

# **Bnos Bracha Girls Division**



## **PARENT HANDBOOK**

**2022-23**  
**תשפ"ג/5783**

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**BNOS BRACHA STAFF DIRECTORY**

**973-365-0100**  
**Fax: 973-365-1445**

**Ext.**

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Rebbetzin S.L Weissman	Principal	105	<a href="mailto:slweissman@ykop.org">slweissman@ykop.org</a>
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Mrs. Debbie Selengut	Assistant Principal Grades 4–5	121	<a href="mailto:dselengut@ykop.org">dselengut@ykop.org</a>
Mrs. Sara Leah Strassfeld	Assistant Principal Grade 6		<a href="mailto:sstrassfeld@ykop.org">sstrassfeld@ykop.org</a>
Mrs. Rochel Loebenstein	Assistant Principal Grades 7–8	110	<a href="mailto:rloeb@ykop.org">rloeb@ykop.org</a>
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Mrs. Yehudis Eisenman	Associate Coordinator	186	<a href="mailto:yeisenman@ykop.org">yeisenman@ykop.org</a>
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Dr. Ellen Auster, Psy.D.	Grades 1–3	148	<a href="mailto:eauster@ykop.org">eauster@ykop.org</a>
Mrs. Shifi Lieberman, LMFT/ Mrs. Rochel L. Eisenberg, MSW	Grades 4–5	135/235	<a href="mailto:slieberman@ykop.org">slieberman@ykop.org</a> <a href="mailto:reisenberg@ykop.org">reisenberg@ykop.org</a>
Mrs. Leah Greenman	Grades 6–8	118	<a href="mailto:lgreenman@ykop.org">lgreenman@ykop.org</a>
<b>NURSES</b>			
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Mrs. Chani Newman, Nursing Asst.		133	
<b>HALL RENTAL</b>			
Mrs. Yocheved Goldhar	Hall Rental Coordinator	123	<a href="mailto:ygoldhar@ykop.org">ygoldhar@ykop.org</a>
<b>RECEPTIONISTS/GENERAL INFORMATION</b>			
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**DAILY SCHEDULE:**

Children must be in school by 8:40 a.m. Classes will begin promptly at 8:45 a.m. Supervision at Bnos Bracha will begin at 8:30. **There is absolutely no supervision before 8:30. Please do not drop off your children before that time.**

**LINE UP**

Pre1A and 1<sup>st</sup> Grades will line up in the small third (right side) of Ohel Rivkah.

Grades 2 and 3 will line up in the large part (left side) of Ohel Rivkah.

Grade 4 will line up in the 3<sup>rd</sup> floor gym.

Grades 5 – 8 will go directly to their classrooms.

**DISMISSAL**

Girls Grades Pre1A – 5 3:45 p.m.

Girls Grades 6 – 8 4:15 p.m.

Computer Days 5:00 p.m.

*6<sup>th</sup> and 7<sup>th</sup> grades will have **one** late day to accommodate computer classes. 8<sup>th</sup> grade will have **two** late days to accommodate computer classes. The schedule for late days will be announced the end of August.*

Half-Day Dismissals 12:00 p.m.

Regular Friday Dismissal

Girls Grades Pre1A – 5 2:00 p.m.

Girls Grades 6 – 8 11:50 a.m.

Early Shabbos Dismissal **\*NEW\***

Girls Grades Pre1A – 8 12:00 p.m.

***JUNIOR HIGH PARENTS PLEASE NOTE: Unless you requested a class change or the administration informed you of a change, your daughter's section remains the same. Junior High class lists will not be released until the end of August.***

**STUDENTS ARRIVING LATE**

PLEASE NOTE: Students arriving late are very disruptive to the start of an orderly day.

Students arriving late must have a note from home. 1<sup>st</sup> and 2<sup>nd</sup> grade students should report to the 1<sup>st</sup> floor office. 3<sup>rd</sup> grade students should report to the 2<sup>nd</sup> floor office. 4<sup>th</sup> & 5<sup>th</sup> grade students should report to Miss Rudin on the 3<sup>rd</sup> floor. Late students in grades 6 – 8 report to Mrs. Pollack on the 3<sup>rd</sup> floor. The student will receive a pass admitting her to class. Students in grades 6 – 8 who have 3 unexcused latenesses will have detention.

