



THE BRANDEIS SCHOOL

Parent Student Handbook 2018-2019

Please visit The Brandeis School website at: thebrandeisschool.org

The Brandeis School Mission Statement

The Brandeis School prepares the future leaders of the Jewish community. The values of Judaism, love of *Eretz Yisra'el* (the land of Israel) and *K'lal Yisra'el* (the people of Israel) permeate all aspects of school life. The children study Hebrew and Jewish texts and traditions and integrate *Derekh Eretz* (Jewish ethics) into their daily lives. The general studies program exceeds the standards of neighboring schools with a rich and accelerated course of study. Brandeis provides an environment for learning that respects the individuality of each learner and targets the needs of each student.

ADMINISTRATION AND SCHOOL OFFICERS

Head of School	Raz Levin
School Rabbi	Saul Haimoff
Co-Chairmen of the Board	Stuart Kotler Russell Friedman
President of the Board	Heidi Goldmintz
Vice President of the Board	Larry Kogan Arik Yamen
Treasurer	Merav Segev
Board Members	David Gordon, Elizabeth Kahn, Michelle Liechtung, Karen Nessim, Jackie Rogoff Penzer, Richard Penzer, Oren Schebovitz
Parents' Association Co-Presidents	Joe Levy and Esther DeMarco

DAILY SCHEDULE

Throughout the year, please check emails, the school calendar and monitor the website (thebrandeisschool.org) for exceptions and/or changes to the schedule.

Daily Schedule:

Homeroom:	8:15am-8:23am
1 st period:	8:25am-9:03am
2 nd period:	9:05am-9:43am
3 rd period:	9:45am-10:23am
4 th period:	10:25am-11:03am
5 th period:	11:05am-11:44am
6 th period:	11:46am-12:26pm
7 th period:	12:28pm-1:08pm
8 th period:	1:10pm-1:48pm
9 th period:	1:50pm-2:28pm
10 th period:	2:30pm-3:10pm
11 th period:	3:12pm-3:50pm

Friday Schedule:

Homeroom:	8:15am-8:23am
1 st period:	8:25am-8:53am
2 nd period:	8:55am-9:23am
3 rd period:	9:25am-9:53am
4 th period:	9:55am-10:23am
5 th period:	10:25am-10:53am
6 th period:	10:55am-11:33am
7 th period:	11:35am-12:13pm
8 th period:	12:15pm-12:53pm
9 th period:	12:55pm-1:23pm
10 th period:	1:25pm-1:55pm

PRIOR TO THE BEGINNING OF SCHOOL

Student Health: Prior to the first day of school, each student must submit a medical form to the Nurse's Office. New entrants must also submit an immunization record. All students entering Pre-Kindergarten or Kindergarten must have documented proof of having received three doses of hepatitis B vaccine. Kindergarten students must have two doses of measles and varicella vaccine. In addition, all students entering the 7th Grade must have three doses of hepatitis. Yellow emergency cards must be completed and returned the Nurse by the first day of school. New York City residents must complete the New York City letter form for health services to be provided. Due to changes in personnel, the Nurse will contact you directly.

Transportation: If you are entitled to school district bus transportation, your school district will schedule the time your child will be picked up. If you have not received bus information from your school district, contact them immediately.

Please see the front office to fill out/hand in a Transportation Form for each child. This must be completed by Friday, August 31st.

Regular district bus service begins on Wednesday, September 5th. Bus passes issued by your district Transportation Office will indicate the time and place of pick up and drop off. Children who receive bussing must take their assigned bus only to their assigned stop. Any questions regarding district transportation must be directed to your district's Transportation Office.

Lice Check: On Tuesday, September 4th, all students must attend lice check.
9:30am-11am: last names beginning with A-M
11am-12:30pm: last names beginning with N-Z

Welcome Back Event: A new school year is always a time for celebration! Information was sent under separate cover.
Reserve the date: September 16th, 12pm

ARRIVAL PROCEDURES

School Hours:

Nursery-2nd Grades attend school from 8:15am-3:10pm.

3rd-8th Grades attend school from 8:15am-3:50pm.

The school is opened for student arrivals beginning at 7:30am.

The first day of school is Wednesday, September 5th:

Nursery, PK and Kindergarten Student Orientation Hours: Wednesday, September 5th: 8:15am-12pm (early dismissal)

Nursery and PK Student Orientation Hours: Thursday, September 6th: 8:15am-12pm (early dismissal).

Nursery Student Orientation Hours: Friday, September 7th: 8:15am-12pm (early dismissal).

Parent Drop Off: Students who do not receive bus service should be dropped off at the rear entrance to the school from 7:45am-8:15am. (Enter the parking lot from Broadway.) Students will be escorted to their assembly areas. **Students may not be dropped off by car at the front of the school.** The back door will remain open until 8:25am but students who arrive after attendance is taken in Homeroom will be marked late. After the rear door is locked (8:25am), students must be dropped off at the front of the school. Ring bell for admittance. Parents will not be allowed past the 2nd set of doors without a prior meeting scheduled. Students will be marked late if they arrive after 8:25am.

