

# The Shulamith School for Girls of Brooklyn

## Student and Parent Handbook

5777/2016-2017



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**USING THIS HANDBOOK**

Each year we take the opportunity to re-establish ongoing communications with each of you. 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. 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.

Please note that this handbook is available online on our school website [shulamithofbrooklyn.org](http://shulamithofbrooklyn.org).

Summer 2016

קיץ תשע"ו

Dear Parents,

Shulamith School strives to inculcate in its students a total commitment to יהדות as embodied by the Torah and understood through הז"ל. We seek to inspire a love for עם ישראל / ארץ ישראל / מדינת ישראל and תורת ישראל. Below, you will find our school mission which summarizes the השקפה of our school. Please read this carefully and feel free to send feedback.

At Shulamith School, our בנות ישראל are regularly reminded that the most important word at our school is" **מדות** "Indeed, everything about our program, curriculum and environment, promotes midot tovot! From the yearly midot curriculum to special assemblies, to guest speakers and lessons in social/emotional learning midot is taught and modeled at every opportunity!

One of the most powerful factors that fosters a deep commitment to שמירת המצוות and practice of מדות טובות is excellent role models. Here at Shulamith School we provide wonderful role models; our administrators and teachers—are committed to the highest level of excellence in mitzvot/midot, and our students want to connect to these role models.

We thank the entire lay leadership and parent body for joining with us in promoting our vision of careful observance of halacha and the practice of midot tovot.

Let us work together to:

***"Inspiring & educating B'not Yisrael to a bright future!"***

***Please keep this Handbook in a convenient place and refer to it regularly.*** It is meant to be a guidebook for our home-school partnership. We welcome your feedback and suggestions for future versions.

*I wish the entire SHULAMITH family a wonderful, exciting year of learning and growth in commitment to mitzvot, midot tovot and Israel, for our children and our entire community!*

הצלחה רבה for a wonderful new year!

Sincerely,

Rabbi Shmuel Klammer  
Head of School

## **Our Mission**

Shulamith School of Brooklyn inspires girls to a total commitment to Torah, *Mitzvot* and careful observance of *Halacha*. We cultivate a love for *Ivrit* and *Medinat Yisrael*. Excellence in General Studies is essential to our program. We foster deep commitment to *midot tovot* by providing outstanding role models

# שולמית

Happy environment -- שמחה -- ש

Loving-kindness -- וחסד -- ו

Excellence in Judaic & General Studies -- למוד -- ל

Exceptional, positive character-- מדות טובות-- מ

Israel & Hebrew-- ישראל-- י

Torah study and *mitzvot*-- תורה-- ת

## This Year's Midot Themes

### **Which *mida tova* will we be focusing upon this year?**

*In a number of grades, we will be introducing midot curricula produced and sponsored by the Chofetz Chaim Heritage Foundation. These programs have proven to be very successful and we are confident that they will have a big impact upon our talmidot!*

This year, at Shulamith school-wide, we will focus especially upon *midot tovot*. May all members of the *Shulamith* community be *zoche* to serve the *Ribbono shel Olam* by practicing exemplary *midot* towards others, at home, in school, and wherever we may be.

· **לשון הטוב** as opposed to **לשון הרע** : positive speech, instead of negative speech. As the Chofetz Chaim points out in his Introduction to *Sefer Chofetz Chaim*, **לשון הרע** was the underlying factor for **שנאת הנם** which caused the **חורבן הבית**. As Rav Kook and others have emphasized, **בנין בית שלישי** can best be accomplished through "**אהבת הנם**", "unconditional love". Here at Shulamith School we will, **בע"ה**, strive to do our part to contribute to **אהבת**

Over the summer, administration and faculty have been carefully planning to implement our midot curriculum from preschool through eighth grade. *Midot tovot* is integrated into *Limudei Kodesh, Ivrit*, and General Studies curricula. However, the real success of the program is dependent upon all members of the community—adult and child, faculty, administration, parents, and students—being involved. Therefore, we invite everyone to join us on this most important mission!