**LEAVING SCHOOL DURING SCHOOL HOURS**

Children may **NEVER** walk home even with parental permission or a note. An **appointed guardian\*** of the child must “sign out” the child in the 1<sup>st</sup> floor office and escort the child home. High school students are not permitted to sign out Bnos Bracha students. No student may wait outside to be picked up during school hours.

Parents must go to the 1<sup>st</sup> floor office to await their children and not proceed to any classroom.

PLEASE NOTE: Junior High students may not leave school during the day without a parent note with a legitimate reason **and** direct permission from Mrs. Loebenstein or Mrs. Schloss. The student will still have to be picked up and signed out by an appropriate adult.

If a student must miss computer class, she must make it up another day of the week.

**\*Guardian other than parent must be 18 years of age or older and clearly named in a note to the administration.**

**CARPOOL INFORMATION:****AYCRIGG AVENUE ARRIVAL**

There are no left turns into the parking lot from Aycrigg Ave. Please follow the arrows entering and exiting the parking lot. Please proceed to the drop-off area before allowing the students to leave the car. If you must escort your child to the building, please park in a parking spot.

**PLEASE DO NOT LEAVE YOUR CAR IF YOU ARE IN THE DROP-OFF AREA.**

*Please note: The City of Passaic has requested that Pennington Avenue not be used for carpool or drop-off.*

These rules are for the safety of your children. Please abide by them.

**DISMISSAL**

Dismissal time can be extremely hazardous. This cannot be emphasized enough! Children will not be released to drivers who are double-parked. Once the child is released to the care of the driver, the school is no longer responsible for that child's safety.

Please note: Pre1A is dismissed from Ohel Rivkah. Grades 1 – 5 are dismissed from their classrooms with teacher supervision. Students who are not picked up by 4:00 will wait in the 1<sup>st</sup> floor office.

***Please be considerate of the teachers and your carpool - be prompt!***

**NOTE:** Carpool changes cannot be made through the school office. Any carpool change must be written in a note to the classroom teacher. Notes may be faxed to 973-907-5766 or emailed to [jhsgirls@ykop.org](mailto:jhsgirls@ykop.org) in a timely fashion no later than 1:00 p.m. of that day.

The Pennington Ave. exit may only be used for children who walk or take the bus home. Parents may not use Pennington Ave. for carpools. **As of 3:55 p.m.**, there is no supervision on Pennington Ave.

In inclement weather, parents may pick up their walking children by car from Pennington Avenue or Boulevard.

For the safety of our children, please do not make a U-turn at any time during arrival and dismissal.

### **SNOW DAYS:**

In case of inclement weather, please call the Snow Hotline at 973-229-8343. Please do not call the school offices. School cancellations will be determined by 6:00 a.m. and early dismissals by 11:00 a.m. For early dismissals only, parents will be contacted via our automated texting or email system.

Whenever school begins late, either scheduled or because of weather, **only students in grades 6–8 should daven at home. All other students will be davening in school.**

### **ATTENDANCE:**

Regular attendance is essential to your child's educational growth. Doctors' appointments and shopping needs should be scheduled during non-school hours. Removing a child from school for an extended vacation is detrimental to your child's education.

If a girl in grades 6 – 8 is absent when a test is given, she will be expected to make it up:

- **Limudei Kodesh** tests – make-up arrangements must be made with Mrs. M. Pollack.
- **General Studies** tests must be made up within one week. A test that is not made up on time will have points deducted. A test that is not made up at all will be averaged as a zero.
- **Midterms and Finals** will not be administered **BEFORE** the scheduled date. Please note: the last day before winter break is a school day. Attendance is expected.

Students should not take off from the morning classes to complete assignments. A grade penalty will be incurred.

If a student misses computer class (grades 6-8), she must make it up another day of the week.

Achievement tests will be given Monday, May 1<sup>st</sup> – Friday, May 12<sup>th</sup>. Please avoid appointments and absences during this time. Students who are absent might not be able to make up the achievement tests.

**DRESS CODE:**

**All girls in grades Pre1A – 8 must adhere to the school dress code. Please do not put us in the uncomfortable position of possibly causing embarrassment to your daughter.** Girls wearing non-approved clothing, socks and sweatshirts, or skirts that do not cover the knees will be asked to change into school provided items.

