



Ben Porat Yosef Parent Handbook 25-26/5786

(update 8/20/25)

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Our Mission

Ben Porat Yosef is an Orthodox *yeshiva day school that strives each day to:*

- Develop each child's *ahavat and yir'at HaShem*
- Inspire, challenge and engage each learner
- Celebrate and transmit our Sephardic and Ashkenazic identity through love of *Am Yisrael, Eretz Yisrael, and Medinat Yisrael*
- Empower and connect students through Hebrew language fluency
- Build a warm, caring and devoted community dedicated to nurturing empathic, happy, and self-fulfilled human beings

Welcome

Welcome to Ben Porat Yosef. We can't wait to share all that BPY has to offer with you and your family and look forward to extending a heartfelt "*Boker tov!*" to each child as he or she walks through our doors on the first day of school!

Please take the time to read through the following pages carefully. The purpose of this parent handbook is to explain our school policies and procedures in order to ensure a positive experience for all of our students and families.

Please note that as there are some new items in this handbook, and we want to ensure that everyone understands these additions, you will be asked by Docusign to sign your initials next to these select items, and you will be asked by Docusign to affix your signature at the end of the handbook, attesting to the fact that you have read and agreed to the contents.

As always, please feel free to contact us with any questions or concerns.

Contacts-at-a-Glance

Ben Porat Yosef
E. 243 Frisch Ct.
Paramus, NJ 07652
Phone: (201) 845-5007
Fax: (201) 845-5009

www.benporatyosef.org

www.facebook.com/benporatyosef

<https://www.instagram.com/bpyparamus/>

Please refer to the quick reference guide on the following page to make sure you can reach the person who is best able to help you as quickly as possible. We look forward to hearing from you!

Can't find the description you are looking for? E-mail office@benporatyosef.org and we will direct you to the right person.

Contacts-at-a-Glance

My Question or Concern Is About....	Please be in touch with....	Phone Extension (subject to change)	Email
Admissions	Renee Klyman	1816	ReneeKlyman@benporatyosef.org
Aftercare Sign-up (3:30-5:15 PM)	Nava Zilber	1818	NavaZilber@benporatyosef.org
Alumni Association	Renee Klyman	1816	ReneeKlyman@benporatyosef.org
Bar / Bat Mitzvah Dates & Celebrations	Programming	1824	elanakatz@benporatyosef.org
BPY Board	Howard Kestenbaum	N/A	President@benporatyosef.org
Bus Transportation	Stacy Goldstein	1800	stacyg@benporatyosef.org
Carpool / Dismissal Changes	Office	1800	Office@benporatyosef.org
Classroom or Child Specific Concerns	Your child's teacher	N/A	your child's teacher's BPY email address FirstnameLastname@benporatyosef.org
Clubs / Trips / Special Activities / Program	Programming	1824	elanakatz@benporatyosef.org
Dedicated Days of Learning	Development	1835	Giving@benporatyosef.org
Donations / Development	Development	1835	Giving@benporatyosef.org
Early Childhood	Jessica Kohn	1815	JessicaK@benporatyosef.org

Enrollment / Financial Concerns	Shoshi Ryp	1812	ShoshiR@benporatyosef.org
General School Questions or Concerns	Rabbi Saul Zucker	1814	RabbiZucker@benporatyosef.org
	Rabbi Dov Emerson	1832	RabbiEmerson@benporatyosef.org
Grades 1-5 General Studies	Naomi Maron	1830	NaomiMaron@benporatyosef.org
Grades 6-8 General Studies/ Middle School Questions	Sarah Bartges	1829	SarahBartges@benporatyosef.org
Grades 1-8 Student Services	Samara Kipnis	1822	SamaraKipnis@benporatyosef.org
Grades 1-8 Judaic Studies	Chagit Hadar	1845	DrHadar@benporatyosef.org
Grandparents Association	Development	1835	Giving@benporatyosef.org
Health issues / medication / illness report / lice	Dara Silverstein	1819	DaraS@benporatyosef.org
Parentlocker / Report Cards / Transcripts	Jana Malka	1848	JanaMalka@benporatyosef.org
Parent Teacher Organization (PTO)	Talia Doueck	N/A	PTO@benporatyosef.org
	Batya Nadler	N/A	PTO@benporatyosef.org
School Communications (Emails, Website)	Robyn Badash	1810	Robynbadash@@benporatyosef.org
School Lunch Enrollment, Scrip Cards	Nava Zilber	1818	NavaZilber@benporatyosef.org
Security	Stacy Goldstein	1811	StacyG@benporatyosef.org
School Psychologist / Social-Emotional Needs 5-8	Samantha Katz	1823	SamanthaKatz@benporatyosef.org

Social Worker /Social-Emotional Needs 1-4	Leslie-Ann Fromen	1839	Leslieannfromen@benporatyosef.org
Sports & Physical Education	Coach Shaina Gross	1844	ShainaGross@benporatyosef.org
Technology	Yonah Pittinsky	1820	Helpdesk@benporatyosef.org
Tuition / Payments / Tuition Assistance	Shoshi Ryp	1812	ShoshiR@benporatyosef.org



THE BASICS

STUDENT ATTENDANCE

It is imperative for the academic and social success of your child that he or she attend school on a regular basis. Students excel when they have consistent routines and structure. It can be destabilizing for a child to miss school, and an abundance of absences will undoubtedly impact the student's success as a learner in addition to his or her acclimation to the social dynamics of the class. Further, the school year is designed in such a way as to educate our students both in skills and in content, and as a result, if a student does not meet the "residency requirements" for the year, he or she will not be properly equipped to advance to the next grade from an academic perspective. Any student who is absent in excess of 35 days over the course of the year (greater than 20% of the total year) may not be able to advance to the next grade. Please note that latenesses accumulate and accrue toward the total number of absences. If a student has a chronic medical issue that necessitates significant absences, we will work together with the parents toward making arrangements to complete the required instruction and education so that the student will indeed be able to advance to the next grade. Please note as well that attendance records are part of the student's transcript which is reviewed by the high schools to which the student applies, and the attendance record becomes part of consideration for admission to the high school.

Initial Here

ARRIVAL

Punctuality is important and sets the tone for your child's academic and social experiences in school that day. Please prepare your child for a successful and productive day by ensuring that he or she arrives at school on time.

MORNING DROP-OFF SCHEDULE

Toddler - Nursery	8:15-8:30 AM
Grades PreK - 8	8:00 AM – 8:15 AM

Tefillah for grades 1-8, and classes for PreK -K begin promptly at 8:15 AM. Classes for grades T-N begin promptly at 8:30 am.

All students should be dropped off at the front entrance where they will be greeted by staff members.

In order to ensure proper supervision, and the safety of our children, students are not permitted to enter the building prior to 8:00 AM or before their scheduled arrival time.

If you would like to walk your child into the front doors, please park in the parking lot and walk your child inside. The carpool line is for quick drop off only.

LATE ARRIVAL

After parking in the BPY lot, parents should escort their students who arrive late - to the front door to sign in and get a late pass. For Grades PreK-8 this is after 8:20 AM. For Toddler & Nursery this is after 8:35 AM.

Please do NOT leave your car at the front of the building.

Please note: Teachers will not be permitted to admit children to class without the appropriate late pass.

Dismissal

AFTERNOON DISMISSAL SCHEDULE (M-Th)

Buses -

T- Kindergarten:	3:15 PM
Grades 1-5:	3:25 PM
Grades 6-8:	4:25 PM

Carpool -

Carpool dismissals will be staggered based on carpool type. **Please do not come before your scheduled time.**

Toddler - Kindergarten:	3:15 PM for early childhood only
Mixed EC and ES:	3:25 PM
Elementary School only:	3:30 PM
Middle School Only:	4:25 PM

FRIDAY DISMISSAL SCHEDULE

Buses -

Toddler - 8:	1:40 PM
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Carpool -

Carpool dismissals will be staggered based on carpool type.

Please do not come before your scheduled time.

Toddler - Kindergarten:	1:25 PM for early childhood only
Mixed EC and ES and MS:	1:40 PM

Please honor our dismissal times. Teachers have to attend to their rooms and their personal commitments, and mutual cooperation will ensure the success of our program.

EARLY PICK UP

We strongly discourage any early pickups. If you need to pick up your child early, please follow the procedures listed below. As mentioned earlier, please note that it may take some time for a member of the office staff to escort your child to the front of the building for early pickup. Early dismissals are allowed only prior to 2:30 PM M-Th and 12:40 PM Fridays and Early Dismissal days. Please plan accordingly.

- Notify the office via ParentLocker dismissal module no later than 2:00 PM that day (11:00 am on Fridays or other early dismissal days)
- **To ensure that our regular dismissal goes smoothly, parents who arrive after 2:30 PM will need to wait for their children in the regular carpool line.**
- Middle School students - If you wish to pick your child up in a carpool with younger siblings at 3:30 PM you must notify the office by 2:00 PM. Students will be sent to the carpool room for dismissal. Once you arrive on the carpool line, call the front office to let them know you are here so they can sign your child out of school.
- Middle school students also will have the option for an early pickup between 3:45 pm-4:00 PM. The change must be submitted through ParentLocker no later than 2:00 PM
- Park your car in the BPY parking lot and see security at the front door. **Please do NOT leave your car at the front of the building or park in the neighboring lots.**
- Note: It is always helpful if you email the teachers and office the night before to let them know what time you are picking up early. **Please do not call the office to ask them to have your child(ren) waiting at the office at a specific time.**

Please note: Teachers are not permitted to release children from class without the appropriate early dismissal pass and parents need to show the early pass to security upon leaving the building.

