

# **Lubavitcher Yeshiva Academy**



## **Handbook for Parents and Students**

**~ Early Childhood ~**

**~Elementary & Middle School ~  
2017-18**

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Dear Parents and Students,

Welcome to the Lubavitcher Yeshiva Academy (LYA)! This handbook is your guide to LYA policies and practices. Please read through the handbook and contact us with your comments. Your participation in all school events is welcome and encouraged as we look forward to providing a rewarding experience for your entire family.

LYA, based on the philosophy of Chabad, has been part of the Western MA community since 1946. The current building in Longmeadow was built in 1979 and houses preschool, elementary and middle school programs, as well as an afternoon Hebrew school and an evening Hebrew high school program. Shabbat and holiday services in our Beis Medrash (sanctuary) and other holiday programs are coordinated by the Beis Medrash Lubavitch.

The elementary and middle school curriculum is, as required by state law, approved by the Longmeadow School Department, and meets or exceeds local, state and federal guidelines. The Commonwealth of Massachusetts Early Education & Care Department (EEC) licenses the preschool program. LYA is accredited by New England Association of Schools and Colleges (NEASC). LYA is a sectarian school, accepting Jewish children. LYA does not discriminate on the basis of sex, color, race, national origin, political beliefs, marital status, disability, cultural heritage or sexual orientation.

All program offerings and curricula undergo frequent review to maintain the highest quality programming and education for all of our students. LYA is the first Jewish day school accredited by NEASC. In 2011, LYA began the process of being a Leader in Me school. The model is based on the 7 Habits of Highly Effective People by Stephen Covey. The Leader in Me model contains skill building and character building consistent with the philosophy of LYA.

### **Symbols:**



**Early Childhood**



**Elementary/Middle School**

### **Mission Statement**

The mission of the Lubavitcher Yeshiva Academy (LYA) is to provide and promote the highest quality Judaic and secular education to a diverse community of Jewish children. Our aim is to cultivate students to reach personal excellence, and to be responsible members of American society. Within a warm nurturing environment, our focus is to inspire a love for learning, develop academic and social skills, and foster responsibility in each individual child.

### **Methodology**

LYA was founded on the principles of Chabad philosophy, which is a way of life that integrates the love of G-d, intellectual knowledge and understanding of the Torah, and the appreciation of the uniqueness of every individual of the community.

LYA administration and staff implement this philosophy in all areas of Judaic and secular studies while fostering a supportive environment for all students.

An LYA education stresses holistic growth in academic, spiritual, moral and social/emotional domains. Rigorous academics are pursued with the recognition that our students possess a variety of learning styles and abilities. Students are taught to apply academic lessons from their practical settings to their daily lives. Respect for each individual's unique identity and talents forms the core of enhancing our students' sense of self. Ethics and moral values are explicitly taught, modeled and practiced throughout the daily life of the school. LYA teachers help their students realize that the Judaic and secular worlds are interconnected. Faculty strives to inspire and motivate each child to enjoy learning and accept challenges while stimulating critical thought processes and higher order thinking skills. They also promote the students' sense of responsibility for self and

others by active community involvement. Students are encouraged to analyze their learning experiences in order to assess personal strengths and areas for improvement.

By empowering the head, heart and soul, an LYA education provides students with knowledge, skills and attitudes necessary to be successful and to become members of contemporary society.

### **Administration**

The Principal, the Education Directors and the Director of Early Childhood Education are available to assist you. Open communications are vital for the smooth functioning of our school. The administration welcomes questions, concerns or comments about any aspect of LYA.

Rabbi Dovid Edelman, *of blessed memory*, was the Dean of LYA and the spiritual leader of LYA and head of the school from January, 1950 - January 2015.

Rabbi Noach Kosofsky, Principal, is available to assist you. Rabbi Kosofsky deals with the overall viability and needs of the school. He is always interested in your feedback and insights regarding school activities and programs. He oversees financial, academic and personnel issues and the Judaic studies curriculum.

The Education Directors coordinate the educational programs and academics for the entire school (Pre K through Grade Eight). The Education Directors are committed to raising standards in the school and has focused efforts on the professional growth of the staff. The Education Directors coordinates the school's curriculum and working to further enhance the communication between parents and the school's faculty. The Education Directors works in mentorship capacity with the staff and enhance communication to increase LYA's ability to meet the needs of the community.

The Director of Early Childhood Education is dedicated to maintaining high standards and will assure there is a healthy, safe environment for our early childhood department. The Director of Early Childhood Education has the responsibility to ensure that our program remains in compliance with the EEC standards. The Early Childhood staff members provide a nurturing atmosphere that allows growth and exploration for our youngest students. In addition, a Judaic educator is on staff to introduce Jewish themes and Hebrew to the students.



### **Tuition and Fees**



A yearly registration fee must be paid in order to guarantee classroom placement. Tuition may be paid monthly on or before the first of each month or twice a year, 50% in August and 50% in January, unless other arrangements are made. Credit cards are accepted. There is a 10% discount on the second, third, etc. child in any one family who attends LYA. The Book and Material Fee is to be paid prior to the first day of school. Middle School students are required to purchase the planners from school prior to the end of the first week of school.



### **Admission**



The school is open to children from all Jewish affiliations who are born Jewish by maternal lineage or who are converted to Judaism by Torah Law. Families with children whose mothers are Jewish through conversion must meet with Rabbi Noach Kosofsky before registration can be accepted.

Registration process at LYA: Families of students already enrolled at LYA participate in Registration Week during March of the current academic year and registration continues into September. After September, a rolling admissions process takes place. LYA encourages parents to register as early as possible to guarantee space availability for their child. Children will be guaranteed a place in the preschool when the registration forms and tuition agreement have been signed and the registration fee paid. A child may begin school once all enrollment forms, including a physical examination form, with updated immunizations, have been submitted and registration payment has been made.

Students transferring to grades K-8 from another school or educational facility may be given formal or informal placement tests. Testing ensures proper grade assignment and promotes academic success.

## ATTENDANCE

### Tardiness



To gain maximum benefit from school programs, students are required to attend school on time, on a regular basis. Being tardy to school greatly impedes the academic, emotional, and social development of a student.