- Navy skirt. Please make sure that the uniform amply covers the full knee.
- Navy jumper for Pre1A girls. Please make sure that the uniform amply covers the full knee.
- **Knee socks or tights** for girls in grades Pre1A and up. There should be no gap between the skirt and socks.
- Blue or white Oxford or Peter Pan blouse. Pre1A girls may wear a white turtleneck instead of a blouse.
- Girls may wear **white shells** under a **buttoned** uniform blouse.
- **Authorized** cardigans, vests or hoodies are permitted. Non-uniform sweaters, sweatshirts and hoodies cannot be worn in school at all, even during recess or lunch. The office will collect unauthorized sweatshirts and sweaters. **Any confiscated article of clothing will only be returned to the parents.**
- Leggings are not permitted.
- Please label all clothing so lost items can be returned.

*Skirts, jumpers, blouses, vests and cardigans are available at Corduroy (formerly Hosiery Planet) in the Brook Haven Mall at 217 Brook Avenue. Our hoodie with the school logo is available only at Corduroy.*

*We have a well-stocked Gemach of uniform pieces. To browse our inventory or to make donations of uniforms (in mint condition only), please contact Mrs. Hadas Klagsbrun at 973-773-2200 or 973-886-4452. Please call Mrs. Klagsbrun as well if you are looking for a specific size that you cannot find.*

**The following fashions, clothing or accessories are unacceptable and are not permitted:**

- Anklets for all grades
- Peds (no-shows) or very short socks for all grade levels
- Leggings
- Nail polish
- Head coverings
- Long hair that is loose
- Make-up (even colored lip gloss)
- Crocs, wheelies or similar footwear

If your daughter is going to a Simcha, etc. in the morning, she must change into her uniform before coming to school.

DRESS CODE FOR PARENTS AND VISITORS

Parents coming to school or getting out of the car at carpool can help us uphold a high standard of propriety by dressing in accordance with Yeshiva Ktana standards. This includes a full hair covering, skirts covering knees, tops covering the elbows and hosiery. Please note that leggings or gym pants, even under the skirt, are not acceptable. If your babysitter will be picking up the children from school, please make sure she is dressed appropriately.

SUPPLIES:

Each student is responsible for her own supplies. All supplies should be labeled. Please make sure your child is prepared each day with the materials needed for class.

BOOKS:

Students are provided with textbooks for **GENERAL STUDIES ONLY**. The books are the property of the Yeshiva and must be kept in good condition throughout the year. Students are not allowed to deface the books by writing comments in the books. Lost, damaged or defaced books will be replaced at the expense of the parents. New books will not be issued until lost/damaged books are returned or paid for.

Seforim for Limudei Kodesh (Chumashim, Siddurim, etc.) must be purchased by the family. Uniformity is important. Please make sure the Seforim you purchase are printed by the publishers noted on the book list. Seforim may be purchased locally at Z. Berman. Used seforim of the proper edition, in very good condition, may be used.

Books that are brought to school for pleasure reading must be approved by Mrs. Schloss first.

**BNOS BRACHA IS A PEANUT-FREE SCHOOL. This includes anything made with peanuts, their products, and anything made in a facility that manufactures peanuts and/or their by- products. Please be vigilant about reading food labels. Please note that granola bars are especially problematic.**

LUNCH:

Students should bring a milchig or parve lunch that does not require refrigeration. Milk is the only beverage provided. If your child has any allergies, please notify the nurse. **For safety reasons, please do not send drinks in glass bottles. Please do not send instant soups without hot water. Hot water is not available for students.**

Please make sure your daughter takes lunch to school every day. We have only Matzoh to provide for students who forget lunch.

There is no lunch on half days.



**SNACKS:**

Children need at least 2 ample snacks per day. Pre1A children need at least 3 snacks per day.

Gum is not permitted in school. We strongly encourage you to send in healthy snacks instead of candy and soda.

**FANCY DRINKS:**

We no longer permit students to come to school with iced coffees, slushies or other fancy, frozen or large drinks. Parents, siblings and friends may not bring them to school for the students.

Parents may not bring anything directly to the child's classroom. This includes, but is not limited to, homework, lunch, snacks and drinks. All items must be left with the 1<sup>st</sup> floor secretary who will call the student down during a break.

**ELEVATOR USE:**

Students are not permitted to use the elevator. In case of a medical condition, a doctor's note is necessary. That student may use the elevator only when accompanied by an adult.

**MEDICATION AND MEDICAL ISSUES:**

Forms to authorize medication and treatment for children with existing medical conditions were sent to you via the Parent Portal.

The school nurses can only administer medication, even if it is over the counter, with a signed authorization form (valid only if it is updated yearly) from your physician.