Busing

TOWNSHIP PROVIDED BUSING

Beginning in Kindergarten, students residing in Teaneck and Englewood may receive free bus transportation through the local boards of education. Please note that this is completely up to the respective township; BPY is not involved in these decisions or allocations in any way. Families are contacted over the summer by the board of education with details about stop locations and pick up and drop off times.

Children in grades K-8 from other NJ townships who do not receive board of education transportation may receive partial reimbursements (approximately \$1,165 in two installments) from their town of residence, depending on the specific township.

Rockland County provides transportation for students who meet the district requirements. Please reach out to them directly to see if you qualify.

Questions or concerns about township-provided busing that arise throughout the year should be directed to your local board of education or to the bus company.

PRIVATE BUSING

Private busing arrangements are made for children in grades T-8 from Bergenfield, Englewood, and Tenaflly. Minimum ridership is needed in order to have this service. All contractual agreements are between the parent and the bus company (and not with BPY). If you are interested in private busing, please contact Stacy at stacyg@benporatyosef.org. Questions or concerns about private busing that arise throughout the year should be directed to the bus company.

BUS OR STOP CHANGES

Children are not permitted to go home on a bus other than the one to which they are assigned. Public busing does not allow children other than those registered to ride the bus or to switch between buses. If you would like your child to get off on a different stop, you must submit the change through the ParentLocker dismissal module.

BUS BEHAVIOR

Good citizenship and proper behavior are expected of every student while riding on the buses at all times. All safety regulations must be adhered to, and all directions from the bus driver must be complied with at all times. We will monitor students' behavior on the bus at frequent regular intervals. Students who are deemed to be in violation of safety and/or middot issues (including standing on the bus while it is in motion, putting arms out of the open window, yelling, speaking disrespectfully to the driver, treating another student inappropriately, listening or watching content on any device that is not appropriate) will have a meeting with his/her parents and a member of the admin team. Recurrence may result in a student losing his or her privilege of riding the bus for a minimum of a week. Further recurrence may result in permanently losing the privilege of riding the bus. This will be determined by the admin team. **Specific expectations on technology use are noted in the Technology section in this handbook.**

Initial Here

Carpool

AFTERNOON CARPOOL

Please wait in the carpool line and proceed as directed. Do not exit your vehicle. Your child(ren) will be brought out to you when you reach the sidewalk along the front of the building. Under no circumstances should you leave your vehicle in the carpool line. This is important to keep the carpool line moving.

When your child or carpool children are released to you, they are your responsibility. Please take care in supervising the children in the carpool line and in the parking lot. Please load cars quickly to keep the line moving.

CARPOOL CHANGES

In the event that a change is necessary, the change must be submitted via the ParentLocker dismissal module no later than 2:00 PM each day (11:00 AM on Fridays). You will receive a confirmation email stating we received your dismissal change. We are not able to make any carpool or dismissal changes after 2:00 PM (11:30 AM on Fridays), the child will be sent home according to his or her regular schedule.

Additional details regarding carpool procedures may be emailed to parents during the first few weeks of school.

CAR SEAT SAFETY

When planning your carpool, please make sure that you have an appropriate car seat or booster seat for each child who requires one according to New Jersey State Law. Teachers are not permitted to put children into cars without the appropriate safety seats.

RIDESHARE SERVICES & CAR SERVICE (UBER / LYFT, etc.) RESTRICTIONS

In the event that a car service is necessary, please note that students may not be released to ridesharing services unless accompanied by a guardian or parent. While we understand that this may be a convenient service for parents, there are safety issues with these services and they are not legally permitted to pick up minors while they are unattended. Taxi or registered car services are permitted with written consent from the parent along with the service information and driver name and contact information.

Authorized Release

BPY will release a child to her / his parents and to the people listed on that child's carpool / authorization for release form / emergency contact forms. No one will be permitted to take a child from the school premises without prior written authorization. If a non-custodial parent is not permitted to pick up a child due to a court order, the school must receive a copy of the appropriate legal paperwork.

In the event that a person other than those designated on your carpool / authorization for release form will be picking up your child, you **MUST** submit permission to the school office through the ParentLocker dismissal module. Please note that the adult may be asked to show a photo ID.

Emergency Closings

Decisions to close school, dismiss students early, or start school on a delayed schedule due to inclement weather or any other emergency, are made in conjunction with our busing companies, the Paramus Board of Education, and / or the Paramus Police Department. In the event of a school closing or delayed opening, parents will be notified via email and text service by 6:30 AM. Should conditions require an early dismissal, the school will contact each family during the day to notify them of the details. We generally follow the decision of the Paramus Public Schools, in consultation with local government and police agencies.

Afterschool Programs

We are pleased to offer several different after school programs including: after school clubs, extended day, sports teams and clinics, and drama. Policies, procedures, pricing, and registration forms for these special programs are shared with parents via email and are also posted on our school website.

Please note that students who stay after school for sports/clubs/programming may not leave the school property under any circumstances unless accompanied by an authorized guardian. This includes not being permitted to go on their own to Krispy Kreme, etc.

Lost and Found

Clearly label ALL articles of clothing sent in to school with your child's name (water bottles, lunch boxes, coats, sweatshirts, *kippot*, gloves, etc.). Lost items are placed in the school's "Lost & Found" box. Items not retrieved will be donated to tzedakah three times a year (right before winter break, Pesach break, and at the end of the school year).

Lunch and Snack

Healthy eating and drinking during the school day is essential to your child's ability to function well in school.

In order to keep all of our students safe and healthy, we **DO NOT** permit the following:

- Food sharing or trading during snack or lunch
- Food sharing with the class at any point during the year without a prior explicit request from the child's teacher

PLEASE NOTE: Ben Porat Yosef is a nut-free environment. We have several students who are highly allergic to all types of nuts including peanuts. Please make sure that no food items brought to school by your children contain nuts or traces of nuts or peanuts or the words "may contain". Please carefully read the ingredients on any food sent to school or for the bus. This policy pertains to all students, even if the class does not have a child with a nut allergy.

Early Childhood (Toddler-Kindergarten)

BPY provides:

- Toddler - Kindergarten students with a morning and afternoon snack each day.

Elementary and Middle School (Grades 1-8)

- Students should bring their own morning AND afternoon snacks each day.
- On Tuesday and Wednesday, please bring a pareve or meat AFTERNOON snack.
- We highly recommend that snacks include fruits and vegetables or other healthy choices (please see list on following page). Sugary snacks can be detrimental to a child's performance in school.
- Students should bring drinks and / or refillable water bottles from home. The water fountains have water bottle fillers.

SCHOOL LUNCH & HOME LUNCH

School lunch menus can be found on our website and can be added to your personal gmail calendar. To add the lunch menu calendar to your personal gmail calendar, clicking the + button next to "Other calendars" in the left hand menu, click "Subscribe to calendar," and copy/paste this text there: 64003pk37dv8das16v9nl89qlk@group.calendar.google.com

The school lunch program is 5 days a week, Monday-Friday. There will also be an option to order pizza only one day a week. Meals are nut & sesame free.

School and home lunches must be DAIRY or PAREVE on Mondays, Thursdays, and Fridays and MEAT or PAREVE on Tuesdays and Wednesdays.

Students who are not signed up for lunch may not take school lunch. If a child is missing his or her home lunch he or she should report to the business office to receive a voucher and the parent's billing account will be billed \$12 per occurrence.

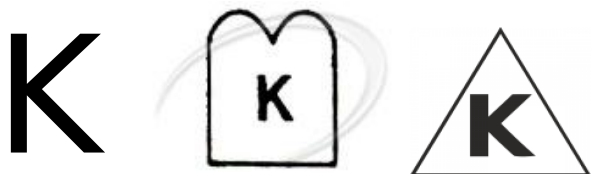
All students should bring their refillable water bottle to lunch.

Kashrut Certification

Food products sent from home must be certified with one of the acceptable *kashrut* symbols listed on the CRC website at http://www.crcweb.org/agency_list.php, including the following common kashrut symbols:



Food products with following *kashrut* symbols may **NOT** be brought to BPY:



******* Please note that homemade, home baked, or home prepared foods (including cut fruit and vegetables) may not be sent to school for distribution to other students or for class celebrations*******

Recommended Snacks

- Vegetables: cucumbers, carrots, grape tomatoes, sliced peppers
- Fruit: strawberries, sliced apples, grapes (sliced for young children), blueberries, bananas, peaches, nectarines, cubed or sliced melon, pears, clementines, oranges, raisins or other dried fruits
- Less processed snacks: crackers, rice cakes, breadsticks, Pirate's Booty, popcorn, pretzels, fruit leather, cheese, yogurt, low sugar breakfast cereal, pita chips

Other: guacamole, salsa

Media Release

BPY uses photographs and videos of students, staff, parents, and other family members in its print, electronic, and Internet publications and in other selected media, including promotional videos, website, print materials, social media, newspapers / magazines, and any school app now or that will be created in the future. If you do not want your child's image to be used, you must make a request to the school office in writing before the event or activity. These include, but are not limited to, events such as: grade-wide plays (e.g. Mesibat Siddur, Mesibat Chumash, Heritage Fair, graduations, etc.), in-class videos and productions, or school-wide programs (e.g., Discovery Learning Days, Purim Chagigah, Yom HaAtzma'ut program, STEAM Night, Drama Play etc.), and special events with outside speakers. For logistical and practical reasons, the school may be unable to comply with your request unless you exclude your child from participating in the event or activity. If you would like your child to participate in the event or activity, but do not want the school to post your child's image to social media (e.g. Facebook, Instagram), the school will comply with your request, if practical. If your child's picture is inadvertently posted to social media, you may ask the school to remove it and the school will do so, if practical.

