great Expectations

Joseph Kushner Hebrew Academy enrolls the students' families, not just the individual students, and believes that a positive working relationship between the school and the family is essential to success. Therefore, JKHA reserves the right to cancel the enrollment contract or not to offer reenrollment if the school concludes that the actions of a parent or guardian make a constructive relationship impossible or interfere with the school's accomplishment of its educational purposes.

## Students

### WHAT STUDENTS CAN EXPECT FROM OUR SCHOOL

- ♦ To be treated with respect as human beings and as *B'nei* and *B'not Torah*.
- ♦ To find caring and sympathetic teachers and administrators.
- ♦ To feel secure both in body and mind at all times.
- ♦ To find students who will value and respect one another's intelligence, creativity and fellowship, and teachers and administrators who will treat them as individuals blessed with unique talents, skills and needs.

### WHAT WE EXPECT FROM OUR STUDENTS

- ♦ To practice the *mitzvot* and *midot* that distinguish *B'nei* and *B'not Torah*, and to strive their best to develop intellectually, spiritually, emotionally and socially.
- ♦ To treat their fellow students as they themselves would like to be treated—with respect, courtesy and consideration.
- ♦ To become active members of a community of learners.
- ♦ To respect the authority of the administrators and teachers.

As our partners in education, we hope parents will feel free to contact us with any questions, concerns or suggestions you may have about your child. Teachers and administrators will return your emails or calls in a timely manner.



PLEASE SEE PAGE 7 FOR OUR CONTACT LIST.

## Parents

### WHAT PARENTS CAN EXPECT FROM OUR SCHOOL

- ♦ To be regarded as partners in the educational process, interacting in a mutually respectful and courteous manner.
- ♦ To find teachers and administrators who model on a daily basis the *mitzvot* and *midot* we seek to inculcate in your children.
- ♦ Highly experienced educators committed to providing students with educational excellence in both Judaic and General Studies.
- ♦ An educational environment that nurtures students' academic and social growth, and enables them to fulfill their highest potential.

# Great Expectations

## WHAT WE EXPECT FROM OUR PARENTS

The Joseph Kushner Hebrew Academy is a community of students, faculty, parents and administrators. At the center of this community lie the best interests of the students, both individually and collectively. Parents play a crucial role in the education of their children and the School expects that parents:

- ◆ Become familiar with and support the School's mission, policies, guidelines and channels of communication.
- ◆ Read all material emailed home, attend parent-teacher conferences, events sponsored by the Parents Teacher Council, concerts, Back-to-School nights, curricular evenings, sports games and other presentations.
- ◆ Support the articulated values of the School, cooperate with the School in any matters of discipline or academic impediment, and deal promptly with any situations that may arise.
- ◆ Keep in close communication with the School about your child's physical and emotional health, and inform the School about changes in the home environment – birth of a sibling, separation, death of a family member or close friend, or other conditions that may have an impact on your child's academic or social well-being.
- ◆ Provide a quiet place for study at home and encourage your child to be responsible for his or her work. Students need to know that their parents understand and value the need for homework, that their parents will help them when necessary to see that it is completed and that reasonable time is set aside for its completion.
- ◆ Be respectful in all interactions with School personnel, as they will be in return.
- ◆ Follow the instructions of those directing traffic around the school, knowing that the procedures they are enforcing are for the protection of all.
- ◆ Seek information directly from the School when a situation seems problematic in any fashion, avoiding discussions with other parents that are based on partial information, gossip, or rumor.
- ◆ Avoid taking children on vacation when school is in session.

## About Our Parent Teacher Council

JKHA's Parent Teacher Council enriches and supports our school programming through a broad range of exciting learning opportunities. Among many other things, PTC provides special treats for the children at holiday times, participates in the *Purim* Carnival, and prepares the *Model Seder* experience. PTC also staffs the lunchroom with friendly volunteers, runs the annual book fair, organizes school supply kits, spirit wear, coordinates after-school clubs and other volunteer opportunities. They are eager to welcome new volunteers, parents and grandparents!

Want to get involved? Contact [ptc@jkha.org](mailto:ptc@jkha.org)

# Staying in touch

## Communication at JKHA

### EMAIL COMMUNICATION

E-mail is the JKHA choice for parent communications. All messages, notices, and publications are communicated via email. Teachers will share their email addresses at Back-to-School night. Many important notifications and updates will be relayed via email. Please make sure to check it regularly.

### COMMUNICATION DURING THE SCHOOL DAY

Should you need to communicate with the office during the school day, feel free to call 862-437-8003. Should you need to communicate with your child with a time sensitive matter, the school office will be happy to relay your message. Teachers and administrators may not be able to respond to calls or emails during the school day. However, they will respond in a timely manner.

### COMMUNICATION AFTER THE SCHOOL DAY

In case of an emergency after school hours, please call 862-437-8000 and press 9.