### **What can Parents do?**

1. Model the behaviors that you are seeking in your child. There is nothing which is more important or which has a greater impact than the **דוגמא אישית**, the personal example, that an adult provides for a child. Our children will imitate us whether we like it or not; let us be excellent role models!
2. **Discuss** good *midot* with your children on a level that is age appropriate. Shulamith School will provide some materials to assist you in this process; however, we encourage you to go beyond what the school provides and engage your child in regular discussions regarding *midot tovot*. In particular, especially with older children, critically analyze news items that may, or may not, exemplify *midot tovot*.
3. **Practice...practice....practice**...There is nothing more important than practicing *midot tovot*. As the ספר החינוך tells us: "**כי אחרי הפעולות נמשכים הלבבות**" the heart is drawn after our actions. Therefore, we must practice proper deeds daily, regularly and constantly!

## **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 communication 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 – At Parent Orientation, the teacher will inform parents of the best means of contact (e.g.—e-mail, voice mail, a specific phone number). If you ever have trouble reaching your child’s teacher, please contact the school office or an administrator.*

**Voicemail and e-mail--**We encourage parents to remain in regular contact with their child’s teachers.

**Changes in your child’s dismissal:** As mentioned below in the “Attendance” section of this Handbook, changes in your child’s dismissal or after school activities must be described in a detailed note sent to school with your child.

**Requests for missing work** should be made of your child’s “Buddy.” (See “Homework” section below)

**Calling home:** Students will only be permitted to call home with the approval of a teacher or administrator, and by using the regular school phone system. At no time will any girl in grades 1-4 be permitted to bring a cell phone to school. If a girl does bring one it will be confiscated and not returned until a parent comes to school to pick it up. **In Grades 5-8, cell phones will be collected every morning and returned during dismissal.**

### **SCHOOL TO FAMILY**

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

**School Newsletter--**Our school newsletter is e-mailed to the entire Shulamith family throughout the school year. In the newsletter, special programs and events are highlighted; interesting articles, student work, and pictures of your children are in the weekly newsletters.

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

- **A 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.**
- **School Website- Shulamithofbrooklyn.org**
- **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 page**

**Please note** that when the 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. If you would like to schedule a visit, please do so in advance with your child's teacher. Unplanned visits upset the routine of the school day. We ask that, generally speaking, parents not call their child out of class. 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.

We ask that parents please adhere to the SHULAMITH visitation procedure outlined.

- Teachers will inform Security of expected visitors on the day of the visit.
- All visitors to SHULAMITH must check in at the Security desk.
- Security will direct visitor(s) to proper location.
- Visitors without appointments will be directed to the office

## **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.*

### ***Tefilla***

*Tefilla* is an observance that is taught and practiced in school in an effort to instill within students a life-long commitment to daily davening. We expect that all our students will *daven* the required *tefillot* daily. In addition, coming on time to *tefilla* shows the appropriate dedication to, and respect for, prayer and develops proper life-long habits. Students should not *daven* individually at home. *Under special circumstances, if your child has davened at home, please send a note indicating that she has done so. Students must arrive to tefilla on time; it is recommended that they come at least 10 minutes prior to 8:30am so that they might start the day in a relaxed fashion.*

### **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.**

**A Way of Life:** *Tzni'ut* has been erroneously and narrowly understood to deal only with a modest mode of dress. In reality, however, *tzni'ut*, or modesty, is a way of life, including speech, behavior, attitude and a sensitivity, which should govern our relationship to G-d and to one another, and which should guide us within the *halachic* system to develop our own personal set of values and priorities.

One of the major goals of Shulamith, of course, is to help foster a life of *tzni'ut*. This is accomplished first by encouraging students to adopt specific patterns of behavior. More importantly, we try to help students develop the intuition that will allow them to discern on their own the entire realm of *tzni'ut* which cannot, and should not, be defined merely by a list of rules and regulations.

**All adults who visit our Yeshiva are expected to dress in accordance with standards befitting a Yeshiva atmosphere.** We teach the children about *tzni'ut* and as adults, we must set an example for them to follow. We request that women do not enter our building in slacks, short skirts, or immodest tops in adherence to our Yeshiva's policy. Men are expected to wear *kipot*. We appreciate your cooperation in ensuring consistency in the examples we set for our children and ourselves.