Parking

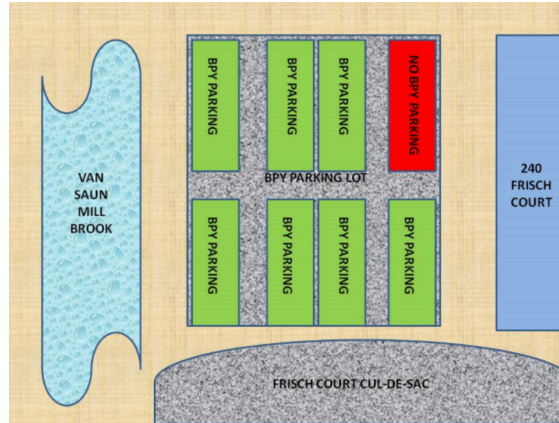
BPY's parking lot is located at the end of the Frisch Court cul-de-sac. BPY parents and staff members may park anywhere in the BPY lot, EXCEPT FOR the right-hand row of the rear section (your right when facing the lot from Frisch Court, the row that borders the office building next to the lot).

Please do not leave your car parked in front of the building at any time. This is a town-designated "No Parking Zone" and fire lane.

Parking is prohibited in the lot next to and across from the school. These lots do not belong to BPY, are not covered by our insurance policies, and the owners of those lots have let us know that they do not want anyone other than their clients parking in their lots during business hours. The owners may enforce these areas as "tow-away" zones.

Cars parked on Frisch Court or in the neighboring lot risk being ticketed and / or towed.

Initial Here



Overflow parking is located up the hill on the side streets across Forest Avenue.

Privacy

We respect the privacy of both our families and staff members. Therefore, we are unable to give out personal contact information for our staff members. Please do not call the school office requesting this information.

If you would like to speak with your child's teacher, please email her / him at her / his BPY email address only (FirstnameLastname@benporatyosef.org). Please do not text, WhatsApp, Facebook message, or call any staff member through her / his personal accounts or phone numbers. Faculty have been instructed not to respond to contacts via these personal formats.

Our staff will gladly respond to your email or set up a time to speak with you at their earliest convenience. In general, you can expect a response to your email within one business day. Please note, however, that teachers do not check email during the day as they are with their students. If the matter is urgent, please call the main office to leave a message for the teacher.

Security

Security is taken very seriously at BPY - it is our number one priority. Each one of our family members and staff members is responsible for being vigilant at all times. If you see something that seems out of place or does not seem right to you, please report it to the school security agent or front office immediately.

Overview

- Security agent(s) are on site
- Security cameras monitor the building
- All doors remain locked at all times
- Safety and fire drills are practiced frequently throughout the year in accordance with state guidelines, and in accordance with safety and health regulations

- All BPY visitors are required to wear their BPY issued guest badges in a visible manner at all times in the building or on BPY grounds
- All BPY personnel are required to wear their BPY issued IDs around their necks at all times in the building or on BPY grounds
- If you see someone in the BPY building without visible BPY issued ID, please direct her / him to the office and notify the security agent or front office

Toys From Home

At school, we provide our students with ample opportunity and equipment for free play, as is age appropriate, both in the classroom and at recess.

Toys brought from home can often be a source of conflict and distress among students so we ask for your cooperation in enforcing our policy that students not bring toys from home to school.

If these toys are brought to school, we will ask students who have them to keep them in their backpacks during school hours. In addition, we cannot monitor what happens with these toys and games on the bus and therefore strongly recommend that they simply stay at home.

If your child could benefit from a fidget toy as a source of focus and calm, please speak directly with your child's teacher and / or school psychologist to determine what would be the most appropriate solution. These items would be permitted for those students (with prior permission), provided that the item does not become a source of negative attention in the classroom.

Trips and Special Programming

Over the course of the year, students in grades N through 8 may take trips of educational value to enhance their in class curricula.

Your child's teacher will contact you in advance of each trip. At that time, he or she will also share requests for parent chaperones, if needed. When trips require bus transportation, seatbelts will always be provided for each child.

Throughout the year, students may also take part in special BPY programming, including Color War, the Celebrate Israel Parade, Costume and Carnival Days, etc. As a convenience for our parents, we provide a universal permission slip.

School Calendar

The BPY PTO designs a beautiful, printed copy of the school calendar which it provides for free to all BPY parents and staff members at the beginning of the school year. This provides a handy, "hard copy" reference for all major school events and programs. If you would like to help with this project or to purchase advertising space in the BPY PTO school calendar, please email pto@benporatyosef.org.

Please note that events and activities may be added, removed, or changed on the school calendar throughout the year and may therefore not appear accurately on the hard copy calendar.

In order to access the most up-to-date school calendar, please refer to the calendar on the BPY website at www.benporatyosef.org and / or to the calendar, or add the school calendar to your own digital calendar.

To add the school calendar to your own digital calendar, please follow these instructions:

For Google Calendars:

Under "Other Calendars", click the + button, click "Subscribe to a calendar," and then enter: bpyapp@gmail.com

For Other Calendar Applications that Support the iCal Format:

Copy and paste this link:

<https://www.google.com/calendar/ical/bpyapp%40gmail.com/public/basic.ics>

School lunch menus can be added to your personal gmail calendar by pasting this link into the "Subscribe to a calendar" box under "Other Calendars" - 64003pk37dv8das16v9nl89qlk@group.calendar.google.com.

EDUCATIONAL POLICIES

Class Placement

BPY makes thoughtful considerations for class placement based on several important factors and our administration and teaching staff spend much time thinking about the needs of each individual child. We thank you for your trust and for your understanding that we are unable to make any changes to class assignments.

Textbooks and Other Volumes

BPY lends textbooks, *sifronim*, *sefarim*, and library books to students. We expect our students to treat these books with care and return them to BPY promptly and in reasonable condition. In the event that a book is lost or damaged during the course of the year, parents will be responsible for paying for a new copy and the replacement charge will be added to the student's billing account.

The school also provides workbooks, *siddurim*, and *sifrei kodesh* to students. If additional copies are needed for any reason, parents are responsible for paying for the new copy and the charge will be added to the student's billing account.

Homework

ELEMENTARY SCHOOL (GRADES 1-5)

At BPY, we believe that a reasonable amount of appropriately designed homework is necessary for effective instruction and for our students' organizational development. Therefore, limited homework may be assigned nightly, Monday through Thursday. Weekends are reserved for additional independent reading as well as work on long-term projects. With the exception of challenge activities meant to extend students' thinking on a given topic, most assignments are directly related to the day's lessons.

While we recognize homework must be limited, we are also aware that it is not possible to set a standard homework time limit for every student. We have, therefore, established guidelines for

each grade level as to how long students should spend on average on daily homework, with an understanding that some students will take longer and others will finish more quickly. We encourage parents to be in touch with the teacher if they see that a child is taking too long to complete homework, or that the child is investing little or no time at all.

Our time guidelines are as follows:

- 1st Grade: Our youngest elementary students should be spending approximately 20 minutes per night in total on written homework; 10 minutes each for general and Judaic studies.
- 2nd-5th Grades: An additional 5 minutes each for general and Judaic studies each year for a total of 30 minutes in second grade, 40 in third, 50 in fourth, and an hour in fifth.

In addition to written homework, students in grades 1-5 are expected to read nightly in both Hebrew and English.

Please be in touch with your child's teacher about how to make up for any missed work or assignments.

MIDDLE SCHOOL (GRADES 6-8)

As students move into Middle School, our goals include developing their skills as independent learners and preparing them for their future in high school and beyond. Academic work outside of school is an important part of this process. The conscientious completion of homework and independent projects has a positive impact on a student's success in school. Homework performance is included in the calculation of each student's semester grade for each class.

Our Middle School STUDENTS are responsible for:

- Recording homework when assigned in class by the teacher
- Checking Google Classroom each night after 5:00pm to make sure they have all of their assignments and to download any materials they may need
- Proactively seeking clarification from teachers when they are unclear about homework
- Completing homework as assigned
- Seeking assistance from teachers when needed to understand an assignment or responsibility for class
- In the event of a planned absence, teachers must be contacted prior to their departure. As per middle school academic guidelines, the student will be responsible for formulating a plan with his or her teacher on how to keep up with work and to retake missed assessments in a timely fashion.
- In the event of illness, please be in touch with your teacher when you are able to in order to make a plan for making up missed content / assignments.

Our Middle School PARENTS are asked to:

- Check in with their Middle School child to ensure that he or she is completing and submitting assignments on time. If your child is demonstrating difficulty with homework or

other independent academic work, please encourage your child to discuss it with his or her teacher.

Academic Assessments

ELEMENTARY SCHOOL (GRADES 1-5)

At BPY, we believe that elementary school students are best served in an environment which celebrates their individual strengths and teaches each child based on his or her own needs. Our teachers focus on experiential learning that speaks to the students' multiple intelligences. Our students learn to be academic risk-takers, stretching themselves to take on each challenge. For this reason, we rely primarily on both formal and informal assessment procedures conducted by teachers during the learning process. The purpose of these assessments is to help us to tailor the teaching and learning activities to meet our students' needs most effectively.

In many subjects, we assess our students before and after each instructional unit. The pre-assessment helps guide our instruction, and the post-assessment measures our progress towards our goals.

MIDDLE SCHOOL (GRADES 6-8)

While we administer tests in our Middle School, we consider formal exams as one of a wide range of assessment tools which can provide important feedback regarding student achievement.