If your child is taking medication for a chronic or occasional condition (asthma, strep throat, etc.), a supply of the medication must be sent to the nurse. Please note that unless it is sent in the original RX bottle, we will need MD orders to administer it. You must notify the nurse by phone or in writing if the medication is being sent with a child. As per New Jersey law, no child may administer her own medication.

For the health of your children and all the other children, please note these school policies:

- Children who are starting on a course of antibiotics are not permitted back to school until 24 hours have passed from their first dose.
- Children who have fever or are clearly sick, even if they do not have fever, belong at home and we will send them home. Please make sure to have a back-up plan in advance in case you cannot pick up a sick child.
- Ample recuperation time at home should be allowed for children with fever or other illnesses. Children must be fever-free for 24 hours before returning to school.
- The nurses are not trained or licensed to diagnose diseases. They are only mandated to treat medical conditions that arise during the school day. If your child has any symptoms that are apparent at home, please take her to the appropriate health care provider.

- Please provide your child with a supply of tissues, cough drops, hand lotion, etc., as needed. Being adequately hydrated does wonders for headache prevention, so please encourage your child to drink during the day, sending water bottles if necessary. Tip: Providing a frozen water bottle is a great way to ensure your child will be hydrated.
- If your child has an existing medical condition or has a specific medical need that necessitates special accommodations in class or recess, please notify the nurse and the administration and provide a form with a diagnosis and orders signed by the doctor and the parent.

### VISITS TO THE NURSE (Junior High)

Junior High students who need to see the nurse must first report to the secretary in the Junior High office. The office is stocked with basic medical needs and the secretary is trained to recognize when a trip to the nurse is necessary.

### HOMEWORK:

Homework is an integral part of the school curriculum. To encourage proper study habits and responsibility, your child should have a **set time for homework** in an appropriate setting. Please encourage your children to complete their homework neatly. We do permit homework on Thursday evenings.

Homework is an opportunity for parents to teach their children essential organizational skills. Encourage your children to pace their work, to stay focused for an appropriate amount of time, and to take pride in their accomplishments.

Junior high students are required to purchase school **planners** from the school. Please help us train your daughters to keep track of their homework, tests and assignments and learn how to pace and balance their school obligations.

### THINGS NOT TO BRING TO SCHOOL:

We do not permit the following items in school:

- slime and any kind of sticky goo, including silly putty and Fun-Tak
- cameras
- playing cards
- electronic games
- Barbie or similar type dolls
- iPods, iPads, tablets
- MP3 players
- cell phones
- Google watches, and other items with screens and/or internet capability. Please be aware that some cameras have Wi-Fi and some watches have technological features as well. These are not welcome in Bnos Bracha and will be confiscated.

**These items can only be returned to the parents.**

**PARENTS GOING OUT OF TOWN:**

Please inform the principals in writing if you will be out of town or out of the country for any period of time. Please leave emergency numbers where you can be reached as well as a detailed listing where your children will be staying and who will be responsible for them.

**NIT CHECKS:**

Nit checks will be done in school by professional checkers. Should we find nits in your child's hair, she will be sent home and may return to school after following the directions of our checkers.

**STUDENT EVALUATIONS:****REPORT CARDS**

Reports for all grades are issued three times a year. Report cards will be available on the Parent Portal.

A student who has a modified program or modified testing will get an asterisk or a comment next to her mark to indicate that she is being evaluated according to her abilities. A student who is in a small Chumash class will also get an asterisk next to her grade. We have designed the report card so that each grade and symbol helps you to understand your daughter's school performance.

**ACHIEVEMENT TESTS**

To measure academic achievement, students in grades 2-7 will be tested in late spring using a standardized test of basic skills. Parents will receive the results via the Parent Portal and may call the Yeshiva to discuss the results. If a student is absent during the testing time, she might not be able to make it up. Achievement tests are scheduled from May 1<sup>st</sup> – May 12<sup>th</sup>. Please do not schedule appointments during this time.

Please note: The results of the achievement tests are one more tool to understand your daughter's academic performance. It also generates NJ State funding that provides free tutoring during the school day.

**TEST POLICY**

Junior High students may have up to 2 tests/projects/reports (Limudei Kodesh and General Studies combined) due on the same day. Students **must** purchase monthly planners from the school. The purpose of the planner is to learn to record all assignments and tests and how to pace and manage the increased school work. Please help your daughters learn how to use the planners effectively.

**CONFERENCES:**

Parent/Teacher Conferences are scheduled to coincide with the first marking period. Appointments are made online or by calling the office. Limudei Kodesh Conferences will take place on Sunday morning, December 18<sup>th</sup>. General Studies Conferences will take place on Sunday morning, January 1<sup>st</sup>.