#### ***Derech Eretz* for Hallways and Classrooms**

*At Shulamith school we have adopted four procedures for derech erez in the Hallways and classrooms. Signs are posted throughout the building to remind students to practice to these procedures:*

1. Hold the door open for others
2. Walk on the right side of the staircase and halls
3. Stand up for any adult, especially teachers, when they walk into the room
4. Don't interrupt someone while they are speaking

### **THE SCHOOL DAY**

Children in grades 1-5 assemble daily, in their respective classrooms. *Tefilah* begins at 8:30am.

School hours are as follows:

<b>3 yr. old Nursery &amp; Kindergarten</b>	Mon.-Th. 8:30-4:00, Fri. 8:30-1:00
<b>Pre-1A</b>	Mon.-Th. 8:30-4:00, Fri. 8:30-1:00
<b>Grades 1-6</b>	Mon.-Th. 8:30-4:00, Fri. 8:30-1:00
<b>Grades 7-8</b>	Mon.-Th. 8:30-4:30, 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.
- **Lateness:** Please do your best to be on time on the first day, and any day that you might drive your child to school; this will make for a smooth transition. However, in the event of lateness, students require a note signed by a parent stating the reason for lateness. Students should report to the main office where they will be given an admit note and directed to class.
- **Supplies & Books:** Please make certain that all children come to school with the supplies described in the list you received over the summer, and that all student possessions are properly labeled. *Seforim* and books will be distributed in the classroom. All text books must be covered with book covers. Please do not use contact or sticky paper. Second sets of books may be rented for the school year when available.

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!

### **SHULAMITH UNIFORM POLICY**

The SHULAMITH uniform is an important part of our school policy. Our children's appearance reflects their role as *Tinokot Shel Bait Raban and BnotTorah* and influences their education.

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

**The School Uniform can be purchased at:**

**Zak Kids— 812 Ave. T (basement) 718-336-3023**

**A Child's Wish-- 1865 East 22<sup>nd</sup> St. 718-336-4651**

**The Uniform Gemach -917-969-5183**

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

### **Girls Grades 1-4**

1. **Uniform Skirt:**

- a. a) Navy drop waist skirt only. (The stitched down pleated navy is NOT our uniform skirt.)
  - b. b) Plaid skirt with stitched down pleats.
2. **Uniform Jumper**: Navy or plaid jumper with pocket.
  3. **Uniform Shirt**: An Oxford cotton blend pique shirt in solid white or yellow.
  4. **Polo Shirt**: Pique Henley 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 Henley shirt. Grade 5 students wear only the long sleeve Henley shirt.
  5. Only a solid white turtleneck can be worn under the Oxford shirt for additional warmth.
  6. All oxford shirts and Henley polo shirts have to be worn tucked into the skirts.
  7. **Uniform sweatshirt**: A crewneck and a zippered, hooded sweatshirt with the Shulamith logo are part of our uniform. Only these sweatshirts should be worn.
  8. **Socks**: Rollover socks, knee socks, or tights. Please make sure your daughter wears only rollover socks and not sneaker socks.
  9. Socks have to be worn daily and must cover the ankle completely.

#### Grade 5

1. **Uniform skirt**: 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.
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.

\* **White or yellow** oxford shirts, turtlenecks and collared polo-style shirts are permitted. Layers worn under shirts must be solid **white** crewneck. No sleeveless or cap sleeves are allowed.

\* Girls in grades 1-5 must wear the “**uniform box pleat**” navy blue or “**uniform plaid**” skirt/jumper. Skirt length must be below the knee when seated.

\*\* Leggings may be worn under skirts if they are not visible, or tucked into boots.

\* Shoes/sneakers are the only acceptable footwear. Socks must be worn. **For safety concerns,** platform shoes, backless shoes (*Naot*), **Crocs, Heelys,** sandals and slippers are not permitted.

#### **Girls Grades 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.
- 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.
  - Only white tee shirts should be worn underneath if additional layering is necessary for warmth
  - 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.
  - 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. If ankle length socks are being worn, **they must have a roll over cuff.** Tennis socks are not permitted.
- Pants, pajamas, leggings and jeggings may not be worn in any visible manner.

5) **Shoes:**

- No high top shoes or high top sneakers are permitted. Out of safety concerns, platform shoes, backless shoes (Naot), Crocs, Heelys, sandals and slippers are not permitted.