Tests are given as a culmination of a major unit of instruction. We test students not only on recall of information, but on the concepts and big ideas they learned as well as on the application of these concepts and ideas.

Students are notified of tests at least one week in advance, both in class and on the school system / class page. There are no more than three tests per week, and no more than one test on any given day, except for quizzes, midterms and finals.

Quizzes are shorter and cover only a week's worth of material. These are scheduled at the teacher's discretion, and may be given as a "surprise quiz."

Longer-term projects or essays are another form of unit assessment for our students.

Acceptable use by students on school owned devices

The guidelines below describe appropriate use of BPY-issued devices to ensure that students get the most out of the devices and do so in an enriching and safe learning environment.

Shared Chromebooks

BPY Middle School students have access to Chromebooks at teacher's discretion only. When directed by a faculty member, students will retrieve a Chromebook from the shared carts, and return it when finished. BPY Chromebooks are only used in school. Please see our [parent communication](#) for more details.

Ownership

In order to provide a uniform learning environment, **students are allowed to use only school-owned devices in class**. Like any other educational tool, the use of these devices are at the discretion of the teacher. Teachers will provide clear guidelines for technology use in their own classes and educational spaces.

The BPY-provided Chromebook / devices are in a trim that includes a ruggedized build that protects against normal wear and tear. Additionally, some Chromebooks are distributed with protective cases. Students are responsible for a \$50 deductible for all "accidental damage" that is incurred while the Chromebook is in their care. The school will cover any additional cost. For any Chromebooks that were distributed with cases, students must cover the full cost of the repair if the case is not on the device when the damage occurs. Intentional or negligent damage will require the student to cover the full cost of the device repair. Lost devices while in the care of the student will require the student to pay the full cost of a replacement device. Additional items, such as styluses and headphones are the responsibility of the student and family to provide as needed.

BPY reserves the right to amend these policies with notification as is aligned with our educational vision.

Use of and Care for Your Device at School

Students must be careful and thoughtful in using the Chromebooks / devices. Eating, drinking, or roughhousing is not permitted while using school owned devices. Non-approved programs may not be loaded onto the devices. These devices may only be used in class and only checked out from a cart with permission of a teacher or administrator.

Internet / Wireless Use

Students are permitted to use only school-provided wireless access on school grounds. Any use of a rogue or public network on school grounds will be considered misuse of school property.

The Internet at BPY is filtered to block undesirable content. It is the prerogative of the administration to determine what types of sites are appropriate for educational purposes. If a

site that should not be blocked has indeed been blocked, please send an email with the URL to the IT department for administrative review. Attempting to access blocked content or content from categories is strictly prohibited on or off school grounds. If any student has questions about whether certain content is allowed, he / she may inquire with the administration or reach out to the tech department. The tech department can be reached at helpdesk@benporatyosef.org.

Home Use

While at home, students will have access to all school based online platforms through their family devices. We strongly recommend that parents establish guidelines for technology use at home, and utilize software to filter and regulate their home devices. Please see this list of [suggested home devices](#) and [suggested filtering software](#), and feel free to reach out to the tech department with any questions at helpdesk@benporatyosef.org.

Apps on the School Owned Devices

Every BPY device is equipped with all of the apps students need for note-taking, writing, Hebrew language, Judaic text and more.

Students are not able to sync their BPY devices to a personal computer, nor can they install or delete any apps, music, or other items. Attempting to do so is a breach of school policy.

Games

Certain teacher approved game applications, such as Kahoot, may be offered as part of a curricular initiative. No other games may be played during class time.

Communication

When communicating with others over the Internet, students must always keep in mind the following:

- Students should be conscious of how they present themselves to others online. The consistent use of appropriate language and images that are **reflective of the values of BPY** is essential.
- Students should think carefully about what they write and how they write it. **If you wouldn't say it aloud to a person, don't write it.**
- Students are responsible for anything that they write within any chat environment, social networking site or forum and in texts and emails. **Students will be held accountable for what they write about or to another student, teacher, or the school whether it is written in school or outside of school.**
- Students may not communicate with strangers.
- Students must never give out their names, the name of their school, personal email addresses, home phone numbers or addresses on any website, app or on the Internet.
- If a student feels there is a problem or is uncomfortable with communications received through the Internet, the student should inform an adult immediately.

All student/teacher electronic communications must take place via the BPY email addresses or LMS.

Plagiarism

The Merriam-Webster dictionary defines plagiarism as "the act of using another person's words or ideas without giving credit to that person" (Plagiarism. (n.d.), In *Merriam Webster Online*, Retrieved September 1, 2015 from <http://www.merriam-webster.com/dictionary/plagiarism>). BPY students should follow the guidelines below as well as those taught to them by their teachers.

- When doing research on the Internet, students must give credit to the person who created the article or idea as one would when doing research in a book, encyclopedia or periodical.
- Students may not cut and paste or copy information into a document unless it is quoted and cited.
- Students may not download or use digital resources such as a song or video illegally and must cite any such content that they use legally.

Privacy

As the mobile devices are the property of BPY, students should know that anything on the device is accessible to our faculty and staff. We may collect devices to review content. While we respect our students' rights to privacy, it is also our responsibility to ensure that our students are using this tool for appropriate, academic purposes.

All content transmitted through school resources is the property of BPY. The school administration may access any of this content at any time for any reason.

The Children's Online Privacy Protection Act of 1998 ("COPPA") requires that website operators acquire parental permission before collecting personal information from a child under the age of 13. While this law does not apply to non-profit institutions such as BPY, it may apply to operators of some external third party online services we use. If the student is under 13 years of age, parents grant BPY consent to provide personal identifying information for the student such as first name, last name, school email address and username to third party online services utilized by BPY including Google Workspace and any other educationally appropriate third party services that BPY may add at its discretion. For more information about COPPA, visit <https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy>.

Consequences of Violations of the BPY Device Guidelines and Contract

If a student violates any of these guidelines, one or more of the following consequences may occur:

- The device may be taken away for an amount of time determined by teachers and administrators, and parents will be notified.
- Internet access may be suspended for a certain period of time or withdrawn permanently.
- An administrator may determine additional appropriate consequences.

Our goal is to provide our students with the skills needed to comfortably use technology in an efficient and meaningful way. There are two important aspects to ensure that we reach this goal. Students need to be taught the skills necessary to use the devices proficiently. In addition, students need to learn about digital citizenship and gain a deeper understanding of how they react to, and can manage the freedoms that technology provides. We look forward to partnering with our students and parents to help our students reach this goal.

Cell Phone / Smartwatch / Handheld Games / Devices Use for Students

Cellphones/ smartwatches/ handheld games are not permitted to be on or used at all during school hours. If a child must bring one to school it needs to be kept in his or her locker and turned off during the school day. Students may turn his or her phone on once on the bus or in carpool. If a child is found using a device during school hours the parent may need to pick the device up from the office. Repeat offenses may result in having the cell phone held in the school office for a number of days.

Uniforms and Dress Code Guidelines

At BPY, our policy of uniform dress is designed to reflect our values and create our collective school culture. We believe that a common dress code has a positive impact on students' learning and behavior, both in and around the school. Our shared dress code reflects our mission as a community of learners, and our seriousness of purpose as we approach the task before us each day. Our communal decision to dress in this manner reflects our pride in ourselves and as members of the BPY community. We appreciate the value of self-expression through dress, and with that value in mind we have adopted guidelines which create a balance of individuality, confidence, respect, dignity, and community. We greatly appreciate your partnership in implementing these policies.

Students are outdoors daily, except in the case of rain or bitter cold. Please make sure your children are dressed appropriately for the weather daily. We also ask that you label your children's clothing for school.

Early Childhood Students (Toddler-Kindergarten)

- Children should wear comfortable clothing to allow for easy participation in all school activities. Students are exposed to a wide variety of art and play materials and should not have to be concerned with spoiling fine clothing.
- If your child is newly toilet trained, please dress him / her in clothing that can be taken on and off quickly and easily. Overalls and one-piece outfits are usually frustrating for children who are trying to get to the toilet as quickly as possible.
- Sleeveless tops (e.g. tank tops, sundresses) are not permitted.
- Pants and shorts are permitted for both boys and girls.
- Subsequent to toilet training, boys must wear a *kippah* or cap and *tzitzit* daily.
- Sneakers or closed toe shoes are best for school, and sneakers are required for gym. Sandals, crocs, slippers, and open-toe shoes are not permitted.

Elementary School (Grades 1-5)

All:

- Any **solid white, navy, light pink or light blue** shirt with long sleeves or short sleeves which reach midway between the shoulder and the elbow.
- **Sweatshirts and sweaters in solid uniform colors** (white, navy, light pink, light blue) and **gray** only (no tie dye)

- Clothing worn in school may **not be printed with logos or writing of any type except BPY branded sweatshirts sold by the school.**
- Hair, if colored, must be a natural color and shade. No haircuts with shaved patterns / stripes / designs
- Sneakers or casual flat shoes are best for school, and sneakers are required for gym.
Sandals, crocs, ugg type low back Tazz type style or slipper, and open-toe shoes are not permitted
- **No hats / caps**

Girls:

- **SKIRTS- Khaki, navy, and black skirts**, which **cover the knee** when sitting and standing
- **DRESSES/JUMPERS- Khaki, navy, pink**
- **SHIRTS-** Crew-neck t-shirt or pullover; however, no v-necks, open necklines, or open backs. School appropriate shirts should be worn under sweaters and sweatshirts.
- Tights, socks, or leggings in any color

Boys:

- Kippah and tzitzit daily; hats / caps are not permitted
- **PANTS- Khaki, navy, or black pants** - school pants
cargo pants, sweat / active pants, shorts, and jeans are not permitted. Any jogger pants that are made of athletic fabric will not be permitted. Jogger pants in chino/twill fabric are permitted
- **SHIRTS- with a collar.** School appropriate shirts should be worn under sweaters and sweatshirts.