Whenever a concern arises about a child's progress, a phone conference between the teacher and parent can be arranged by calling the school office. **In regard to any matter in which the parent wishes to speak with the teacher, please call the school office and leave a message.** The teacher will return your call. This is the proper and professional procedure. **Teachers should not be called at home.** Emailing a teacher on her school-issued email address is permitted. **Please do not text teachers.**

**SOCIAL WORKERS:**

We are fortunate to have qualified social workers and a psychologist on staff, under the directorship of Mrs. Karen Rosenfeld, LCSW. Mrs. Rochel Leah Eisenberg is assigned to Pre1A. Dr. Ellen Auster is assigned to grades 1-3. Mrs. Shifi Lieberman and Mrs. Rochel Leah Eisenberg are assigned to grades 4-5. Mrs. Leah Greenman focuses on students in the Junior High. In the event the administration finds intervention important, they will make referrals to the social worker. Confidentiality is maintained at all times. The school gives the social worker authority to meet with children. These meetings are always followed up with a phone call to the parents.

**PROGRAMS:**

The General Studies department charges a flat rate of \$10 per child for special programs that occur throughout the year. Bnos Bracha subsidizes the rest of the cost.

There are several milestone presentations that take place throughout the school year. First grade has a Chumash play while Pre1A has their Siddur party, and the Preschool has graduations. There are also other performances where mothers may be invited as well. Our new policy is that siblings (this excludes cousins, neighbors, etc.) **may attend**.

**PARTIES/CELEBRATIONS:**

**The school does not approve of class sleepovers on a school night.**

**MOROS/TEACHERS WEDDINGS**

Mazel Tov! Your daughter's morah/teacher is engaged! The class will celebrate in **SCHOOL**. Students may not attend the chasuna.

**BAS MITZVA CELEBRATIONS**

Bas Mitzvas are celebrated through a school-sponsored brunch. Families can make their own celebrations but without other Bnos Bracha students.

### PRE1A SCHOOL PARTIES

Simple birthday celebrations may be arranged in cooperation with the morning Moros in the Pre1A classes. To maintain uniformity in Kashrus of foods brought by children to class parties, please cooperate with the following policy:

- No homemade products, please!
- All store-bought products must be under a Hashgocho acceptable to the Yeshiva's Kashrus standards.
- Dairy products must be Cholov Yisroel.
- Bakery goods must be Pas Yisroel.
- No goody bags, please. As an alternative, a gift to the class would be appropriate.
- No candy.

### GRADES 1-8 SCHOOL PARTIES

Students may not plan class parties. ANY party idea must be pre-approved by the Principal. No homemade products, please!

### TELEPHONE CALLS:

Students **will not** be permitted to use any school telephone, nor will the secretary or staff place calls on behalf of the students, unless it is an emergency. Missing snacks, water bottles, or homework are not usually considered emergencies.

### LOST AND FOUND:

The lost and found will be located next to the first floor office. Please note that any unclaimed items will become *hefker* 3 times over the year:

- 1) The last day of Chanukah.
- 2) The last day before Pesach break.
- 3) After the last day of school in June.

### OUTSIDE INFLUENCES:

It is detrimental to the child's development if the child is exposed to attitudes that contradict the values she is taught in school. It is well known that our Gedolim have spoken out against the internet for its immoral influences and its effect on the Hashkofoh and total psyche of a Torah Jew. Additionally, it has been proven, based on documented educational studies, that this can have a most disruptive effect on a child's social development, cognitive development and acquisition of academic skills.

Buying a subscription that provides movies and other forms of entertainment is prohibited and against the values of Yeshiva Ktana.

The school expects that effective filters be in place on all internet-capable devices in the homes of our students, including but not limited to cameras, watches, iPads, etc. Our students should not visit homes that do not have appropriate filters. Exposure to unfiltered internet by a student of Bnos Bracha will result in her being asked to leave the school.

The school strongly disapproves of the following activities for your children:

- Personal cell phones
- Showing secular materials as entertainment for friends
- Manicures/pedicures
- Going to movies/theaters
- Free and unsupervised access to the Internet including email and social media.

For your child's safety, please make sure all technology devices are appropriately tagged.

The Yeshiva aspires to develop an exemplary child. With your encouragement and participation, we can achieve our goal. We look forward to הצלחה for all our children.