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

7) **No make up** is allowed. If you have a simcha the night before, please make sure to remove all make-up before coming to school.

***Shulamith will be strictly enforcing the uniform policy.***

**\*Students who come dressed inappropriately will be required to change and parents will be contacted.**

**\*Second-time offenders will be sent home.**

**As your child grows, please check that her clothing fits. Remember, fashion goes hand-in-hand with *Tzni'ut*!**

## TRANSPORTATION

Time on the school bus is an extension of the school day. *Derech erez* 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.**

**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, please send a note with your child. No child will be permitted on another bus without written permission from home. If a change is to be made, please indicate the official stop she will be using.**

## ATTENDANCE

**Dismissal** – *Shulamith* is proud of its organized and safe dismissal procedures. 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.** It is unsafe and against school policy to allow an unescorted student of any age to leave the building at any time.

**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.

**Absences-** Doctor or dentist appointments should not be arranged during school hours. Any exceptions must be discussed with the principal.

**Lateness- Valuable classroom time is lost by tardiness.** If your child is late (after 8:30A.M.), she will only be admitted to class if a note from a parent is brought to the attendance office. **It is recommended that students arrive to school at least ten (10) minutes prior to the start of the school day.** Teachers will not admit tardy students into the class without a note. Please be aware that there is a 1:00 p.m. dismissal every Friday; this is an especially good time to arrange for appointments with doctors, dentists, etc.

**Changes in your child's dismissal-** Please make any arrangements for after-school activities with your child prior to school hours. A note must be sent in the morning if there are any changes in your child's dismissal; we cannot honor verbal changes. No child will allowed to leave early on her own. An adult must pick her up and sign her out. (In case of emergency only, a parent may call the school office with a change in dismissal plan up until 3:30 p.m. 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. If you are in doubt about a product, please call Rabbi Klammer.

**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 program is available. Please be on the lookout for a mailing from the business office concerning lunches.

**Snacks-** All students are strongly encouraged to bring in **healthy snacks**, such as fruits and vegetables.

**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/Missed Assignments

Many parents express concern over the issues of responsibilities regarding classwork and homework responsibilities, so we offer the following suggestions:

- **Homework:** Homework is **intended to reinforce the material being taught during the school day, and is expected to be a mechanism for teaching our students to function independently and reinforce understanding.** When done exclusively by the students, homework can serve as an important learning tool. If your child encounters repeated difficulties preparing her homework without significant parent involvement, please discuss this matter with the teacher. Each child should record her assignments in a homework book or *yoman* (or *planner*-depending on grade). Please check it daily.
- **Missed work/Buddy system:** Children at all grade levels will be responsible for classwork and homework missed due to absence. A homework buddy system will be established for keeping up with assignments and information. Please work with your children in utilizing the buddy system. Under extenuating circumstances, you may call the office before 10:00 a.m. to request homework.
- **Homework must be done no matter what the particular day's circumstances. Regardless of busy schedules, students must make homework a priority.** This means, for example, that if there is a basketball game, a Bat Mitzvah, a special fair, or any other social or extracurricular obligation, the homework must still be done. If a student is away on vacation, assignments are also expected to be completed by the student's return and submitted to the teacher.
- **Amount of homework:** Our teachers will be assigning homework based on the following guidelines. Please bear in mind that *these are only guidelines*, and that the actual amount of

homework on a particular night may be somewhat more or less than that which is mentioned here.

**These times reflect the total homework of both *Limudei Kodesh* and General Studies.** Teachers will consult with their grade level partners and principal to ensure the proper scheduling of major projects, tests and reports. You may find a large calendar helpful to keep track of such assignments. To maximize success, long-term assignments, reports and projects should be noted on this calendar, and paced out appropriately.