Elementary School Uniform Color Guide

<p><u>Permitted Colors for Tops:</u></p>  <p>white navy blue light pink light blue</p>	<p><u>Permitted Colors for Bottoms:</u></p>  <p>navy blue light khaki black</p>
<p><u>Examples of colors NOT permitted for tops:</u></p>  <p>dark pink medium blue royal blue</p>	<p><u>Examples of colors NOT permitted for bottoms:</u></p>  <p>denim or jean look</p>
<p><u>Permitted Colors for Dresses:</u></p>  <p>navy blue light pink light khaki</p>	<p><u>Permitted Colors for Sweatshirts/Sweaters:</u></p>  <p>white navy blue light pink</p> <p>gray light blue</p>

Middle School (Grades 6-8)

All Students:

- **Any single solid colored shirt** with long sleeves or short sleeves which reach midway between the shoulder and the elbow.
- **Sweatshirts and sweaters in single solid colors only** (no tie dye)
- Sweatshirts from BPY Bar / Bat Mitzvah celebrations are allowed as long as they are appropriate for school and all students from the grade (or all boys / all girls) were included.
- Clothing worn in school **may not be printed with logos or writing of any type.**
- Hair, if colored, must be a natural color and shade. No haircuts with shaved patterns / stripes / designs
- Sneakers or casual flat shoes are best for school, and sneakers are required for gym. **Sandals, slides, crocs, ugg type low back Tazz type style or slipper, and open-toe shoes are not permitted.**
- **No hats / caps**

Girls:

- **SKIRTS-** Khaki, navy, and black skirts, which **cover the knee** when sitting and standing

- **SHIRTS-** Crew-neck t-shirt or pullover; however, no v-necks, open necklines, or open backs. School appropriate shirts should be worn under sweaters and sweatshirts.
- Tights, socks, or leggings in any color

Boys:

Kippah and tzitzit daily; hats / caps are not permitted

- **PANTS- Khaki, navy, or black pants** - school pants
cargo pants, sweat / active pants, shorts, and jeans are not permitted. Any jogger pants that are made of athletic fabric will not be permitted. Jogger pants in chino/twill fabric are permitted
- **SHIRTS- with a collar.** School appropriate shirts should be worn under sweaters and sweatshirts.

Dress Code Compliance

- If a child's attire is not in compliance with the school's dress code and uniform policy, parents will be notified via phone or email.
- Students may not be permitted to return to class until they have changed into clothing that complies with the dress code. This may require a parent to bring a change of clothing to school during the day.
- The school office maintains a stock of extra *kippot* and *tzitzit* to provide for boys who come to school without them. For hygiene reasons, once provided to a child, these will then be the child's to keep. In order to manage the cost of providing these items, families may be asked to reimburse the school \$8 per *kippah*, \$15 per *tzitzit*. These charges will be added to the child's billing account. Families who do not wish to purchase *kippot* or *tzitzit* in this way are encouraged to keep a supply of extras in their child's locker for use in the event that he forgets one or the other.
- If it is a hardship to purchase clothing that conforms with our dress code or is appropriately sized for your child, please contact Rabbi Zucker (rabbizucker@benporatyosef.org) or Rabbi Emerson (rabbiemerson@benporatyosef.org). Be sure to check out our BPY Uniform Exchange page at <https://www.facebook.com/groups/172396703605033/>

Parents and Guardians

In order to send a consistent message to our children, and to respect the policies of the school, we expect our parents to follow our school dress policy themselves when coming to drop off and pick up students, and at all events at the school. We expect that all parents coming to school wear tops or shirts with sleeves and appropriate necklines. We expect women to wear knee-length skirts and men to wear kippot or other head coverings.

Initial Here

THE HOME / SCHOOL PARTNERSHIP

Communication

Ongoing, effective communication is essential to the success of our program and is a critical part of the home-school partnership that is so important at BPY. As we grow, we strive to maintain the same level of personal connection and communication with our parents that has long been a hallmark of our school.

CHILD SPECIFIC COMMUNICATION

PARENT / TEACHER CONFERENCES

Parent teacher conferences are held twice a year, via videoconference, and provide an opportunity for parents to receive an update from their child's teachers. Information on scheduling parent / teacher conferences is emailed to parents a few weeks prior to the conference dates.

Because teachers have many families to meet with on parent / teacher conference days, if a longer discussion or meeting is needed, it should be scheduled privately for a different time.

ANECDOTALS AND PROGRESS REPORTS

Anecdotal reports for students in PreK-8th grade are issued in January and June.

Please note that the transcripts that are sent to the high schools as part of the high school admissions process are not the report cards; rather, they are a transcript listing the student's semester grades, standardized test scores, attendance, and awards / positions held by the student in the school (e.g., Student Council, Yearbook, etc.). We do share the "drop-down" reports (Work and Study Habits, Student Conduct, etc.) with the high schools as well, and they often ask the school's faculty and admins to complete a form describing the students' behavior, attitude, etc.

CONTACTING YOUR CHILD'S TEACHER

Our teachers are always eager to discuss your child's growth and development with you. If an issue of concern should arise regarding your child, please contact your child's teacher prior to contacting a school administrator:

- The best way to contact your child's teachers is via their BPY email address. BPY email addresses generally follow this format:
[firstname][lastname]@benporatyosef.org
- You can generally expect to hear back from your child's teacher within one business day.
- Please understand that teachers cannot respond to emails during class time because they are with their students.
- Please refrain from discussions about your child while on the carpool line.
- Our staff members have been instructed to communicate with parents about BPY business via their BPY email accounts, phone, in-person or virtual meetings. Please respect these professional boundaries by not texting or messaging staff members about BPY business, including situations where a BPY staff member who is also a BPY parent is part of a parents' WhatsApp group.

If after speaking with your child's teacher it becomes clear that further discussion or action is required, please reach out to the administrator(s) for your child's grade:

- Jessica Kohn (jessicak@benporatyosef.org) - Grades Toddler-K
- Samara Kipnis (SamaraKipnis@benporatyosef.org) - Grades 1-8 Student Services
- Naomi Maron (naomimaron@benporatyosef.org) - Grades 1-5 General Studies
- Sarah Bartges (sarahbartges@benporatyosef.org) - Grades 6-8 General Studies
- Chagit Hadar (chagithadar@benporatyosef.org) - Grades 1-8 Judaic Studies

CLASSROOM-SPECIFIC COMMUNICATION

EARLY CHILDHOOD (GRADES Toddler - K)

- Weekly classroom newsletters are sent via email between Thursday evening and Friday morning to keep you informed of the exciting and enriching day-to-day happenings in your child's classroom. Please read these newsletters together with your child and use them to get your child talking about his or her week. The *Shabbat* table is a great time to share the events of the week.

ELEMENTARY SCHOOL (GRADES 1-5)

- Teachers will be in communication with parents about curriculum, class activities and special trips or programs. Photos and brief summaries of classroom activities and curriculum updates are sent regularly.

MIDDLE SCHOOL (GRADES 6-8)

- Assignments are posted on the learning management system.
- Middle school teachers email students directly at their BPY email addresses.

SCHOOLWIDE COMMUNICATION

ELECTRONIC COMMUNICATION

Almost all school correspondence is sent via email and text, which is our primary method of communicating with parents. **Please make sure that we have your correct email address and cell phone number on file and that at least one parent in each family reads all school emails.** If you are not receiving BPY emails consistently, please inform the office at office@benporatyosef.org immediately.

DIVREI YOSEF

Divrei Yosef is BPY's weekly email and hard copy newsletter that contains upcoming events and happenings throughout the school. It is usually sent / distributed on Thursdays via email. It also contains Divrei Torah and Parashah questions and answers that can be used as a springboard for discussion at the Shabbat table as well.

DEDICATED DAYS OF LEARNING

Dedicated Day of Learning emails are sent at the beginning of each dedicated day of learning and contain information about the dedication. Days of Learning can be dedicated through the development office (giving@benporatyosef.org) for a donation of \$180 per day.

WWW.BENPORATYOSEF.ORG & PARENT LOCKER

These BPY platforms contain important reference information about our program, including our school calendar, admissions and enrollment information, forms and downloads for parents, donation information, and more.

BPY'S SOCIAL MEDIA PAGES

The BPY Facebook and Instagram pages are a great source of information about programming throughout the school as well as fun updates and snippets. "Like" us at www.facebook.com/benporatyosef and follow us on Instagram at @bpyparamus. The BPY PTO has a parent WhatsApp group. Email pto@benporatyosef.org to be added.

Parent Involvement

We actively encourage parent involvement at BPY in the following ways:

Ben Porat Yosef Parent Teacher Organization (BPY PTO)

The BPY PTO aims to enrich the school experience for our children, their families, and our staff while creating an atmosphere of warmth, friendship, and camaraderie for the entire BPY community. The PTO always welcomes new volunteers to help with the many events and activities it sponsors. To find out more or to become involved, please email pto@benporatyosef.org.