**PLEASE MAKE SURE THE SCHOOL HAS YOUR CURRENT EMAIL, CELL PHONE AND HOME NUMBERS SO YOU DON'T MISS ANY IMPORTANT INFORMATION!**

## Important Contact Phone Numbers

<b>Main School Number</b>	<b>862-437-8000</b>	
<b>Rabbi Eliezer E. Rubin</b> Head of School	erubin@jkha.org	862-437-8023
<b>Ms. Debbie Finkelstein</b> Principal	dfinkelstein@jkha.org	862-437-8056
<b>Rabbi Aron Srolovitz</b> Assistant Principal	asrolovitz@jkha.org	862-437-8009
<b>Ms. Ruth DiGiovanni</b> Director of Early Childhood	rdigiovanni@jkha.org	862-437-8172
<b>Ms. Shari Faleck</b> Director of Student Services	sfaleck@jkha.org	862-437-8171
<b>Ms. Rena Lazar</b> School Psychologist	rlazar@jkha.org	862-437-8069
<b>Ms. Betty Wong</b> Lower School Office	bwong@jkha.org	862-437-8003

# School Policies and General Information

## Timely Arrival to School

As school begins at 8:00 AM , a timely arrival will be most helpful in fostering a positive start to the school day.

## Homework

We ask families to work as partners with us in encouraging students to fulfill their homework assignments. We ask you to encourage your children to complete their assignments independently. Requests for homework to be sent home with a sibling or neighbor may be emailed or phoned in to the office before 11:00 AM.

## Electronic Devices

Lower School students may not use cell phones or other personal electronic devices while in the building. Students are asked to turn off and leave all cell phones and electronic devices in their backpacks during the day. If a parent needs to reach out to a child, he or she should contact the main office at 862-437-8003.

## Standardized Testing

Each spring, the students in Grades 2-4 take a nationally-normed standardized test. This test is administered over several days and provides us with important data regarding individual student progress. In addition, the assessment is used for curricular review and evaluation. Parents will receive a written report of the results of the testing. We encourage parents to consult with the school calendar before scheduling any appointments during testing week. Any questions regarding our standardized testing procedures can be directed to Ms. Debbie Finkelstein.

## Absences from School

When a child will be absent from school, an email from a parent should be sent to your child's teachers, both morning and afternoon, explaining the absence. Teachers will take care to explain any assignments that should be made up at home. You may also ask to have any homework or in-class assignments sent home with a sibling or a friend.

## Extracurricular Activities

JKHA students participate in a wide range of special programs and activities, including assemblies and off-campus trips throughout the year. Communication from teachers or administrators will precede each off-site trip.

# School Policies and General Information

## School Lunch Program—Shimtal Caterer

Shimtal Caterer provides the school lunch program at a cost per student. Parents have the option of purchasing lunch on an annual basis or per day for their children, or may chose to send in lunch from home. Shimtal Caterer will offer students dairy meals on Mondays, Wednesdays and Fridays. On these days **only dairy or parve** meals may be sent from home. Shimtal Caterer will offer students meat meals on Tuesdays and Thursdays. On these days, **only meat or parve** meals may be sent from home. For more information on the school lunch program, please visit our web site under the About heading. You may also contact the caterer directly at 862-437-8043 or email Shimon at [shimtalcaterer@gmail.com](mailto:shimtalcaterer@gmail.com).

Monday	Tuesday	Wednesday	Thursday	Friday
Dairy/Pareve lunch	Meat/Pareve Lunch  (Parve afternoon snack)	Dairy/Pareve lunch	Meat/Pareve Lunch  (Parve afternoon snack)	Dairy/Pareve lunch

## Snacks

In addition to lunch, students have opportunities for snacks twice a day. Families should send in 2 snacks from home daily as those snacks are not provided by the school. Healthy snacks are encouraged.

## Kashrut and Allergens

To ensure the highest standards of *Kashrut*, as well as a safe environment for all students, we urge parents to carefully review and comply with the following policies:

Four **Kashrut** symbols are currently accepted at JKHA:     (OU, OK, Star-K and Chof-K). It is of paramount importance that all parents comply with this requirement when preparing dairy, pareve and meat foods that will be sent into school for lunch or snacks. If you would like to send your child with food bearing another symbol, please confirm with Rabbis Rubin or Srolovitz first.

JKHA is a “**nut aware**” school and as such, lunches and snacks sent to school CANNOT contain peanuts or tree nuts. Individual snacks may be labeled “Produced in a facility that also has nuts” or “May contain traces of nuts”. **Please be aware that certain classrooms may need to have stricter policies based on the severity of a student’s allergy and grade level.**

# School Policies and General Information

## Healthy Foods for Shabbat and Birthday Celebrations

To encourage healthy living and healthy choices, JKHA has a strict healthy food policy. Our goal is to reinforce good nutrition in a moderate and appetizing way.

Shabbat and other classroom parties should contain at least one nutritious item and no more than one non-nutritious food item. Please note that the non-nutritious food item should be chosen from the list of items below. These items were chosen because they are allergy friendly (no nuts or nut equipment, no eggs, non-dairy options and gluten free options) and also because they do not contain any food dyes or high fructose corn syrup. They are all conveniently available in local food stores.

### **NUTRITIOUS:**

Fruit (grapes, apples, melon, etc)

Vegetables (baby carrots, cherry tomatoes, peppers, cucumbers, etc.)