<b>Grade</b>	<b>Approximate Amount of Time</b>
<b>Grade 1</b>	30 minutes
<b>Grades 2-3</b>	45 minutes
<b>Grades 4-5</b>	1 hour
<b>Grades 6-8</b>	20 minutes per subject

### **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 erez* and *midot tovot*

Students are expected to:

- A) Follow school rules
- B) Cooperate with adults and fellow students
- C) Follow directions given by an adult
- D) 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 (e.g. foul language; ridicule, insults or other negative remarks towards other students.)
- 2) **Damaging School Property/Property of Others** e.g. writing on walls, lockers, desks, bathrooms, books; mishandling chairs, doors, lockers; slamming into walls; using others' property without permission; going into other students' lockers.
- 3) **Preventing Learning** e.g. disrupting a lesson or class, not letting the teacher continue, distracting students .
- 4) **Wandering** e.g. 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.
- 5) **Threatening Safety/Diminishing School Atmosphere**
  - a. **Threatening Safety** e.g. fighting, throwing objects, bullying, creating a dangerous atmosphere or situation, possessing dangerous or illegal objects.

**ANY STUDENT INVOLVED IN FIGHTING OR BULLYING IS SUBJECT TO BEING SENT HOME.**

- b. Diminishing School Atmosphere** e.g. not following the dress code; using cell phones, ipods, and other electronics without permission. If a student possesses these electronic objects, the school is not responsible if they are lost or missing. It is advisable that these objects remain at home
- c. Cheating:** Students who cheat on an exam or plagiarize will be dealt with seriously, and may be subject to suspension and/or expulsion.

All staff members are responsible for behaviors of all children. If a staff member observes a student engaged in the *unacceptable* behavior, the staff member will have the student fill out a discipline note or will send the student to the office to fill out a discipline note.

An administrator will follow up on the note and determine what, if any, intervention should occur.

### **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 2017. By administering these tests, our educators get valuable feedback and use it to constantly 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. Grade 8- takes the Board of Jewish Education high school placement test, generally administered in November.

#### **New York State Exams**

These tests will be administered as follows: Grades 3-8 English Language Arts (ELA) and Math State Tests – **April 2017.**

#### **Achievement Tests --Spring**

Grades 1& 2– Terranovas Achievement Test

Grade 8 - Board of Jewish Education high school placement test, generally administered in November.

#### **Screening for Special Needs**

This will be administered as necessary throughout your child's academic career. The evaluation will be followed and tracked by a child study team, coupled with parent meetings, to develop a program of appropriate remediation.

#### **Missed Tests**

Please note: In grades 4-8, all tests missed due to absence that takes place at times other than those designated in the *Shulamith* calendar, will be administered within **48 hours of the student's return.** Of course, prolonged absence due to serious medical conditions will be handled on an individual basis.



## **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 8<sup>th</sup> 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 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.

## **ELECTRONIC DEVICES**

### **Policy for Devices in School**

During school hours, electronic games and phones currently allow unsupervised access to the Internet. As such, they can be used to watch movies, YouTube and other sites, and may also be used as cameras and hidden recording devices. This presents a real ethical danger to our children and may distract them from focusing in class, and often interferes with other forms of social interaction during lunch and recess. **Phones may not be taken out or used in school unless Smart phones are re-distributed by the teacher as part of a lesson. Students may call home from the office with permission from a teacher or an administrator. In Grades 5-8, cell phones are collected every morning and returned at dismissal.**

## **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 have also given guidance regarding appropriate use, courtesy, safety and improper use of these media.

### **At Home**

Although we do our best at *Shulamith* to educate our students regarding the proper use of these tools, we have no control over what happens at home. We need parents' help and support. ***We have found that unsupervised use of computers, smart phones and other devices by children is a recipe for trouble.*** We know of situations in which students write inappropriate remarks and even worse, send inappropriate images electronically. These images are indelible and can never truly be deleted. We strongly urge every home to adopt specific guidelines for its use. Use of the Internet must be supervised. Here are our suggestions:

- Set aside a time to sit with your children and discuss what accounts they have and how they can properly best benefit from the use of technology
- Computers and smart phones should be used in a common area
- Time and length of use should be clearly defined
- Computers and Smart phones should be turned off after normal bedtimes
- A filtering program should be used
- The language and topics used by your children must be compatible with your family's values and standards in other areas of communication
- Any *Facebook* and *Twitter* accounts must be accessible to parents - and parents should check the accounts regularly
- Please monitor the type and frequency of use of video games at home