School begins at 8:25 a.m. for students in kindergarten through fifth grade, and at 7:45 a.m. for students in middle school. *Attendance taken at 8:00 a.m. for middle school students has a direct bearing on the student's Tfilah grade.* All students arriving 10 minutes after start time will be required to report to the office to obtain a late pass. Middle School students entering the Auditorium must put their late pass in the designated container. Attendance for students in the entire school is taken at 8:35 a.m. and the information is sent to the office. Any student not present in his or her classroom at 8:35 is marked absent. Students who enter the building after 8:35 are required to report to the office and will receive a late pass. Students are required to present their late pass to their classroom teacher. No student shall be admitted to class after 8:35 a.m. without presenting a late pass. Students arriving to school immediately prior to or at lunchtime will be counted as absent for half a day.

Parents will be notified by the Education Directors when their child has been late more than five times at any point in time during each term. The number of times a student is late is recorded on the report card.

The number times that a student is late or absent will impact his/her ability to be successful academically. Frequent absences and lateness makes it difficult for a student to perform at a high level.

### Absences



Students should be absent from school only in cases of personal emergency or illness. Any student absent for more than five consecutive days must have a note from his/her physician in order to return to school. Excessive absences and tardies may impede a student's ability to maintain appropriate progress in academic subject areas. *Therefore, any student absent for fifteen or more school days during one academic year, without documentation from a physician that excuses the student, will be considered in jeopardy.* Students who are dismissed from school immediately prior to or at lunchtime and do not return to school during that afternoon will be counted as absent for half a day.

Parents will be notified when their child's absences exceeds four (4) at any point during each term. Parents will be notified of the number of their child's absences, via report card.

Any student, who is considered in jeopardy due to absences of more than four per marking period, or a cumulative total of more than fifteen per year, will be required to make up all missed work upon making appropriate arrangements with the teacher with an agreed upon time for the completion of the work. If work is not made up in a timely fashion, the student will be required to make up the work during the school day alternately replacing specialty classes with study time.

Students who are in the eighth grade, and who have exceeded the designated number of absences, without making up missed work, may not receive a diploma.

Any student who is considered in jeopardy, along with his/her parents, may request a meeting with LYA administrators who will review the student's situation and make a determination as to how the student can compete the requirements to be promoted to the next grade. Students are expected to meet with their teachers to decide what work needs to be made up during the period of time of their planned or unplanned absence. *Students will be held accountable for making up teacher-assigned work during their period of absence. Teachers will give students an incomplete grade (INC) until work is completed. If work is not completed in a timely fashion agreed to by the student and teacher, the incomplete grade will revert to a failing grade.* Parents are always welcome to dialogue with administration and staff to assist their child to make up missed work. All decisions of the administration are final.

### Arrival & Dismissal



#### Elementary & Middle School

All elementary students should be dropped off at school between 8:00 and 8:25 a.m. and report directly

to the cafeteria. All middle school students should be dropped off between 7:40 and 7:50 a.m. and should report to the auditorium upon arrival, prepared to participate in morning Tefilah (prayer). All students in grades K-8 who arrive late must report to the office for a pass (*including Middle School students who arrive after 8:00 a.m.*). Tardiness impacts report card grades earned by middle school students for prayer attendance. Parents **may not leave cars unattended** in the driveway at arrival and dismissal times. **Students leaving early must be signed out of the office log book by a parent.** Parents who are joining their children to daven should park either in the parking lot or on the street (not directly in front of the building), not in the driveway.

Dismissal begins at 3:30. Parents are asked to be in line by 3:30 so that dismissal will run smoothly and staff members do not have to wait for late pick-up of students.



### **Early Childhood**

Preschool children should be dropped off and picked up from the Early Childhood classrooms. **Parents/guardians need to sign-in and sign-out their child/ren each day from their classroom.** This ensures the safety of the child/ren and allows us to be informed as to who is dropping off and picking up on a daily basis. Parents should park in the parking lot and accompany their child/ren into the building. Please do not park in the entrance driveway and leave your car unattended to drop off your children. If using the driveway, please enter on the right side of the building (entrance closer to Dwight Rd.). Traffic in the driveway should be moving in the westbound direction only. **Do not leave cars unattended in the driveway at arrival and dismissal times.**

**Arrival:** The regular school day begins at 8:25 a.m. Parents should make every effort to have their child arrive at school on time. Children not able to arrive on time will find it very difficult to adjust to daily routines, may miss many important learning experiences and it may compromise their ability to get the full benefit of the program. **Children arriving to school after 10 a.m. without notifying the office or Early Childhood Director before 9:00 will not be accepted.**

**Mid-day pick up:** Returning preschool children to school once they have been picked up is very upsetting for them. If parents find it necessary to pick a child up mid-day, it is requested that every effort be made to keep the child with the parents for the remainder of the day.

### **Schedule changes:**

Any schedule change for early childhood students, temporary or permanent, must be made in advance, in writing, or e-mail through the school office and will be accepted on the basis of availability of slots in the preschool. All notes should be given directly to the Director of the Early Childhood program. Please do not depend on the child for communication.



### **Late pick-up**

#### **Preschool, Elementary & Middle**



Children are to be picked up promptly at the end of each session. Late pick-ups will be monitored and if they continue, a meeting between parents and school administration will be scheduled.

## **ACADEMICS**



### **Curriculum – Early Childhood**

All classrooms are designed to be child-centered. There are meeting group times and individual interactions during the day. Each classroom maintains its own character while coordinated concepts and monthly themes are encouraged for cooperative interactions among all children in the preschool. The classrooms are warm, welcoming, enjoyable and educational with teachers that nurture, support and guide your child.

The LYA curriculum provides young children with learning experiences through a structured, fun, safe and healthy environment. The LYA Early Childhood Program helps children develop the eight domains which

consist of: language, literacy, math, science, creative arts, approaches to learning, physical health and development, and social/emotional development. The EC program includes a Junior Kindergarten that is designed to support the learning of older Early Childhood students. The curriculum is enhanced through specialized programming such as library, music, rhythmic and physical education.