Board of Trustees Committees

The Board of Trustees is the governing body of BPY. It is composed of community lay leaders and BPY parents whose interest and investment in BPY and personal and professional skills qualify them to fulfill the duties of fiscal management and strategic planning in accordance with our mission and *hashkafah*. To execute its responsibilities, the board fields a number of volunteer committees. If you have skills or expertise that could be beneficial to the board or a committee of the board and would like to find out more about becoming involved in this way, please email president@benporatyosef.org. This applies to BPY grandparents as well.

Chevrat Chessed

The *Chevrat Chessed* committee is a joint venture of parents and BPY staff members who organize hands-on *chedsed* initiatives at school and in the community at large. The committee also sets up meals or transportation for BPY families in times of need. If you are interested in volunteering, please email pto@benporatyosef.org.

Classroom Visits

Parents are always welcome to visit our Early Childhood classrooms to read, bake, sing, or share a special talent. Parents are also welcome to enhance our Elementary or Middle School curricula by sharing an interest or area of expertise. We do ask that all classroom visits be scheduled in advance at a mutually convenient time.

OUTSIDE SERVICE PROVIDERS / FACILITATOR / SHADOW

Facilitators and / or shadows who are not employed by BPY, but who work with children at BPY at their parents' arrangement, must be vetted and approved by BPY and complete applicable background checks. This process must take place prior to parents' contracting with the provider or individual.

Grandparent Involvement

Grandparents are an important part of the BPY family and of our students' lives. We actively welcome grandparent involvement in our school in the following ways:

CLASSROOM VISITS

Grandparents are warmly invited to schedule visits, real or virtual, to our Early Childhood classrooms to read, sing, or share a special talent. Grandparents are also welcome to enhance our Elementary or Middle School curricula by sharing an interest or area of expertise. We do ask that all classroom visits be scheduled in advance at a mutually convenient time.

BPY GRANDPARENT'S ASSOCIATION

The BPY Grandparent's Association was founded in 2012 to foster the relationship between the school and the grandparent body. It aims to create pathways for grandparents to engage with their grandchildren and with the BPY community. To get involved or to learn more about any of our upcoming events, please email giving@benporatyosef.org or call 201-845-5007 x1835.

SCHOOL EVENTS

Grandparents are always invited and encouraged to attend BPY events throughout the year.

CELEBRATIONS

Birthdays and Celebrations

Early Childhood (Toddler through Kindergarten)

Each teacher and each class may choose to celebrate birthdays in a unique way. Please schedule your child's birthday celebration directly with her / his teachers. Some classes will ask that you send a birthday treat for your child's class (i.e. cupcakes or birthday cake purchased from an approved bakery - please do not send cakes or food baked at home.) **Our school policy is that no other outside food be brought in for the party. Please DO NOT send in goodie bags, balloons, decorations, or party favors.** Please discuss the individual dietary needs of the other children in the class with the teacher when planning for such events. This sensitivity will allow for children with specific food allergies to be included in the celebration as well.

Elementary & Middle School (Grades 1-8)

There are no in-school birthday parties or special birthday treats for Elementary or Middle School students. **In addition, in order to minimize class disruption, teachers are not permitted to release Elementary and Middle School students to attend Early Childhood sibling birthday parties or school events.**

Out-of-School Celebrations

When planning birthday parties or celebrations outside of school, please note that:

One of the hallmarks of BPY is the warmth, kindness, inclusivity and sense of community that permeates our school. In the park, on Shabbat, and in the supermarket people talk about the power and cohesiveness of our BPY community, and that is something that we all cherish. Stellar *middot* and a strong moral compass is something we all strive to instill in our collective children. The biggest compliment we have ever received was when a non-BPY family approached us to say that they can always "pick out the BPY children on the playground" because they are the ones that approach other children whom they don't know and try to include them. We should be very proud of our children and our school.

To this end, we would like to take this opportunity to remind our parents of the **BPY school policy for out of school birthday parties. We ask that you be sure to either invite the entire class or all children of the same gender.** This policy is in place in order to avoid the possibility of hurt feelings and to make sure that all children feel included.

As children grow older, they may want a small gathering instead of a birthday party. If you wish to recognize your child's birthday in this way, **please make sure to invite only two children**. If you choose to invite more than two children, please invite either the entire class or all the children of the same gender in the class

In addition, all food served must have one of the following acceptable Kashrut symbols: OU, Kof-K, Star K, OK, RCBC or one of the acceptable *kashrut* symbols listed on the CRC website at http://www.crcweb.org/agency_list.php. We ask that you are sensitive to children with specific food allergies when planning the menu. We also ask that you help guide the children in saying the appropriate *berachot* before and after eating.

In addition,

- Invitations may not be handed out in school.
- Check the school calendar when planning a party to ensure that it doesn't conflict with a school event.

If you have any specific questions, please feel free to contact an administrator.

Bar / Bat Mitzvah Celebrations

A *Bar Mitzvah* or *Bat Mitzvah* celebrates the transition from childhood to Jewish adulthood. When a child reaches this age, he or she advances into the category of "commanded in *mitzvot*" in the eyes of the *Torah* and the Jewish community. This ascent in *kedushah*, holiness, and responsibility is the source for a *Bar Mitzvah* or *Bat Mitzvah* celebration. When planning a *Bar Mitzvah* or *Bat Mitzvah* celebration, it is important to keep this new level of observance of *mitzvot* as the primary emphasis to guide decision making.

As you plan for this special milestone in your child's life, please keep in mind the following:

SCHEDULING

An email is sent to the parents of rising 5th grade girls and all rising 6th grade students at the start of the summer requesting celebration date information. This email requests information regarding the in-school and out-of-school *Bar Mitzvah* or *Bat Mitzvah* celebrations. It also provides information about our policies. Please be sure to review this information carefully.

- Please reserve the date of your child's *Bar Mitzvah* or *Bat Mitzvah* on the school calendar as soon as you have it so we can make sure to avoid conflicts with other BPY students. All requests should be submitted in writing to the Director of Programming.
- When planning your celebration, please take into account the BPY school calendar when selecting your date to avoid any conflicts.
- Please keep in mind that the period of *sefirat ha-omer* falls between *Pesach* and *Shavuot* and occurs on different secular dates each year. Different customs regarding

celebrations and parties are followed during that period. Please seek rabbinic guidance for guidelines and clarifications.

- In the spirit of making each celebration meaningful and joyous, imbued with the values of Torah and Kedushah, we ask that each family set up a meeting with Rabbi Emerson at least six months prior to your event, or as soon as you know what your plans are. At the meeting we will collaborate on planning a celebration with the atmosphere and values that we all cherish.

While we do our best to maintain the privacy of our students and parents, should two families request the same *Bar Mitzvah* or *Bat Mitzvah* date, we will put both families in contact with one another so they can determine the timing for their celebrations and how they can share the day.

Initial Here

Class Gift

We understand that it can be a hardship for every family to give a gift to each celebrant on his or her special day. As a solution, we ask that each child contribute \$180 to a special *Bar Mitzvah* and *Bat Mitzvah* gift fund, which is billed through Parent Locker. From this fund, each child will receive one gift on behalf of his or her grade on the day of the in-school celebration, a gift card to a local Judaica store and *tzedakah* money for the child to donate to the organization of his or her choice from the list distributed by the school.

If you choose not to have an in-school *Bar Mitzvah* or *Bat Mitzvah* for your child, please email the Director of Programs and Activities to arrange a time to pick up your child's gift.

BAR / BAT MITZVAH CURRICULUM

At BPY, we have established a *bar mitzvah* / *bat mitzvah* curriculum to help prepare your child for some of the *halachic* expectations and social challenges associated with reaching *gil mitzvot*, the age of mitzvah observance. We implement this curriculum in grades 5 and 6 for girls and grades 6 and 7 for boys.

Some of the components we include are:

- Inviting parents to review and discuss our recommendations and guidelines at school
- Inviting parents and daughters to learn together through the dynamic Bat Mitzvah Program, focusing on Jewish women through the ages
- Arranging a model "celebration" for students
- Discussing proper decorum and expectations at *semachot*
- Stressing the performance of personalized *chessed* / *tzedakah*
- Discussing student concerns associated with becoming a *bar mitzvah* / *bat mitzvah*

AT HOME PREPARATION

At home, there are several ways to help your child make this transition as meaningful and everlasting as possible:

- *Limmud Torah* – Once a child has reached the age of *bar mitzvah* / *bat mitzvah*, learning *lishmah*, for the sake of the learning itself, should become part of her / his internal Jewish identity. Therefore, setting up an out-of- school *seder limmud* (learning session) a year or more before the *bar mitzvah* / *bat mitzvah* could help the child ease into the performance of the *mitzvot* as an adult. These are expectations that should continue long after the *bar mitzvah* / *bat mitzvah* celebration. Very often supplementary learning can result in a beautiful and meaningful *devar Torah* or *siyyum* at the celebration.
- *Tefillah* – All of our students learn about the importance and significance of *tefillah*. This is the appropriate age to encourage and expect your children, when not in school, to continue to say *tefillah* at home. Both boys and girls should also be encouraged to say *tefillah* with a *minyan*, whenever possible, especially on Shabbat.