### Proper Participation in Social Media

- Students and staff participating in social networking sites, should be made aware of the potential dangers and risks associated with their on-line activities.
- Postings made to social networking sites are not private or confidential and may be viewed by a large number of unintended individuals. **Students and faculty are discouraged from posting identifying information on-line, such as birthdays, social security numbers, telephone numbers and home addresses that could potentially give rise to identity theft or subject the student to unwanted harassment.**
- 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.
- Inappropriate, pornographic, threatening and false information and/or images posted on social networking sites could potentially give rise to civil liability and damages not only for students and faculty, but for parents as well. For example, making factual statements about a student or teacher that turn out to be false could give rise to a lawsuit and damages based on libel or defamation. More importantly, some of these same activities, such as posting threatening or violent messages or images, could also give rise to criminal liability. Students should be aware that their on-line actions could have serious civil and criminal consequences.
- *Shulamith* does not actively monitor a student's or faculty member'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. A student or faculty's on-line activities should not in any way violate any of *Shulamith's* policies or code of conduct.

### Shulamith's Facebook Page

- Social Networking has become so much a part of everyone's life, Shulamith School has decided to get involved by operating a Shulamith Facebook page. The purpose of this page is to disseminate ideas and information about our school and its mission to our students, parents and the broader community.

- Our policy provides approaches for important situations and informal guidelines to inform staff decisions & community members. Staff will receive a copy when they start working online for Shulamith.
- All leaders and volunteers should read and understand the policy, and a portion will be available as part of the student handbook, on ShulamithofBrooklyn.com and Facebook.com/ShulamithSchoolBrooklyn for the extended community.
- Website Postings are carefully monitored to contain *divrei Torah*, *hitorirut* and positive and helpful messages to our parents, students and the community. The site is being used as a powerful tool to further the important mission of the school of Torah, Zionism and *Midot tovot*.
- All postings and communications on behalf of Shulamith School, on all social media platforms must be made by our authorized site manager, Goldie Adler. Should any questions regarding the appropriateness of material for the Facebook page be raised the *Menahel* is consulted.

Below, we have explained more specifically various aspects of our Social Media Policy:

- **Posting pictures:** Parents give permission to use pictures of kids for publicity when they register. Tuition/registration contract has a specific line allowing use of photos & videos for publicity. **Any family or person wishing to be excluded from this must send a written note to the principal asking to be excluded.**
- Administration will remove or block inappropriate pictures as needed. We remind our families: **your words & pictures can be shared by others and are forever online; be careful what you post.**
- **Monitoring comments** – The page administrator will hide, delete, or block needlessly negative comments OR respond in a way that engages the community and is educational for those who are just reading. **All forms of lashon hara, are barred from Shulamith’s website and social media. For example, negative comments about someone’s weight or dress would not be allowed. Comments must be something which would be said in person.**
- **Cyber-Bullying:** specific policy for any texting, tagging, IMs, personal Facebook pages already in student handbook available on [shulamithofbrooklyn.com](http://shulamithofbrooklyn.com).
- **Guidelines** for all posts, especially page administrator:
  - Does it add value to communal conversation?
  - Does it conform to Shulamith’s *hashkafa* (philosophy) cares and the community? (What’s the point of posting this link/article/status/Tweet?) Please engage in the conversation with intention and authenticity to reflect Shulamith’s positive
    - **Values**
    - **Vision**
    - **Voice**
- (Our mission, as stated on our Website: shulamithofbrooklyn.com: Shulamith School of Brooklyn inspires girls to a total commitment to Torah, *Mitzvot* and careful observance of *Halacha*. We cultivate a love for *Ivrit* and *Medinat Yisrael*. Excellence in [General Studies](#) is essential to our program. We foster deep commitment to *midot tovot* by providing outstanding role models.)

- **Community Guidelines:**
  - This is a *lashon hara*-free zone. We welcome positive and constructive interactions. Although we haven't had issues thus far and do not anticipate problems, school policy dictates the removal of inappropriate comments and photos. Anything posted must add to the communal conversation and **must be something that would be said in person**. Students and their families are ambassadors of Shulamith and are expected to maintain the behavior and disposition of Torah observant *bnot Yisrael* on their personal pages as well as on Shulamith's official Page. **Words & pictures can be shared and are forever online; be careful what you post.**
- Shulamith will never post during Shabbat or holidays during which computer use is prohibited by *Halacha*.