**Daily Judaic Routines—Early Childhood**

The children are engaged in a daily Judaic program. The Judaic program incorporates Tefilah (Davening), Parsha (Torah portion), Hebrew Language, holidays and Shabbat with a special Shabbat party each Friday morning. Judaic themes are integrated along with secular themes on a monthly basis. The program is designed to encourage a child’s love of his or her Jewish identity. To encourage the children to form a sense of community, LYA Judaic staff makes it a practice to collect tzedaka (charity), each day. Our goal is to have it become a daily habit. All three and four year old boys are required to wear a kipa (yarmulke) during davening and meal time. Each boy should have his own kipa, clearly marked with his name. Kipot will not be shared for health reasons. A limited amount of kipot may be available at the school office.

**Curriculum - Elementary/Middle School**



LYA provides a challenging program of study. The implementation of this program is individualized so that the content and methodology established by the school’s educational staff are geared towards the success of each student. Judaic staff members and administration, through extensive research, established a strong text-based Judaic curriculum, the Zekelman Standards have been adopted and our program is in the process of being aligned in every grade across the curriculum with these standards.. Standards for the development of the secular studies curriculum are based on guidelines established by the Commonwealth in the Massachusetts and Federal Department of Education and align with Massachusetts Standards. LYA is not a Common Core school. The Judaic and Secular curriculum is integrated in all areas of academics to be sensitive to Jewish core values and is designed to meet the diverse educational needs of our students. Judaic and secular teaching teams continuously work toward the development of consistent behavioral and academic expectations.

Teachers integrate curriculum units for academic reinforcement, which allows for assimilation and application of content and skills. Newly revised curricula are available for review in the office. Various enrichment programs are included as part of the academic program and may include art, music, physical education, library skills, and computer technology.

**Books and Supplies**



A book and supplies fee for the first child \$150 for one student and \$135 for each additional student in the family for all students in K-8 is for workbooks, other consumable for non-consumable texts, and some classroom supplies (*contact the school office for information regarding discounts for early payment of book fees*). All school owned textbooks must be covered within one week of distribution. Parents are responsible for the cost of replacing lost or damaged books.

**Library Books**



Books checked out to students are due in two weeks and may be renewed one time. There are no overdue fines. Overdue items must be returned before other books can be checked out.

All other patrons, including parents, faculty and staff members are responsible for all materials checked out to them. Replacement value is required for materials lost or damaged. Overdue notices, delinquent notices and, if unresolved, additional charges may be added to tuition bills to recover replacement fees for lost materials.

**School Schedule**

	<b>K-5</b>	<b>K-5 Fridays EST</b>	<b>Half Day- EC-8</b>	<b>Middle School</b>	<b>MS Fridays EST</b>	<b>Early Childhood</b>
Tfila				7:40-8:25	7:40-8:25	Early Drop-off 7:45-8:25

A.M Schedule	8:25-11:40	8:25-11:00	8:25-11:40	8:25-11:30	8:25-11:30	8:25-11:30
Lunch/Recess	11:40-12:25	11:00-11:30		11:30-12:20	11:30-12:00	11:30-12:00
P.M. Session	12:25-3:25	11:30-2:00		12:20-3:25	12:00-2:00	12:00- 3:25/2:00
Extended Day						3:25-5:30 *DST only



### Homework

Each student in fourth through eighth grades must have an assignment notebook. Parents should use the assignment book as a guide to review their child's homework. Teachers may require homework assignment notebooks to be signed. Assignment books must be a minimum of 7"x5". Pages should be clear of extra graphics and information on each page. Writing area should be large to match the student's handwriting style. Middle School students will be required to purchase homework planners at school.

Homework is a vital part of the learning process. The purpose of homework is to reinforce material learned in school. Parents' cooperation is essential. Please help your child to design a routine for homework when the house is quiet; where there is the least potential for interruptions; and parents are available for support. Homework should be done at the same time each day however that fits into your daily routine. Students will need a quiet, well-lit area in which to do homework. The following is a suggested daily homework time guide for each grade level that may be used by teachers at LYA. This is an average amount and may not reflect what a child may have to do on any given day. The chart below is an average for nightly HW for each grade.

Second grade: 15 min.	Fourth grade: 40-60 min.	Middle School: 60-120 min
Third grade: 30-45 min	Fifth grade: 50-70 min.	

If there is a planned absence, homework must be requested at least 3 days in advance through an email directly to the teachers and copy the email to info@lya.org; homework for more than two consecutive days of a planned absence must be requested one week in advance. Make-up work for students who are unexpectedly absent must be requested by the student upon return to school by speaking directly to the teachers involved. Students, teachers (and parents if they wish) should be involved in a discussion to create a timeline for completion of work. Students are always welcome to check with classmates for homework when they are absent. **Middle School students should refer to the MS Procedures.**

### Mid-term Reports



Mid-term reports are issued midway through each term for students who are in fourth through eighth grades. The mid-term report will note any subject in which the student is earning a grade of C- or below or a 3 or a 4 which denotes below grade level performance. Teachers have the option to send mid-term progress reports to students with grades that are above C-.

### Conferences



Formal conferences are held in the fall and in the spring. Kindergarten through Middle School conferences are all held on the same day. Early childhood conferences are held in January. Parent participation is expected. If parent are unable to participate during the scheduled times, an alternate time can be arranged with the student's teachers.

A conference may be initiated by parents or a teacher at any time. Parents may initiate a conference by calling the Principal or the Education Directors at the office. Please do not phone a teacher at home, unless requested by the teacher.



## Report Cards

Report cards are issued three times a year for students in Kindergarten through Eighth Grade, in December, March and June.



## Early Childhood Progress Reports

Early childhood progress reports are distributed semi-annually. The first progress report is distributed in January; the second is distributed in early June, at least one week prior to the final day of school.

## Graduation Requirements - Middle School



All students in eighth grade must have passing grades in the following subjects in order to receive their diplomas. In order to pass these courses, students must maintain grades of at least 65%.

1. Language Arts	4. Chumash (Torah study)	7. Math
2. Talmud/Jewish Law	5. Science	8. Ivrit (Hebrew Language)
3. Jewish History	6. Social Studies	9. Navi (Prophets)
10. Yahadut		

Modifications and/or accommodations may be put in place for students with alternative learning styles. Appropriate behavior and effort are expected to be maintained by all students throughout their entire time at school.