IN-SCHOOL CELEBRATION

Celebrating your child's *Bar Mitzvah* or *Bat Mitzvah* in school, that is, at a *makom limmud Torah*, is very meaningful. In-school celebrations typically take place the week prior to the out-of-school celebration or on a day near the child's Hebrew birthday. Typically these celebrations look like the following -

For a *Bar Mitzvah*:

- Parents and other family members join the Middle School for *tefillah* at 8:15am.
- The *Bar Mitzvah* will read his *parashah* from the *Torah* on Monday or Thursday and / or he will deliver a two to three minute *devar Torah* at the conclusion of *tefillah*
- Parents bring a special breakfast treat (e.g.: donuts, muffins, fruit) for their son's grade to enjoy after *tefillah*
- The *Bar Mitzvah* will be presented with his gift by a member of the Administration or teaching staff

· For a *Bat Mitzvah*:

- Parents and other family members join the Middle School for *tefillah* at 8:15
- The *Bat Mitzvah* will deliver a two to three minute *devar Torah*
- Parents bring a special breakfast treat (e.g.: donuts, muffins, fruit) for their daughter's grade to enjoy
- The *Bat Mitzvah* will be presented with her gift by a member of the Administration or teaching staff

As a reminder, BPY is a nut-sensitive facility. Should you have questions about the breakfast you plan on bringing in, please contact Nurse Dara at daras@benporatyosef.org. To schedule your child's in-school celebration, please email the Director of Programming.

OUT OF SCHOOL CELEBRATION

If you are also planning on making a *Bar Mitzvah* / *Bat Mitzvah* party outside of school, please make every effort to limit the extravagance of the event. Excessive spending is not consistent with the values we are all trying to teach our children.

- Scheduling: As each child's bar mitzvah / bat mitzvah is undoubtedly the most special event in his or her life to date, all efforts should be made to avoid any conflicts that might detract from the *simchah*. In order to avoid any overlap, **notify the school of your intended date as soon as possible, but not more than two school years in advance by emailing the Director of Programming.**
- Invitations: We understand that sometimes it is difficult to invite everyone to your child's *simchah*. By the same token, we do not want to create a situation in which a child's feelings are hurt or that he or she feels left out. Therefore, **please note that it is the school's policy that parents invite either all the children in the grade, or all the children of one gender in the grade.** (If there are extenuating circumstances that necessitate doing something other than what is delineated here, we ask that you please contact Rabbi Zucker or Rabbi Emerson well in advance to discuss a way to ensure that everyone's sensitivities are taken into account).
- When your child is invited to a *simchah*, please make every effort to see to it that your child RSVPs promptly and attends.
- Parties may not conflict with school time.
- Parties that take place on a night before a school day must end at a reasonable time (approximately 9:00 - 9:30 PM).
- Parties on *motzaei Shabbat* should begin no earlier than one and a half hours after Shabbat ends.
- Please make sure that the children have had something to eat and drink before beginning *divrei Torah* and speeches.
- Classmates are expected to sit quietly and respectfully throughout all speeches and *divrei Torah*. For the sake of all in attendance, please ask those speaking to limit their remarks so that every audience member can remain focused and respectful.
- We expect that celebrations will not have any mixed dancing, mixed swimming or entertainment and music that is inconsistent with the values we hold dear.
- Classmates are expected to participate appropriately in all *zemirot* and dancing.
- It would be a wonderful message to our children if we made all of our *bar mitzvah / bat mitzvah* celebrations alcohol-free. In any event, hosts must ensure that alcoholic beverages remain strictly out of the reach of underage guests.

Initial Here

TONE AND ATMOSPHERE

While our yeshiva cannot dictate how to celebrate a child's initiation into Jewish adulthood, we strongly urge you to bear in mind the values, principles and foundation upon which our yeshiva – the place you have chosen for your child's Jewish education – is built. We therefore trust that you will plan your event with the utmost *kavod* and respect, and that your *simchah* will be one which all students can comfortably attend. This is particularly true when it comes to the catering, music, and entertainment that you select. Food served at your celebration should reflect the highest standards of *kashrut*. Please check with Rabbi Zucker or Rabbi Emerson regarding any questions on these matters.

All of this being said, the school cannot guarantee that every private event planned by a member of our school community will be consistent with our school's standards and values. Should the administration become aware of a celebration that is not consistent with the values of our *yeshiva*, we will proactively inform the parents in that grade. However, it is ultimately the parents' responsibility to look into any event to which their child is invited to ensure that it is a celebration that they are comfortable having their child attend.

OVERNIGHT OR OUT-OF-TOWN CELEBRATIONS

In the event that you schedule your *simchah* away from the community region, please adhere to the following guidelines:

- Make transportation arrangements for the entire group (e.g. bus for long distance travel)
- Make certain that you have engaged mature individuals to supervise students at all times, particularly in a bus, hotel, *shul*, etc.

GUIDELINES FOR STUDENTS

Before your child leaves for a *simchah*, please remind her / him how to be a good guest and a positive representative of the BPY community. This includes:

- Complimenting the hosts on the *simchah* and thanking them for the invitation
- Treating the venue's physical facility with care and respect
- Remaining in the area of the celebration at all times
- Wearing appropriate attire, consistent with *halakhah*
- Rising when a rabbi or principal addresses the assembled
- No talking or texting during speeches
- Joining the dancing or other activities planned by the hosts
- Have fun!

If you have any questions or require assistance in any matter concerning this special event, please don't hesitate to contact Rabbi Zucker or Rabbi Emerson.

BEHAVIOR

BPY Code of Citizenship

- Greet everyone with a smile
- Respect all adults
- Respect all peers
- Be inclusive in learning and play
- Respect school property and communal spaces
- Show gratitude
- Always strive to do your best

Response to Student Misbehavior

BPY recognizes the Torah's view of the inestimable value of each individual. As such it cannot condone, and must respond to, incidents that infringe upon a person's physical or emotional well-being.

A definitive cause of almost any negative act occurring between students is often not clear-cut. Each incident of misbehavior requires an investigation of the facts and events, as seen by all parties, before action is taken. The BPY faculty and administration will conduct a careful, timely and sensitive investigation before implementing consequences.

Our goal is to develop within each student an authentic inner motivation to do the right thing. BPY's process represents a harmonious alignment with the yeshiva's commitment to the sacred task of knowing, understanding, and appreciating each of its students.

When a student's behavior compromises a fellow student's feelings or person, a compensatory response in word or deed is required. The nature of this response takes into account the long-term impact on both students and aims to maintain the dignity of each one. We are guided in this pursuit by the mandate of our mission statement which calls for us to help our students grow into "responsible citizens and empathic, happy, self-fulfilled human beings."

Discipline

At Ben Porat Yosef, discipline is:

- positive
- consistent with the age and developmental needs of the child
- leads to the child's ability to maintain self-control

Teachers and staff employ positive discipline, showing warmth and encouragement by:

- responding to and reinforcing positive behavior
- providing encouragement rather than criticism or comparisons
- appreciating the children's point of view
- not employing collective punishment

Adults intervene when necessary to:

- redirect to a new activity, thus changing the focus of a child's behavior
- provide individualized attention to help a child deal with a particular situation
- divert a child and remove her / him from the area of conflict
- provide alternate activities and acceptable ways of releasing feelings
- point out natural or logical consequences of a child's behavior
- offer choices when there are acceptable options
- critique the behavior, never the child

Unfortunately, there are some times when we may have to remove a child from our program or bus either on a short-term or permanent basis. We will do everything possible to work with the family and the child to prevent this from having to occur in the first place. The following are reasons why we may have to suspend or permanently remove a child from BPY:

- Parental failure to complete required immunizations and medical forms
- Physical or verbal abuse to staff by a parent
- Failure of a child to adjust after reasonable interventions and a reasonable amount of time
- Child is a danger to himself / herself, to other children, or to staff members
- Inability to function in our school setting
- When the school is not able to meet the educational needs of the student
- Biting another child or physically harming another child.

While we cannot reasonably anticipate every different type of student behavior infractions, the following is a general guideline as to protocol:

- Initial infractions will be dealt with by the teacher, who will communicate with the students and parents.
- Repeated infractions or initial egregious infractions will be dealt with by an administrator, who will communicate with the student and parents.
- A clear pathway for improvement will be set up. This intervention may include mandated therapy, behavior charts, regular check-ins, a suspension, all with clear time lines and expected benchmarks.

- In the absence of significant improvement, following the planned time frame a longer term suspension and/or expulsion may be required.

The objective of these protocols is the benefit of the student as well as the entire class.

Initial Here

Bullying

INTRODUCTION

Once again, BPY recognizes the Torah's view of the inestimable value of each individual. As such it cannot condone, and must respond to incidents that infringe upon a person's physical and emotional well-being.

Most common negative behaviors occurring between students are far from clear-cut, and an unpressured discussion with the students will most often result in an understanding of the incident. This may, in turn, provide opportunities to rectify the situation and where necessary, make amends.

While incidents of true bullying are rare at our school, when such behaviors occur, our response must be as immediate as possible, so that the intended victim does not suffer any further.

WHAT IS BULLYING?

Please note that not all untoward or negative social interactions are defined as bullying. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time, and may include physical, verbal, or on-line interaction. BPY considers any interactions among groups of our students online as in-school behaviors.

Verbal bullying is saying or writing mean things and includes teasing, name-calling, making inappropriate sexual comments, taunting, and making threats. Social or relational bullying involves hurting someone's reputation or relationships and includes, excluding someone, telling others not to be friends with someone, spreading rumors, and embarrassing someone in public. Physical bullying involves hurting a person's body or possessions and includes, hitting, kicking, pinching, spitting, tripping, pushing, making mean or rude hand gestures and taking or breaking someone's things (based on stopbullying.gov).

WHAT IS CYBERBULLYING?

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets

as well as communication tools including social media sites, text messages, chat, and websites (based on stopbullying.gov).