As the Internet is such a pervasive element in our lives and the use of it presents many challenges, it is imperative for us as parents to have a clear understanding of ways to keep our children safe. Therefore, there will be an extremely important program for parents, designed to instruct families how to become familiar with appropriate practices for the Internet. Information will follow in a separate communication. There will also be a program for the students in school.

We are turning to you, with words of caution and encouragement, regarding the electronic communications that are available to our children and in regard to the use of electronic devices **in school**.

These instruments, whether they be Internet, instant messaging, texting, *Facebook*, chat rooms, even video chats, are all tools. Like any tool, they 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 have also given guidance regarding appropriate use, courtesy, and improper use of these media.

Although we do our best at Shulamith to educate our students regarding the proper use of these tools, we have no control over what happens at home. We need your help and support. ***We have found that unsupervised use of powerful communication tools by children is a recipe for trouble.*** The reality is that the computer is impersonal and people will say and do things with it that they would never do in person. We hear stories of students who write inappropriate remarks and even worse, send inappropriate images electronically. These images are indelible and can never truly be deleted. We strongly urge every home with a computer to adopt specific guidelines for its use.

If you care about how your child presents herself to others, what she says or hears, or sees, then you must take action. Use of the Internet must be supervised. Here are our suggestions:

- Set aside a time to sit with your children and discuss what accounts they have and how they can properly best benefit from this new technology.
- The computer should be located in a common room
- Time and length of use should be clearly defined
- It should NOT be available after normal bedtimes
- Parents should have key stroke software installed on all computers
- A filtering program should be installed (e.g.: Spector Soft, Net Nanny, or e- Blaster)

- The language and topics used by your children must be compatible with your family's values and standards in other areas of communication
- Chat room & video chats must be EXCLUDED or adult supervised - they are DANGER areas!
- Any *Facebook* and *Twitter* accounts MUST be accessible to parents - and you must CHECK these accounts regularly
- Please monitor the type and frequency of use of video games at home
- Any *Shulamith* student who wishes to bring a laptop to be used in school must receive written permission from the administration.

### **Social Networking Sites**

*Shulamith* is aware that Internet social networking sites, such as *Facebook*, *MySpace*, *Instagram*, *Twitter* and *Snapchat* have become a part of some students' social lives and are used to keep in touch with and make new friends and to express a student's personality. Please ask your child if she has an account on any of these sites. It has come to our attention that there are students who have accounts and their parents don't know about them. If your child has an account and you do not want her to have one, you may consider canceling the account. Students participating in such social networking sites, however, should be made aware of the potential dangers and risks associated with their on-line activities.

Initially, postings made to social networking sites are not private or confidential and could potentially be viewed by a large number of unintended individuals. The general public's access to the Internet, especially social networking sites, gives rise to concerns about student safety. For example, students may believe that Facebook is safe, secure and confidential. It may, however, be accessed by many individuals. Accordingly, students are discouraged from posting identifying information on-line, such as social security numbers, telephone numbers and home addresses that could potentially give rise to identity theft or subject the student to unwanted harassment. It is important to recognize that, in addition to your friends and families, total strangers may have access to your profile and identifying information.

Students 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. While steps can be taken to remove information and/or postings, it takes time and does not preclude information from being cached, copied, forwarded or posted on another site. Before posting to a social networking site, students should consider how that message, statement or image is going to be viewed by a college recruiter or potential employer.

Inappropriate, pornographic, threatening and false information and/or images posted on social networking sites could potentially give rise to civil liability and damages not only for students, but for their parents as well. For example, making factual statements about a student or teacher that turn out to be false could give rise to a lawsuit and damages based on libel or defamation. More importantly, some of these same activities, such as posting threatening or violent messages or images, could also give rise to criminal liability. Students should be aware that their on-line actions could have serious civil and criminal consequences.

*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. A student's on-line activities should not in any way violate any of *Shulamith's* policies or code of conduct.

Students are discouraged and prohibited from photographing or videotaping another *Shulamith* student, faculty member or administrator on school property, or at school activities, without their prior explicit permission. Without prior explicit permission, students are also prohibited from posting photographs or video of *Shulamith* students, faculty or administrators on social networking or any other Internet sites. Students found to be in violation of this policy could be subject to discipline up to and including expulsion.