## Teachers' In-Service Days



Teachers' in-service days which affect students' school schedules are listed in the school calendar. Advance notification reminders will be sent home one week prior to the in-service day.



## BEHAVIOR MANAGEMENT



The LYA philosophy of behavior management recognizes that all children want to be respected, accepted and valued. It is our goal to provide a support structure so that all students are able to behave appropriately within the classroom and on school grounds. Teachers and administrators will model and implement modifications and accommodations which are needed to support student behavior within the classroom and the extended school environment.

Students are expected to:

- Be respectful of other students' feeling and personal space;
- Behave in a socially acceptable manner;
- Respect the rights and property of others;
- Engage appropriately in all classroom activities;
- Respond appropriately when addressed by staff;
- When speaking with or addressed by others, acknowledge with a 'hello', 'please' and 'thank you'.

Behavior management is guided by the results of appropriate choices and inappropriate choices of the students. When students make inappropriate choices, there are consequences which help to redirect the student's thinking and build a foundation for making better choices in the future. Two students exhibiting the same behavior may have very different associated reasons and therefore may be remediated in different ways. Parents and students who feel that they have been subjected to unfair treatment may discuss the matter with the teacher and/or administration.

Any child who strikes another child may face in-school or at-home suspension. A student will be allowed to return to classes after the suspension period is completed and a parent conference is held.

Children are encouraged to follow rules listed below for the safety and well-being of the individual and the group:

- 1) Treat others as you would have them treat you.
- 2) Speak to others as you would have them speak to you.
- 3) Respect the property of others as you want your property to be respected.

On occasion administrative intervention may become necessary. Should this happen, the director of the program or the principal will speak to the child in an effort to resolve the issues causing the behavior. Parents will be kept informed of significant behavioral concerns the staff may have, and will be encouraged to work together with the staff to resolve problems cooperatively.

The students at LYA have the right to learn. Any student compromising the right for other students in the class to learn might jeopardize their status as a student at LYA. It is imperative that the parents and/or guardians support the policies of the LYA administration. The child/ren and the school will both benefit from a mutually supportive relationship.



### **Bullying Policy**



LYA administration and staff members are committed to providing a safe, respectful, supportive, and consistent educational environment that is free from harassment and bullying. Bullying involves intimidating or hurtful conduct; verbal, physical or emotional, directed toward a student or staff member. Name calling, posturing or aggressive body language, damage to personal belongings and the spreading of rumors are examples of behaviors that may develop into bullying. Students excluding other students, fostering negative allegiances or speaking untruths will not be tolerated.

Bullying in any of its forms including the following: excluding other students, fostering negative allegiances or spreading untruths is not acceptable behavior and will not be tolerated. Consequences for bullying shall be determined at the discretion of the LYA administration.



### **Behavior Remediation**



Behavior remediation and guidance shall be consistent and based on an understanding of the individual needs and development of a child. The school shall direct constructive efforts towards the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.



### **Prohibited Discipline Methodologies**



- 1) Corporal punishment, including spanking, shall not be used.
- 2) No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
- 3) No child shall be denied food as a form of punishment.
- 4) No child shall be punished for soiling or wetting him/herself or not using the toilet.



### **Suspension or Expulsion**



A student will receive an at-home OR an in-school suspension, at the sole discretion of the administration, evaluated on an individual basis, and based on the severity of the incident. \*A student may be suspended for inappropriate use of a school computer, or personal electronic device, including internet use, e-mail, and instant messenger services; bringing inappropriate paraphernalia onto school grounds; leaving school grounds without permission, or using crude or inappropriate language on school grounds. A student who threatens a staff member or another student may be suspended or expelled. Parents will be called and expected to remove their child from the school premises immediately.

The length of suspension will be determined on an individual basis and will be determined by school administration. Parents of students who have received an external suspension will be required to meet with the

administration during regular school hours before said student may return to class. Any student suspended from school will be responsible for obtaining and completing all required class work and homework assigned during his/her suspension.

A student will be expelled from school only in extreme circumstances when said student has or could potentially cause harm to anyone on school grounds. \*Once a student has been expelled, the student may not return to school and will no longer be accepted as a student at LYA.

*\*The carrying of any implement that simulates a weapon, or is designated as weapon will be cause for immediate suspension or expulsion. The principal will determine whether a student's removal from school is to be considered suspension or expulsion.*



### COMMUNICATION



To effectively resolve issues before they become problems, it is important to communicate in an open and timely manner. Periodically, administrators will contact parents to see how their child/ren's year is progressing and to discuss any ideas which may enhance the effectiveness of LYA's programming.

**Educational:** Issues and concerns regarding a child's education are most effectively dealt with by contacting the classroom teacher directly. If, for any reason, a parent does not consider this the most effective strategy, a parent is encouraged to contact the Principal, the Education Directors or the Early Childhood Director.

**Financial:** Any personal financial matters should be addressed directly to the Principal. All billing questions should be addressed to the bookkeeper in the Financial Office.

**Safety:** LYA places a high level of priority on the emotional and physical safety of its students. If parents have an issue or concern regarding the safety of their child, please contact the administration immediately.

**Social/Emotional:** We encourage parents, at their discretion, to notify LYA of any outside issues that may affect their child and his/her performance during the day.



### Sending Notes to school



Please have your child bring all notes to the office or e-mail the school office at [info@lya.org](mailto:info@lya.org). Send notes or e-mail if:

1. There is a change in transportation arrangements that would affect your child. Children often come with a message that conflicts with other messages. It is therefore our policy to only honor a written message or e-mail from an adult.
2. Your child has been absent from school. If your child has had a communicable disease, a note from his/her physician is required.
3. Your child's physical activity is restricted.
4. Parents are out of town; send name and phone number of persons responsible for your child during your absence.
5. You must pick up your child earlier than the regular dismissal time.
6. Students are leaving early for any reason before leaving; students **must** be signed out in the LYA log book by a parent.
7. A student is ill; arrangements for missed work should be made directly with the teacher via email. Teachers must receive an email from the parent three days prior to an excused student absence from school for more than a single day to provide schoolwork.
8. If there are restrictions regarding who may have contact with your child, there must be accompanying supportive legal paperwork to support such restrictions.