PROTOCOLS FOR INCIDENTS OF BULLYING AT BPY

Reporting:

- When a student, teacher, or parent reports an incident which an administrator deems may be an incident of bullying, it will be investigated as soon as possible. Teachers who are made aware of an incident that may be defined as bullying, will report it to an administrator.
- A determination will be made as to whether the behavior meets the criteria for bullying by the Head of School in consultation with other members of the professional staff.
- If the behavior does not meet the criteria for bullying, we will utilize conflict resolution strategies with the students involved.

Investigation:

- The Head of School or a designated administrator or staff specialist will interview separately both the targeted student and the accused.
- The targeted student will be supported and reassured that we will do everything that we can to provide him / her with a safe environment going forward.

Consequences and Intervention:

- If at the conclusion of the investigation, it is determined that bullying did indeed occur, then the following interventions will take place:
 - Parents of the offending student will be required to meet with the Head of School and other members of the professional staff to discuss the matter. The offending student and his or her parents will be required to meet with the Head of School and other members of the professional staff to discuss the matter and to participate in mandatory follow-up procedures. These mandatory follow-up procedures may include:
 - Restrictions in school or suspension.
 - In an extreme circumstance, if the bullying behavior is seen as a serious threat to the person or welfare of a student, expulsion from school may result.
 - When there is a concern that the child is a threat to himself or others, a psychiatric evaluation may be mandated before the child is permitted to return to school.
 - If it is determined by the school that the bully requires psychotherapy and/or psychiatric intervention, parents must make these arrangements according to the timetable set by the school. Failure to follow through may result in suspension from school until these requirements are met.
 - The school psychologist or a designated member of the administration will meet on a regular basis with both the bullying student and the targeted student, individually, until there is a sense of assurance that the threat has been eliminated.

- If the bullying behavior continues despite intervention, a meeting will be convened to determine whether the student will be permitted to re-enroll.
- The school will maintain regular communication with all of the parents who are directly involved in the bullying case.

Follow up for the victim and the school community:

- The school may also recommend that the targeted student receive psychotherapy and/or psychiatric intervention for his or her own benefit.
- It may be necessary to discuss incidents of bullying with the classmates of the students involved. Parents may be informed as well.

Electronic Device Policy

PLEASE NOTE THAT WE STRONGLY ENCOURAGE PARENTS TO WAIT FOR THEIR CHILD TO BE IN HIGH SCHOOL BEFORE GIVING HIM OR HER A SMARTPHONE OR SIMILAR DEVICE. We will be hosting a series of programs and meetings for parents over the course of the year with regard to this important subject.

IN SCHOOL

Texting, making or receiving calls, and emailing or accessing the Internet on a mobile electronic device / smartwatch is distracting to students and disruptive to our learning environment. In addition, unmonitored use can lead to potentially dangerous or uncomfortable situations. Therefore, **students are not permitted to use personal electronic devices in school at all** and we ask that you encourage your child to leave his or her devices at home.

If you choose to send a personal electronic device to school with your child, including “smart watches” he or she cannot use it at all in the school building (including during arrival and dismissal). The device must remain in your child’s locker all day in the off position. If a child takes out the device in school, it will be held by the school until it is reclaimed by a parent.

BPY is not responsible for lost, stolen, or damaged electronic devices, and reserves the right to check the contents of any personal electronic device that is brought into the school building by any student for any reason and at any time.

ON THE BUS

Students may use personal electronic devices on the bus on the way to and from school but are not permitted to take pictures or videos on the bus. They may not play any songs or videos in a loud manner, and anything that is played must be appropriate. Please see the earlier section about transportation regarding bus behavior more broadly and the protocols regarding infractions.

REACHING YOUR CHILD

If there is an emergency and you need to reach your child during the day, please contact the school office to leave a message. If your child has an urgent need to reach you during the day, the office staff will make a phone available to him or her. Please remember that all carpool / bus / dismissal changes must go through the school office.

OUT OF SCHOOL

When giving your children access to technological devices through which they can chat and text, and / or access social media, it is essential that you discuss the guidelines for proper use listed below and that you are diligent about checking your child's device frequently to ensure that the nature of his / her communications are appropriate and inclusive. If you see something concerning or involving other BPY students, please do not hesitate to reach out to the school. BPY reserves the right to respond to all communications between BPY students even if those communications happen after school hours and through personal devices. Please discuss the following guidelines with your children regularly:

- Students should be conscious of how they present themselves to others online and in all digital media. The consistent use of appropriate language and images that are reflective of the values of BPY is essential.

- Students should think carefully about what they write and how they write it. If you wouldn't say it aloud to a person, don't write it.

- Students are responsible for anything that they write within any chat environment, social networking site or forum and in texts and emails. Students will be held accountable for what they write about or to another student, teacher, or the school whether it is written in school or outside of school.

- Students may not communicate with strangers.

- Students must never give out their names, the name of their school, personal email addresses, home phone numbers or addresses on any website, app or the Internet.

- If a student feels there is a problem or is uncomfortable with communications received through the Internet, the student should inform an adult immediately.

HEALTH

Health Policy

An annual physical exam and documentation of all state-mandated immunizations are required for all students to attend school. Consistent with the policy of all Bergen County yeshiva day schools, BPY does not accept religious exemptions for failure to immunize according to the standards set by the Centers for Disease Control, the American Academy of Pediatrics, and the Department of Health of the State of New Jersey. Children who are not properly immunized will not be permitted to attend school. On this subject please refer to <https://www.ou.org/news/statement-vaccinations-ou-rabbinical-council-america/> for the Orthodox Union's statement regarding vaccinations.

If your child is absent due to illness, please report the child's symptoms and / or diagnosis to the school nurse at ext. 1819 or daras@benporatyosef.org.

It is important to keep your children at home when they are not feeling well or exhibit symptoms of illness. Please be in touch with Nurse Dara at DaraS@benporatyosef.org.

Children in close quarters will catch their share of illnesses. If a child exhibits any of the following symptoms, he or she may NOT attend school. If such symptoms occur at school, you will be called to take him/her home. If a child is exposed to any communicable diseases at school, parents will be notified.

<ul style="list-style-type: none">· Temperature of 100.4 F or above (child must be fever-free for 24 hours without the use of fever-reducing medication before returning to school)· Acute Diarrhea· Blood in urine· Difficult or rapid breathing· Episodes of acute vomiting· Infected skin patches	<ul style="list-style-type: none">· Red eyes with discharge· Severe coughing· Severe pain or discomfort· Skin rash for more than 24 hours· Sore throat· Stiff neck· Swollen joints· Yellow eyes or jaundiced skin· Visibly enlarged lymph nodes
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In addition:

- Colds are very common among children. If your child is unable to function as needed to participate in school, please keep her / him home.

- Please try to structure your child's medication schedule around school hours. If you need to administer medicine during school hours, please contact the school nurse for policies and procedures.
- Strep throat and other contagious bacterial infections must be treated with antibiotics and your child must be medicated and fever free for 24 hours before returning to school.
- Once a child is symptom free, or has a doctor's note that he or she is no longer contagious, he or she may return to school.

If a child contracts any of the following diseases, please report it to us IMMEDIATELY. The child may not return to school without a doctor's note stating that he or she is no longer contagious:

Chicken pox,* German Measles,* Hemophilus Influenza,* Measles,* Meningococcus,* Mumps,* Strep Throat, Whooping Cough,* Tuberculosis,* Campylobacter,* Escherichia coli,* Giardia Lamblia,* Salmonella* Shigella* Hepatitis A,* Impetigo, Scabies, Shingles, COVID-19.

*Reportable diseases, as specified in N.J.A.C. 10:122-7, 10(a).

Lice

BPY follows a lice management policy based upon - and that exceeds - current public health guidelines. Our approach prioritizes education and responsible management while minimizing unnecessary disruptions to student learning. This policy is based on recommendations from the [Centers for Disease Control and Prevention](#), the [American Academy of Pediatrics](#), the [National Association of School Nurses](#) and the [New Jersey Department of Health](#).

Head lice are a common condition that does not pose a health hazard, spread disease or indicate poor hygiene.

Screenings

- The school will NOT conduct routine, school-wide lice screenings, as these have been shown to be ineffective in preventing outbreaks.

Parental Responsibility

- Parents / guardians are responsible for regularly checking their children for lice, particularly after school breaks, travel or during a known outbreak.
- Once lice is discovered on a student the expectation is that the student is treated appropriately and the lice / nits removed before the student returns to school.

Reporting and Notification

- Parents are asked to report any cases of lice to the school nurse enabling timely notification to relevant classes.

- Class parents and teachers will be notified via email anytime we are aware of a case of lice in a particular class.

In-School Discovery

- If lice or nits are found on a student during the school day, the school nurse will notify the parents and they will be expected to pick up their child at that time. The student's head must be treated and the lice and nits removed before returning to school.

Return to School Requirements

- To return to school after a case of lice, parents must submit a clearance note from a medical professional or someone who is trained and experienced in lice removal. *Alternatively*, the school nurse can check the affected student upon their return to school. If lice and / or live nits are still present, the student must be taken home for further treatment / combing.

Siblings

- Siblings of affected students must also be checked before returning—either with a professional clearance note or by the school nurse. If lice and / or live nits are found, the same exclusion and return protocols apply.

Support and Resources

- The school nurse is available to provide guidance, resources, recommendations for effective treatment methods, or a referral to a “professional”. [This information sheet on lice explains the basics of managing lice.](#) [This is the lice comb that is recommended.](#)

THANK YOU!

Thank you for sharing your child with us. Please feel free to call or email at any time with comments or suggestions. We value your opinions and appreciate the confidence and trust that you have placed in BPY. We know that, **TOGETHER**, we are creating a truly special environment for learning and growth for our children!

E-signature Here