### **NON-NUTRITIOUS:**

Pop-chips (any flavor, unless there is a dairy allergy)

Pirate's Booty (any flavor, unless there is a dairy allergy)

Pretzels (unflavored)

Popcorn (unflavored)

Kedem tea biscuits (any flavor)

Please feel free to email our school nurses, Ms. Rona Dickman or Ms. Robin Kaplan, [nurses@jkha.org](mailto:nurses@jkha.org), if you have any questions regarding the policy.

# School Policies and General Information

## Dress Code for Students, Grades 1-4

### GIRLS

#### TOPS

- ♦ Light pink, light blue, navy, orange or solid white blouses, polo or oxford-collared shirts and/or dresses
- ♦ Collars over collarbone, sleeves reaching mid-bicep or below

#### BOTTOMS

- ♦ Navy, khaki, tan or black skirts or jumpers
- ♦ Skirts must reach the knees while sitting

### BOYS

#### TOPS

- ♦ Navy, white, orange or light blue oxford, polo, collared long or short-sleeved shirts

#### BOTTOMS

- ♦ Navy, khaki, black or tan flat-front or pleated Docker-style pants or corduroys
- ♦ No sweatpants, jeans, or cargo pants

### ROSH CHODESH

- ♦ Following the Israeli custom, children should dress in blue and white in honor of Rosh Chodesh. Please consult the school calendar for those days each month.

## EARLY CHILDHOOD (N3, PRE-K, AND GAN) EXPECTATIONS

### Dress Code

Children in Early Childhood do not have to adhere to the Lower School dress code. However, students should dress in clothing which allows for comfort playing outside and learning in the classroom. Closed toed shoes are strongly recommended. Boys in N3, Pre-K and Gan are expected to wear a *kip-pah*. *Tzitzit* for boys are expected after toilet training is complete before Pre-K. Following the Israeli custom, children should dress in blue and white in honor of Rosh Chodesh. Please consult the school calendar for those days each month.

### Toilet Training Expectations in Early Childhood

Please note that children entering N3 are not expected to be toilet trained. All children entering Pre-K are expected to be toilet trained.

### Arrival and Dismissal

All students in N3 must be dropped off and picked up by an adult at the classroom. Students in Pre-K and Gan will follow Lower School arrival and dismissal procedures.

# School Policies and General Information

## Arrival

The school day begins at 8:00 AM for N3 through 4<sup>th</sup> grade. JKHA children who are driven to school may be dropped off in the second lane adjacent to the flag poles beginning at 7:50 AM. Students who arrive before 8:00 should proceed directly to the Lower School side of the library where they will be supervised until the start of the school day at 8:00 AM.

Nursery parents are asked to park in the main parking lot and to escort their child to the Nursery room (112) at 8:00 AM.

## Late Student Arrival

Students arriving at 8:20 AM or later should be signed in at the security desk inside the building. Students must then stop into the main office so that the office staff can contact their teachers to announce that the student is on the way. Accurate record keeping helps to ensure the safety of all children. Parents of N3, Pre-K, or Gan students may walk their child to class; students in 1<sup>st</sup> through 4<sup>th</sup> grades should proceed to the classroom independently once the teacher has been notified.

## Dismissal

**DISMISSAL CHANGES:** All dismissal changes (carpool, leaving early, changing buses, tutoring, play dates, after-school activities) must be emailed to [carpool@jkha.org](mailto:carpool@jkha.org) by **12:00 PM (10:00 AM on Friday)**. The email is received by both the Lower School and Middle School office staff which will ensure that children are where they are supposed to be at the end of the day. You will receive an email acknowledging receipt. If you do not receive confirmation within a half hour, please call the office at 862-437-8003 to be sure that your email was received.

**EARLY PICKUP:** An email should be sent to [carpool@jkha.org](mailto:carpool@jkha.org) for children who need to be picked up before the end of the school day well in advance of the appointed time. However, please note that for the safety and security of your children, **no child will be released from the office after 3:00 PM**. Please plan accordingly when scheduling appointments and after-school activities. Children leaving early must be signed out by a parent or guardian at the security desk.

**CARPOOL PICKUP:** Nursery parents are asked to park in the main parking lot and to pick up their child in the Nursery 3's classroom (112) at 3:30 PM. All other students who travel home by carpool regularly, or on a day-by-day basis, will gather in the LS Library. Drivers can line up for pick up at the High School entrance off of Peach Tree Hill Road. Children will be escorted out of the building to be greeted. If someone other than a parent will be picking up your children, please email [carpool@jkha.org](mailto:carpool@jkha.org) as we will only release children to other adults with written parental consent.

**DISMISSAL CHANGES ARE COMMUNICATED TO CLASSROOM TEACHERS AT 3:00 PM FROM THE OFFICE. FOR THIS REASON, ALL CHANGES NEED TO BE SUBMITTED TO [CARPOOL@JKHA.ORG](mailto:CARPOOL@JKHA.ORG) BY 12:00 PM (10:00 AM ON FRIDAYS) WITH NO EXCEPTIONS TO ENSURE THE ACCURACY OF OUR LISTS AND THE SAFETY OF ALL OF OUR CHILDREN.**