Please make sure that your child has the appropriate note and is clear about what is written. Please make all necessary arrangements with your child before he/she leaves for school. The school phone may not be used

by students except for an emergency. Students will not be allowed to call home if they forgot any school related materials.



### School notes to parents

1. LYA sends out a weekly e-newsletter to parents and staff with information regarding upcoming events. Information, including how to join the LYA Family on Facebook is available at [www.lya.org](http://www.lya.org).
2. A special preschool bulletin board located outside early childhood classrooms will be used to post notices for parents.
3. In the preschool, a weekly report will be sent home every Friday describing the academics that took place in the classroom that week.
4. Important!! Notes for parents of students in the early childhood program will be sent home in each child's lunch box. Please check on a daily basis.
5. Parents will be contacted on the phone if there is a significant injury or illness while the child is in school.

### Concerns and Problems

Any problems and concerns should be addressed directly to Rabbi Noach Kosofsky, the Education Directors, or the Early Childhood Director. If you feel any concern or problem has not been resolved to your satisfaction please put your concern in writing to the attention of the Board of Directors. A board member will directly contact you. All such matters will be held in strict confidence.



### HEALTH CARE Emergency Information

**Parents must provide at least one phone number where one parent can be contacted immediately during the school day.**

The names and phone numbers of two people who can be contacted and provide emergency assistance in the event parents cannot be reached, must be on file. Please update this information when there are changes.



### Medical Records

The Commonwealth of Massachusetts requires that all preschool children have a current medical record with immunizations (**updated yearly**) in the child's file. **This must include a lead test.**

A physician's medical examination record is required for all students entering the school. Health care records must be updated by a physician for all students entering kindergarten and must be renewed for seventh grade. Exceptions are made only if a parent states in writing that immunizations conflict with their religious beliefs, or if the student's physician submits documentation that due to medical reasons the immunizations are contraindicated. Immunization requirements are available upon request.

LYA complies with all health regulations established by the Commonwealth of Massachusetts. Every student enrolled in LYA needs to provide documentation that he/she has received all the immunizations required by the Commonwealth of Massachusetts and the Board of Health.

If there is no documentation of the child's immunizations, the child might be asked to remain home from school under either one of two scenarios:

- 1) If there is a confirmed case of a student in our school who has not been immunized and has been exposed to a communicable disease outside of the school environment, the students that have not been immunized and were exposed might need to remain home for the incubation period for that particular communicable disease. This could mean that the child will remain home from school for a period of two or three weeks.

- 2) Students who are not immunized and come in contact with someone who has a communicable disease in our school might need to be quarantined for the incubation period, which could last for two to three weeks. Students will be responsible for all work that is missed during this period.

The Longmeadow Board of Health, whose decision will be final, will determine compliance with all regulations. Students who are quarantined or who are asked to remain at home will be responsible for all work that is missed.

LYA will be enforcing all the regulations and precautions that are recommended by the local Longmeadow Board of Health with regard to all communicable diseases.

Please inform the school if you are aware of any student that has come in contact with someone that has a communicable disease (measles, mumps, chicken pox, etc.). More information is available on the Internet at [www.mass.gov](http://www.mass.gov) (search for “communicable disease”).



### **Medication Policy**



#### **(Differs for Early Childhood & Elementary/Middle School)**

LYA retains a physician and nurse for consultation only; there is no on-site medical personnel. All preschool staff maintains current certifications in infant and child first aid and CPR. If a student requires medication during the day, a parent or guardian must administer the medication or complete the medicine form to allow a designated person at LYA to administer the medication. Due to Early Education and Care (EEC) regulations, medication consent forms must be completed for sunscreen and lip balm to be applied to preschool children. Sunscreen and lip balm for early childhood students will be kept in the students’ cubbies with the child’s name clearly marked.

**\*\*Emergency medications for pre-existing allergic or asthmatic conditions will be administered only under direction of a physician. A copy of a physician’s medication order will be kept on file at the school.**

The school engages medical personnel for consultation only. School personnel are prohibited by state law from dispensing medication of any kind to elementary and middle school students.

If your child needs to take medication, please ask the physician to prescribe doses that can be taken either before or after school if possible.



### **General Health**

Health and safety are two very important issues for parents of young children. You have the right to expect that LYA is doing everything within its power to assure that your child will stay as healthy as possible. This policy explains what the school is responsible for and also what your job as a parent is in helping to maintain a healthy environment for all children attending the LYA Early Childhood.

1. A strict regimen of wearing disposable gloves and washing is followed when handling body fluids, i.e. soiled diapers and underwear and tending to bloody wounds.
2. Changing area is sprayed with disinfectant after each use.
3. All cots are sprayed with disinfectant after each use.
4. Early Childhood staff members are required to maintain current first aid and child CPR certifications.

### **Emergencies**



All early childhood staff and administration possess updated child first aid certifications. In the event that emergency medical intervention is necessary, emergency services will be called and then the parent/guardian or designee will be called. If a child needs to be transported to a physician or to a hospital, one of the school administrators or a designee will travel with the child. In case of illness or injury requiring possible medical attention, the parent/guardian will be called to pick up his/her child. *It is extremely important to complete the section of the Application for Admission that requests names and telephone numbers for emergency contacts in the event that the school needs to reach a parent and the parent is not available. Be certain that two emergency contacts are listed on the form and are available during school hours. Please update the information so that it is current.*

The Commonwealth of Massachusetts requires that a suicide policy needs to be adopted by each school. Due to the sensitivity of the issue, a copy of this policy is not included in this Parent Handbook, however, it is on file at the LYA school office. This policy is available for any parent upon request.



