

BNOS MENACHEM ELEMENTARY
Grades 1-5

STUDENT/PARENT HANDBOOK



תשפ"א
2020-2021

BNOS MENACHEM ELEMENTARY SCHOOL HANDBOOK

FIRST DAY OF SCHOOL

1. All students must bring their **admission cards** to school on the first day. Admission cards will be sent to students who:
 - Have settled all balances with the financial office.
 - Are fully registered (registration forms/financials etc.).Students without admission cards will not be allowed into class. Admission cards will be sent via email prior to school opening.
2. **Bus transportation** will begin on the first day of school, א"י ה'. Please allow extra time for the bus until the schedule has been established.
3. Students should come prepared with all the listed *sefarim* (see page 3), and sharpened pencils on the first day of school. **They will receive a list of the necessary supplies on the first day of school.** Backpacks and supplies may not have any non-kosher animals or non *tznius* pictures on them.
 - Please label your child's pencil box.

SCHOOL GUIDELINES

1. ***Tzedakah and Davening***: As a proper preparation for *davening*, please make sure to send *tzedakah* with your daughter every day. Please remind your daughter to *daven* properly on days when school is not in session.
2. **Students may not bring toys or gadgets to school. This includes: dolls, toys with non-kosher animals, electronic devices, smartwatches, i-pods and other technological devices. After a warning these items can be confiscated.**
3. Students in elementary school are not permitted to have a cell phone. Any cell phone brought to school will be confiscated without warning.
4. Please notify the school of any important situations that will affect your child.
5. Please inform the school office of any allergies your daughter may have. Please fill it out on the emergency card provided.

SCHOOL UNIFORM

Our daughters' dress must reflect the *aidelkeit* of a Bas Chabad. Therefore our girls are expected to dress properly even when school is not in session.

All students must come to school wearing the school uniform that can be purchased at the local children's clothing stores in Crown Heights.

Bnos Menachem Uniform Dress Code:

- **Blouses:** School uniform blouse (light blue, Peter Pan collar). The top button must be closed. Blouses must be tucked in at all times. T-shirts may not be worn under the uniform blouse.
- ❖ **When buying school uniforms please purchase a white shirt (button down, non-T-shirt) to wear on Special occasions and Rosh Chodesh.**
- **Skirts/Jumpers:** Uniform jumpers and skirts must be mid-calf and fit the students **all year**. When purchasing the uniform skirt, please allow for your daughter's growth.
 - Little People – on Kingston sells uniform skirts in all sizes and lengths. Please allow for your child's growth when purchasing uniforms.
 - The Uniform *G'mach* can be contacted at:
Mrs. Lustig:
(718) 915-1205
(718) 493-1740
379 Crown St.
Only accepting jumpers and skirts. Please be considerate and send them in clean and pressed.

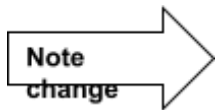
- **Sweater:** Only Navy Blue sweaters/sweatshirts can be worn (with no logo). Please do not send your daughter to school with any other color sweater. After two warnings, the student will be asked to remove her sweater and bring it to the office.
 - Please be sure to label your daughters sweater.

- **Hosiery:** Students are expected to wear solid color tights. The **solid colors** students may wear are: **white, blue, black** and **grey**. Knee socks and leggings are not acceptable. If your daughter comes to school in knee socks or leggings, she will not be permitted into class until she has changed into a pair of tights purchased from the office.

- **Footwear:** Shoes should be neat and in a conservative style. **No laced high tops, or Crocs may be worn.** Bnos Menachem reserves the right to ask a student not to wear shoes which are inappropriate for school.
- **Accessories:** Nail polish may not be worn. Only stud or huggy style earrings may be worn to school.

ELEMENTARY SEFARIM LIST

<u>כתה ה'</u>	<u>כתה ד'</u>	<u>כתה ג'</u>	<u>כתה ב'</u>	<u>כתה א'</u>
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*Large סידור עם תהילים • חומש בראשית • חומש שמות (מאירת עינים) • חת"ת • מחזור לר"ה ויו"כ • נביא-שופטים	*Large סידור תהילים • מחזור לר"ה ויו"כ • חומש בראשית • נביא- יהושע	*Large סידור תהילים • מחזור לר"ה ויו"כ • חומש בראשית	*Large סידור תהילים • חומש בראשית	*Large סידור תהילים
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* All grades from 2 through 5 use the חומש they received in 1st grade.