### **EXTRA AND CO-CURRICULAR ACTIVITIES**

*Shulamith* prides itself on its programs and activities. The programs range from Scholars to Poets, from *Yom HaAtzmaut* to *Shabbatonim*, and from Homework Club to Parent-Daughter Learning. In addition, grades 4-8 participate in the Salute to Israel Parade. Our Middle School will also be doing various Chessed projects throughout the year.

Please check your e-mails, website, and Facebook page for events and activities, as well as *chesed* opportunities.

### **HEALTH OFFICE REGULATIONS**

According to New York State Law, all school-age children must have documented proof of adequate immunization against diphtheria, tetanus, pertusis polio, measles, mumps, rubella and hepatitis B. Tdap booster shot and varicella vaccine are required by 6<sup>th</sup> grade or when your child turns 11 years old. All preschoolers must have medical forms filled out. All 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> graders as well as new entries to *Shulamith* are required to bring in updated physicals. We are not permitted to allow any student who does not meet these requirements into school. **All Emergency Forms must be handed in by the 1<sup>st</sup> 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, beeper #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 before school 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**, especially *Shulamith* sweatshirts. 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 *tzedaka*. If objects are lost on the bus, please call the bus company directly.

## BAT MITZVAH & OTHER CELEBRATIONS

### Preparing for the Celebration

The *Bat Mitzvah* is a very significant life event. It is a critical "coming-of-age" ceremony, which celebrates the culmination of many years of preparation, and, at the same time, mark the beginning of a new stage of life. It is most important, then, that the celebration of the *bat mitzvah* be in keeping with the Torah values that our children have spent so much time learning. Therefore, please bear in mind that **there is an expectation on the part of SHULAMITH families that all aspects of the halacha will be strictly adhered to at smachot (celebrations).**



*Shulamith* is very proud of the beautiful רוח and שמחה של מצוה that our *talmidot* exhibit at bat mitzvahs. We are very fortunate that our teachers, in partnership with you, the parents, set an outstanding example. The following guidelines are presented to help and support you as you plan for your *simcha*.

### **Bat Mitzvah Guidelines for SHULAMITH Students**

1. **Torah & Chesed**--Of course, *divrei Torah* should be central to any bat mitzvah. We recommend that *maasei chesed* also be included as part of the celebration.

2. **Halachic Standards**--Please insure that proper *halachic* standards apply to the entire *simcha*, including kashrut, dress, entertainment, and activities. Please note the following: There is an expectation on the part of Shulamith and the families in our school community that there be no "mixed dancing".

3. **Inviting**- In order to prevent slighting a child, we ask you to select from one of the following *guidelines* when inviting fellow students to a Bat Mitzvah:

- Invite all the children in the class
- Invite a small number of friends (3-5) from the class.  
When a child has a party, the invitations are mailed, not distributed in school. This is intended to avoid hurting the feelings of those girls who are not invited.

6. **Participation**: Please remind your child of the importance of responding to bat mitzvah invitations in a timely fashion and of attending their classmates' *simchas*. In order to help each bat mitzvah child enjoy and appreciate their special day, please encourage your daughter to participate in the dancing and to show proper decorum during speeches. We are teaching and reinforcing these important behaviors at *Shulamith*.

7. **Questions**--Please ask us any questions regarding your *simcha*. Our goal is to help make your *simcha* more meaningful and successful. Rabbi Klammer can be reached at [sklammer@shulamithofbrooklyn.org](mailto:sklammer@shulamithofbrooklyn.org) or 718-338-4000.

We wish you and your daughter a *mazal tov* in advance!

### **Other Types of Celebrations**

**Graduation Celebrations**— *Shulamith prides itself on a meaningful and formal graduation exercise. Please maintain the standard of Shulamith by consulting with the administration before scheduling any post-graduation parties or festivities.*

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

In order to prevent slighting a child, we ask you to select from one of the following *guidelines* when inviting fellow students:

- Invite all the children in the grade or class
- Invite a small number of friends (3-5) from the grade or class.  
When a child has a party, the invitations must be mailed, not distributed in school. This is intended to avoid hurting the feelings of those girls who are not invited.

**Birthday Celebrations at School**

Birthday celebrations in school are only permitted through grade two.

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.