### Illnesses

LYA is a “well child” program. Children who are ill should be kept at home or at an alternative site where their special physical and emotional needs can be a priority. **Children may not be in school if vomiting, diarrhea or fever is present.** Children sent home from school with these symptoms must be kept home for 24 hours. A child may not be in school if he/she displays symptoms of or has been diagnosed to have any infectious disease including: strep throat, scarlet fever, chicken pox, measles, mumps, or rubella. A child may return to school when symptoms or rash are no longer considered infectious as recommended by a physician. Students who are complaining about feeling sick while school is in session will only be sent home after an administrator determines that the child is not well enough to remain in school. A child may not be in school if diagnosed with any of the following:

- A. Scabies: A child may return to school after one treatment with medication as prescribed by a physician.
- B. Ring Worm of the Scalp: A child may return to school after 24 hours and appropriate treatment by a physician.
- C. Ring Worm of the Body: A child may attend school unless he/she becomes infected. Treatment by a physician should be immediate to avoid infection.
- D. Conjunctivitis: A child may return to school after treatment by a physician and discharge has cleared (24-72 hours).
- E. Lice: Any child with head lice will be brought to the office and parents will be notified. After determination, students may be sent home and may return to school after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.



### Biting Policy

Biting is not an uncommon behavior among very young children. However, it is a behavior that can have great consequences. Parents and educators in our present society are sensitive to not only the fear and trauma attached to being bitten, but also the transmission of disease.

The early childhood staff and administration at LYA take the issue of biting seriously and deal with incidents of biting on an individual basis. The Administration will administer and adhere to the following written policy concerning the issue of children who bite and are bitten, so that parents will have a clear understanding of what steps will be taken if an incident of biting should occur.

#### Regarding a child who is bitten:

1. A child who is bitten will receive immediate attention from a staff member who is certified in First Aid.
2. The area of the wound shall be washed immediately with antibacterial soap and an ice pack will be applied.
3. A parent (or emergency contact, in the event a parent cannot be reached) will be contacted immediately if the skin is penetrated, there is extreme swelling or if otherwise determined necessary by LYA administration.
4. An Incident Report describing the circumstances of the incident will be completed by the attending staff person and kept on file at the school. A copy of the report will be sent home for the parent.

If your child is involved in a biting incident, the name of the child who bit will remain confidential and will not be mentioned or released to any staff member or parent.

### Regarding a child who has bitten:

1. A child who has bitten someone shall be immediately removed from the challenging situation.
2. The child will be spoken to immediately regarding his/her behavior, or as soon as it is appropriate.
3. The first incident of biting by a child will be reported in writing to the parent(s) of the child. Any action taken at home in response to the incident will be at the parents' discretion.
  - a) If a second incident should occur within three months of the first incident, steps 1 and 2 will be repeated. In addition, a parent will be contacted and required to meet with administrative staff and may temporarily remove the child from school.
  - b) If a second incident of biting should occur beyond the three month period, the parent(s) will be required to meet with administrative staff. Temporary or permanent removal of the child at this time will be at the discretion of the administration
4. At the initial meeting, a minimum time period for the child's removal from school will be mutually decided upon by the administration and parents as they deem necessary, to correct the behavior. The child may return to school after a second meeting between the parents and administration is held, at the discretion of the administration.
5. If a child bites another person, the child's name will be kept confidential and will not be mentioned or released to any parent or staff member by the LYA staff without the parents'/guardians' permission or request.

Our first concern is for the safety and well-being of all children who attend LYA early childhood program. This policy is part of a plan to ensure that the rights of all our children are respected. If you have any questions, concerns or comments regarding this policy, please contact the school office at 413-567-8665.



### Social Service Referral



Each staff member at LYA is a mandated reporter. In the event of suspected abuse or neglect of a child in attendance, the following procedure will be implemented.

1. Staff member will immediately report suspicion to appropriate administrator.
2. Staff member will document and date all information and reasons leading to suspicion.
3. If a staff member, administrator(s) or other professional determine that concerns should be further investigated, the staff member or administrator directly involved must call the Department of Social Services (DSS) at (413) 781-0881 or (413) 781-0323. The following information will be made available to DSS: Information on Parent and/or Guardian: names, address, telephone number(s) at home and work, primary language. Information on the Child: name, address, present whereabouts, gender, age, DOB, names and ages of siblings or other children in the household, primary language, available information on other care givers. Information on Staff Member (reporter): name, address, relationship to child, the full nature of concerns including extent of injuries, abuse or neglect, assessment of current risk to the child, how staff member became aware of alleged abuse or neglect and any intervention action by a staff member or anyone at the school on the child's behalf.

All interventions, reports to DSS and/or conversations with anyone with regard to the concern will be documented, dated and placed in the child's cumulative folder within forty-eight hours of the event. All information regarding a concern of abuse or neglect is considered to be confidential information.



### Doctor/Dental Appointments



Students should not be taken out of school during school hours for doctor or dental appointments. In the event a student must be taken out during the school day, **he/she will be fully responsible for making up any work missed during that time.** It is the responsibility of the student to request missed class work and assignments upon his/her return to school if arrangements with the teachers were not made ahead of time. Middle School students should refer to the Middle School Policies attachment.

Please send a note to school prior to the time of the appointment so the teachers can prepare for the student's early dismissal. When picking up a student while school is in session, **please report to the office** and sign and complete the early dismissal log. Someone on staff will call for your child to come to the office for dismissal.

### **Birthday Parties**

As a gesture of consideration for your child's classmates, we ask that you not schedule a party on Saturdays or Jewish holidays, and that Kosher dietary laws are observed. Birthday cakes and cupcakes are available for purchase through LYA, order forms are in the office.

### **Dress code**

#### **General Attire-All Students:**

LYA maintains a respectful manner of dress for all students and staff members. This includes following the LYA dress code, and dressing in clean and properly fitting (not tight or baggy) clothing.

Body and facial piercing, tattoos and henna body art are not permitted for LYA students. Hair dyed in unnatural colors is not permitted.

Boys and girls may wear shirts or sweatshirts that are solid, have logos, symbols, pictures or letters, providing those logos, symbols, pictures, or letters do not depict suggestive, violent, hostile or derogatory symbols or words. It is the sole discretion of the administration whether or not a shirt or sweatshirt is appropriate for school. Sleeveless shirts are also not permitted.