* The Chumash with Rashi nekudos חומש המנוקד (blue) can be used in grades 3-5.

* The נביא is available for purchase in school for \$5.00.

SCHOOL HOURS

Mon.-Thurs.	Grades 1-5	9:00a.m.- 4:00 p.m. Friday until 12:00
Sun.	Grades 3-5	9:30 a.m. - 12:30 p.m.

***Please note school begins on Sunday at 9:30 a.m. the entire year.**

In an ongoing effort to foster responsibility, we encourage you to help teach your children the importance of punctuality. School begins promptly at 9:00. Parents should arrange for their daughters to arrive at school at least five to ten minutes before classes begin.

Please Note: Students should not arrive before 8:45 as there is no supervision.

PROCEDURE IN CASE OF LATENESS

In the event that your child is late she must bring a note from a parent.

Go straight to the class, and give your note to your classroom teacher.

ILLNESS ,ABSENCE & TRANSPORTATION HOME

- Please keep your daughter home if she shows any signs of illness. Contagious or communicable illness must be reported to the school secretary. If your daughter becomes ill during the school day, you will be notified so that you can make arrangements for her to be picked up.
- Any student who is absent must bring a note from a parent upon her return to school.
- Students are not permitted to leave the building during school hours without written permission from a parent and confirmation by an office staff person. Students must sign out when leaving the building and sign in upon returning.
- Medical or dental appointments should be scheduled for after school hours.
- Students are not permitted to take vacation while school is in session without permission from the principals. The school calendar will help you plan your vacations so they do not interfere with school. **Teachers will not be able to provide the work or assignments that your child will miss.**

- **Transportation arrangements must be made before your daughter comes to school. In the event of an emergency please call the office before 3:00. After that time we can not guarantee that your daughter will receive the message.**
- **In the event of early pickup please call school at least half an hour before so that we can notify your daughter in a timely manner.**

Important

SAFETY

We should never underestimate the importance of caution and alertness in assuring the safety of our children. (ונשמרתם מאד לנפשותיכם) (דברים ד טו)

You can only drop off or pick up your child in front of the school. **Students cannot cross the street.** Please come around the block if necessary or turn into the parking lot across the street from Bnos Menachem, make a U-turn and come back out on East New York on the correct side of the street in front of the school. For the safety and well-being of your child, **we will not allow any drop-offs or pickups from across the street or the middle of the street.**

In order to avoid the severe overcrowding at dismissal time, parents who carpool should wait for the buses to depart, and then pull up along the curb IN FRONT of 739 East New York Avenue. Elementary school dismissal is at 4:00 p.m. On Fridays, buses depart by 12:08 p.m. Please DO NOT park your car in between the buses at dismissal time. We have limited curb space which MUST be reserved for buses only.

If you have a relative or driver who brings your child to/from school, please share the above with them.

- ❓ **Students are not permitted to bring scooters to school.**

Important

If you allow your child to walk to and from school, we recommend the following precautionary measures:

- Encourage children to walk in groups.
- Do a test-walk with your daughter. Point out some SAFE locations along the route that your daughter can use to get emergency help or make a phone call if needed. Help her identify people that you trust. For the safety of your children we urge parents to refrain from letting your daughter pet the cats by the mechanic on Troy Ave.
- Keep in mind that her usual route may become impassable due to road construction or closures. Make sure she knows how to navigate in these situations. Prepare her for a "worst case scenario."

Please refrain from calling the bus driver during route times. Distracting the driver is absolutely unacceptable. If there is a problem with the bus, please contact the school office.

- **NEW:** Parents can monitor the progress of the bus by logging into our " Silent Passenger App" on their cell phone. In most cases there will not be any need to call the school office checking on expected bus arrival times.