#### **Boys: Grades K-3**

- Short or long sleeved button down shirts, polo shirts or t-shirts, including the LYA t-shirt may be worn
- Black, navy, khaki, or other neutral colored pants may be worn.
- No camouflage or tie-dye pants are permitted.
- Prior to October 1, and after April 30, black, navy, khaki, or other neutral colored knee-length shorts may be worn.
- Yarmulkes must be worn at all times
- Baseball hats may only be worn during recess –they may not contain any suggestive, violent, hostile or derogatory symbols, pictures, or words.
- The wearing of Tzitzis is encouraged for all boys

#### **Boys: Grades 4-8**

- Short or long sleeved shirts with a collar, either button down or polo shirts may be worn (LYA t-shirts with teacher permission only)
- Black, navy, khaki, or other neutral colored pants may be worn.
- No camouflage or tie-dye pants are permitted.
- Prior to October 1, and after April 30, black, navy, khaki, or other neutral colored knee-length shorts may be worn.
- Yarmulkes must be worn at all times
- Baseball hats may only be worn during recess –they may not contain any suggestive, violent, hostile or derogatory symbols, pictures, or words.
- The wearing of Tzitzis is encouraged for all boys

\*Middle school boys may wear hats for davening and bentching\*

### **Girls: Grades K-8**

- Shirts must have at minimum, short sleeves (covering one third of the arm from shoulder to elbow).
- Sheer shirts are not allowed in school.
- Sheer jackets may be worn over appropriate shirts.
- Skirts, jumpers or dresses are required to be worn at LYA.
- Skirts, jumpers, and dresses should be of modest length (below the knee or longer).
- Skirts with camouflage or tie-dyed patterns are not appropriate
- Pants are not appropriate attire for school
- Leggings may be worn under skirts providing the skirt covers the knee.
- Ear piercing is allowed and limited to one piercing per ear.

### **Footwear**

- Sneakers, closed toe shoes, and sandals are appropriate footwear for school.
- Flip flops, croc-type sandals, and high heels are not appropriate footwear for school.
- Students are required to wear sneakers or rubber-soled shoes for gym class.

### **Enforcement**

Any student who does not adhere to this dress code policy will be sent to the office by 9:00 a.m.

- 1) First offense will be a warning with an email sent home to inform the parents.
- 2) Second offense will be a call to the parents so that appropriate clothing will be brought into school. If parent cannot come, appropriate clothing will be lent to the student for the duration of the school day.
- 3) Third and subsequent offenses will require the student to maintain an appropriate outfit in school. The child will be required to change into the clothing that meets the dress code.

**NOTE:** Exceptions to the dress code policy will only be made for medical reasons after a discussion between the parents and the administration and with written documentation from the physician.

### **Clothing – Early Childhood**

All preschool-aged children must bring **TWO** complete changes of clothes, i.e., shirt, pants/skirt, underwear and socks, stored in a bag **clearly marked with the child's full name**. Please remember to adjust the contents of the box seasonally and replace any worn articles that become too small for the child.

Sneakers, closed toe shoes, croc-type sandals and sandals (during warm weather) are appropriate footwear for preschool. Flip flops are not appropriate or safe footwear for school.

A blanket and/or pillow for naptime are suggested for children who attend the afternoon session. Teachers will send blankets and pillow cases home weekly to be cleaned. These should be brought to school in a plastic bag clearly marked with the child's full name. Diapers and diaper wipes must be provided by parents for children who require them.



### **INTAKE PROCEDURE**



When a telephone call from a parent of a prospective student is received, the following information shall be recorded during the initial phone conversation: child's age and needs, as well as parental expectations. Information regarding openings and enrollment will be provided. Parents are encouraged to visit the school, meet with administrators, observe in the classrooms and review the required paperwork.

Students in K-8 may be asked to take a placement assessment prior to be accepted to school. Students entering K-8 need to provide school records which include medical records, academic records and special education records if applicable.

### Termination Policy

*(Refer to other sections of handbook)*



A child will be terminated from the LYA Early Childhood Program if:

1. Enrollment of the child in the program would not be in the best interest of the child.
2. The needs of the child cannot be met due to environment or staff limitations.
3. The child presents a danger to him/herself or to others.
4. Disregard for school policies and procedures by the parents or the child places the child or others at the school in jeopardy and compromises other students' ability to learn or remain in a safe environment.



### Inclement Weather



In case of snow or inclement weather, school may be postponed or cancelled. Parents will be notified via email from the school and may log onto [www.lya.org](http://www.lya.org) or check with one of the following radio stations: WHYN 560 AM or 93.1 FM, WMAS FM 94.7 or 1450 AM, WTIC AM 1080, and TV channels 22 WWLP and 40 WGGB. Parents may also find this information on the internet at [www.WWLP.com](http://www.WWLP.com) or updated at [www.lya.org](http://www.lya.org).

In case of early dismissal due to inclement weather, parents will be contacted before children are dismissed.

**Please Note:** LYA **does not** follow either the Springfield or Longmeadow snow day cancellation procedures. Please listen to information specifically regarding LYA. If a parent is uncertain, please call the school office or check the LYA website and/or your email before bringing a child to school.

### Leaving the Classroom Policy



All students will be required to take the classroom pass when they leave the room to go to the bathroom, get a drink or carry out a teacher assigned errand. Students will be expected to have the classroom pass at all times when outside the room.

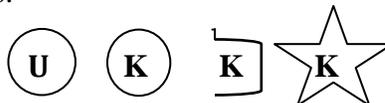


### Kosher Food and Snack



On Monday, Wednesday, and Friday the students have dairy or pareve lunches. On Tuesday and Thursday, the students are served meat lunches. The office should be notified in writing on or before the first day of school of any food allergies a child may have. Arrangements will be made to accommodate the child's dietary needs. Students may choose to bring lunch from home. (See "Lunch Program")

All food brought into the building must be Kosher. All fresh fruits and vegetables are Kosher. Crackers, cookies, potato chips, and processed foods must have specific Kosher certifications. On Tuesdays and Thursdays, when meat lunches are served, dairy snacks are not allowed in the afternoon. Parents should check all snacks for one of the following symbols:



The "K" symbol alone is not always sufficient. Parents should check the reliability of any other kosher symbols with a member of the Judaic staff.

Parents will send food for their children to eat. Some children may be allergic to certain foods. **Neither food nor drinks should be shared with anyone**, whether in the lunchroom, in the classroom, or recess. **Please do not send candy to school for snack.**

LYA encourages parents and the staff to be conscientious regarding healthy foods and healthy snacks. LYA will not use foods or beverages that do not meet nutrition standards for academic performance or good behavior.

### Celebrations:

Each party will include **no more than one food or beverage** that does not meet nutrition standards. There will be an emphasis on serving fruits and vegetables as the primary snack. The school will disseminate a list of healthy party ideas to parents and teachers. If more than one non-nutritious snack is brought in for a celebration, the teacher has the discretion to use the snack for a future celebration or return the food to the student or bring home.

Middle school students snack breaks are at the sole discretion of the classroom teachers.



### Snack



All the children in early childhood must bring snack from home. Snack should be brought to the school in a labeled container and placed in the child's cubby. All snacks provided from home must carry one of the Kosher symbols shown above in accordance with dietary laws observed by the school.

**Please do not send candy to school for snack.** LYA encourages the staff to be conscientious regarding healthy foods and healthy snacks.

All children in early childhood attending the full day program should bring a morning and afternoon snack. Juice, water and milk will be provided at the school.

**Afternoon snacks on Tuesdays and Thursdays must be pareve (containing no dairy products).**



### Lunch



School lunches are offered on a daily basis at a cost of \$3.00 per day. Students may opt to purchase lunch or may bring their own lunch to school.

**Lunches from Home:** Students may bring a kosher (dairy or pareve) lunch to school. **No meat lunches may be brought to school.** Drinks will not be provided by the school. Drinks brought from home should not be sent in glass containers.

**Purchasing Lunches:** Online lunch forms will be uploaded and emailed to families before the end of the month with a specific due date for return. Lunch menus are also available on [www.lya.org](http://www.lya.org). Parents should complete the lunch menu and submit lunch money for the days the student will purchase school lunch.

**Government Lunch Program:** LYA participates in the government lunch program as outlined by the Commonwealth of Massachusetts. A government subsidy of eligible families based on income guidelines is available for school lunches. Eligibility Forms are distributed before the start of the school year to all families; forms may be submitted prior to September 30<sup>th</sup>. The school lunch program will receive the subsidy directly from the federal government. If eligibility requirements change during the school year, new forms may be requested to be completed. LYA does not discriminate on the basis of sex, color, race, national origin, political beliefs, marital status, disability, cultural heritage or sexual orientation.

### Lunchroom Protocol



*Children and unauthorized adults are not allowed in the school kitchen at any time.* Students are expected to take their lunch and eat in an orderly manner. When they are finished eating, they are expected to clean up their area. Students are expected to behave using good manners and appropriate language and tone in the lunchroom. Students **may not** bring games or cards into the cafeteria to be used only during the time after eating and clean-up and before bentsching. Misuse of this privilege will result in the change in policy. Students may only leave the cafeteria with permission of the lunch monitors. Monitors will give a signal 5 minutes before the beginning of bentsching and once bentsching begins, students will not be permitted to leave the cafeteria until bentsching is concluded.



### Parental Participation



The Parent/Teacher Organization (PTO) is a vital part of our school and has a mutually beneficial purpose; parent involvement enables the administration to enrich the school program and to broaden the scope of experiences available to the students. Participation in PTO programs and fundraisers, in-school assistance, and the contribution of a parent's unique talents set an example for his/her child and will benefit all of our students. Information regarding PTO involvement will be sent to parents early in the school year.

Family Education Programs are designed to enrich the lives of LYA students and families. Family involvement is vital to the school and also provides a positive example for LYA students. The Harold Grinspoon Foundation partially subsidizes some of the Family Education programs.

### Visits to School



#### As a Participant:

The LYA administration encourages parents to share their talents with their child's class. Parents are asked to speak to their child's teachers to arrange a visit.

#### For Observation:

LYA has an open door policy for parental observation of classes; however the first priority is the safety and well-being of the children entrusted in LYA's care. It is therefore necessary for parents to notify the office who will then inform the classroom teacher before the parent may enter the class. Visitors must sign in at the office upon arrival and may be accompanied to the classroom by office staff.



### Show & Tell/Classroom Meeting Time

LYA encourages the children to use sharing time to talk about experiences and personal news. It is not always necessary to bring in objects during this time. Please do not send valuable items for show and tell. Action figures and weapons of any kind are not acceptable for show and tell. Parents should not send these items to school with their child.



### Field Trips



LYA students will participate in field trips during the school year. Teachers will send home information at least one week prior to all field trips and parents are required to sign permission slips to allow their child to participate in field trips. *If any contact information has changed, please indicate proper emergency number.*



### Technology and Internet Use



Technology and Internet use have transformed many aspects of education. The amount of information that students have access to in just a few clicks of the mouse can be overwhelming. The speed of communication has also been greatly enhanced. With this advancement come both wonderful opportunities and also great challenges. At LYA, we want to make sure that our students are safe and our faculty remains safe and unexploited. Keeping this in mind, an Internet Acceptable Use Policy has been created for classroom and library usage. The policy is appropriate for the entire school.

Students are not permitted to use cell phones for personal use in non-academic related activities during school. If a cell phone is used inappropriately during the day, it may be taken away from a student and returned directly to a parent.

LYA will not be responsible for cell phones, hand held electronic notebooks or electronic games if they are lost or damaged when brought to school. LYA staff will confiscate any laser pens or laser lights since they can cause severe eye damage if misused. They may not be brought to school.

Because of the interruption these devices cause to LYA's learning environment the use of cell phones, MP3 players, i-pods, video games and other electronic devices will not be permitted to be used during the school day. Electronic devices may be used in the cafeteria before morning line up, prior to 8:25 a.m. or before intercom music begins. Electronic devices may resume in the school building after 3:25 p.m. with teacher's permission.

Devices should be kept in backpacks or lockers during the school day. If a student is observed with an electronic device, the device will be taken to the office. The first time this occurs, a student may retrieve the device at the end of the day. Subsequent events will require the parents to retrieve the device from the office.