SNACKS & LUNCH

Please be advised that Bnos Menachem is a **nut-sensitive** school. **Please do not send any snacks or foods containing nuts.**

All snacks eaten in school must have an acceptable *hashgacha*. Only *pas Yisroel bishul Yisroel*. Please refrain from sending cookies, candies, soda and other heavily sugared foods for snacks. These foods discourage good eating habits, promote tooth decay and in some children result in difficulty in concentration and behavioral problems. Suggested snacks are fruits, vegetables, pretzels, popcorn, and crackers. Students may not chew gum in school. This includes while riding on the school bus and on school trips.

- Children do not have access to the hot water urn. Therefore, please do not send lunch items that require hot water **i.e. Tradition Soups.**

CHASSIDIC GUIDELINES

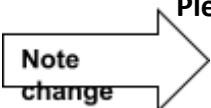
As per the advice of משפיעים in our community, we have established the following Chinuch guidelines for our talmidos

1. **TV, Video, and Internet:** The homes of Bnos Menachem students are expected to be free of TV or videos of non-Jewish content. Exposure to the internet is detrimental to the **יראת שמים** and **חסידישקייט** that we strive to instill in our children. Therefore, it is of utmost importance to guard our children from any exposure to these external sources. **Children cannot use computers or I-pads that have unfiltered internet.**
2. **Public Library:** Since the public library has become a place infiltrated with negative influences, parents should not allow their daughters to visit the public library at any time.
3. **Bnos Menachem Library:** Thanks to the efforts of the PTA, we have a beautifully stocked library for our *talmidos*. Every other week the girls peruse through titles as they excitedly choose books. Hundreds of books on various topics and age levels are available. It's a joy to behold our girls reading books that we know meet our school's standards.
4. **Birthdays:** In accordance with **יום הולדת**, **מבצע**, we encourage our students to celebrate with a **חסידישע פארבריינגען** in school on the day of their birthday. This avoids unnecessary competition between the girls and assures that birthdays are celebrated in the spirit of Chassidus.

Please notify your daughter's Hebrew teacher a week beforehand, so that the teacher can designate some time for a birthday *farbrengen*. Your daughter's teacher will try her best to make sure your daughter's birthday is special. Parents of students in grades 1 may wish to participate in their daughter's birthday *farbrengen*. Your daughter should prepare a *Dvar Torah* and bring *Tzedakah* to be given in her honor.

Please note our in-school birthday party policy

1. No birthday parties will be allowed to take place outside school.



2. Food should be limited to 2 individually wrapped items.
3. **No** soda
4. No home baked goods
5. Please be cognizant of the fact that there may be allergies amongst our students; therefore, please discuss with the teacher what may be brought in to the class.
6. **No pizza parties for all grades.**
7. No extra activities such as food decorating, crafts, or games will be permitted.
8. **Due to Covid restrictions, parents will not be allowed to participate in their daughters birthday party.**

In addition, please note students will not be allowed to go to siblings' birthday parties, preschool plays and graduations.

Family Guidelines:

Tznius outside of school: "כל כבודה בת מלך פנימה". *Tznius* reflects not only the exterior of a person, but reveals the inner refinement of a person. A close adherence to the highest standards of *tznius* enhances modesty and has a direct correlation to modest behavior. A girl growing up with a solid appreciation of *tznius*, in addition to learning how to maintain and live up to this very basic *halachic* requirement, acquires a healthy sense of self-respect and ultimately, a real understanding and appreciation of true beauty. This, in due time, proves to be a fundamental ingredient in a happy and fulfilling family life, בעזרת ה'. The Rebbe promises that dressing and acting in a *tzniusdike* manner brings many brochos to you and your family.

We ask that you respect and adhere to the following guidelines that have been established with the help of *Rabbonim* and *Mechanchim*:

1. Skirts must be long enough to cover the knees at all times, whether standing or sitting, but are to be worn above the ankles. Slits are never allowed.
2. Skirts and jackets of heavy jean (denim) material should not be worn.
3. Tops may not be tight fitting, and must cover the collarbone and elbows.
4. Proper hosiery must be worn.

We hope that you, our parents, will appreciate the great value of these guidelines and will help us properly be מחנך our daughters. Only together can we succeed in raising happy, *chassidische* girls and above all, *B'nos Chabad* who will make the Rebbe proud.