DISMISSAL PROCEDURES

Change of Transportation: To change transportation arrangements for your child, please send a written note to the child's classroom teacher. Please include child's full name, class, date and name of person who will be picking up. To call in a change of transportation, **YOU MUST CALL THE FRONT OFFICE NO LATER THAN 1PM.**

Nursery-2nd Grade Dismissal: Dismissal is at 3:10pm. Students who receive bussing will be escorted to the busses at the front of the school. Students who are picked up by parents will be dismissed from the back of the school. If you need to pick up your child early, please call the front office to arrange early pick up. **Parents will not be allowed to pick their children up at the front during regular dismissal time (2:30pm-3:10pm).**

Late Dismissal Room (4 o'clock Room) and After School Activities: Any Nursery-2nd Grade student can remain in school until 3:50pm by registering for either the Late Dismissal Room or participating in an After School Activity. The Late Dismissal Room runs from 3:10pm-3:50pm. To remain in the Late Dismissal Room, a parent must pre-register their child (see the After School Activities Manual for registration forms). There is \$750 annual charge for the Late Dismissal Room. Parent Pick Up following Late Dismissal Room or After School Activity (at 3:50pm) will be at the back of the school. If a parent wants a Kindergarten-2nd Grader to take the 3:50pm bus home, prior permission from the district Transportation Office must be received.

3rd-8th Grade Dismissal: Dismissal is at 3:50pm. Students who receive bussing will be escorted to the busses at the front of the school. Parent Pick Up students will be dismissed from the back of the school. If you need to pick up your child early, please call the front office to arrange early pick up. **Parents will not be allowed to pick their children up at the front during regular dismissal time (3:30pm-3:50pm).**

Friday Dismissal: Friday dismissal is at 2pm throughout the school year.

EXTRACURRICULAR ACTIVITIES

Student Council: Student Council Representatives are elected from each grade. They are responsible for communicating important issues to the student body. Any student is eligible to be a Student Council Representative. The Student Council meets twice a month with the Student Council Advisor. The Student Council plans activities to promote school spirit and fundraise.

Athletic Teams: All students interested in participating on a Middle School athletic team must submit a medical questionnaire completed by a parent; submit a medical questionnaire completed by a physician and sign the athletic and co-curriculum eligibility policy.

After School Activities: After School Activities will begin the week of October 15th. Please refer to After School Activities Schedule.

LUNCH, KASHRUTH AND BIRTHDAY CELEBRATIONS

Lunch: Pre-paid lunch begins on Wednesday, September 12th. All students must bring a *parve* or dairy lunch from September 5th-September 7th. Brown bag lunches must always be kosher *parve* or dairy. All packaged food must have kosher certification. No meat or meat products may be brought into the building from home. The school and the PA will sponsor *erev Shabbat* lunches with special programs throughout the year as indicated in the calendar. Please do not send lunch on these days. If you drop off your child's lunch during the school day, please use the table set up between the double doors.

The Brandeis School is not nut free. However, please attempt to send in alternative (non nut) lunch options with your child as there are students that are allergic to nuts in the building.

Lunch Times: Nursery, Pre-Kindergarten and Kindergarten have lunch at 11:05am. 1st-4th Graders have lunch at 11:46am. 5th-8th Graders have lunch at 12:28pm.

Parents who wish to celebrate their child's birthday in school should notify the child's teacher in advance. **Food supplied for a classroom celebration must be kosher and nut free. Snack packages must be sealed.**

SAFETY AND SECURITY

Vehicles: Cars will not be permitted in the rear yard except during arrival and dismissal times. Parking in the side parking lot is reserved for members of the staff only. The lot may not be used for dropping off or picking up students before or after school hours. No vehicles may stop in front of the school or block the circular driveway. The driveway must always be accessible for emergency vehicles. If there will be exceptions to these rules for special events, you will be alerted beforehand.

Entering Building: Entrance to the building is available from the Frost Lane doors only (except for late students arriving by car in the mornings). Visitors must sign in at the Security Desk and proceed directly to their destination. Anything brought to school for students (books, lunch, etc.) must be left on the table set up between the double doors. **All visitors may be subject to a search.**

Students Leaving Campus: Students may not leave campus without written authorization from their parent. Students must be signed out by their parent before they leave the building. All students must be accompanied by a parent or designated guardian. Beginning in the spring (date to be announced), 8th Graders earn the privilege of going out for lunch. Parents will be given a permission form to sign. Students must sign in and out.

Drills: Throughout the school year, we will hold periodic fire drills and lockdown drills. During these drills, you will not be able to reach the school by telephone nor will you be allowed to enter the school.

ABSENCES

Reporting an Absence: If your child is ill, please keep them at home. To inform the office of your child's absence, please call (516) 371-4747 x300. Any communicable illness/disease must be reported to the School Nurse at x305. A note is required upon your child's return to school explaining the absence.

DRESS CODE

The following Dress Code will apply for all Kindergarten through 8th Grade students:

Acceptable

Shirts (Boys and Girls): All shirts must have collars, sleeves (short or long), and cover the midriff. Shirts must be solid color and may not have decorations, large symbols, or slogans.

Pants (Boys and Girls): Pants must be solid navy, khaki, tan, beige or black or grey. Dark jeans are permissible (no rips).

Dresses and Skirts **must be at least knee-length**. Dresses and skirts must be solid navy, khaki, tan, grey, beige or black.

Shorts (Boys and Girls): Shorts must be solid navy, khaki, tan, beige or black or grey and of acceptable length.

Sweaters, Vests, Sweatshirts (Boys and Girls): Sweatshirts may not have decorations, large symbols, or slogans. Students are permitted to wear Brandeis sweatshirts which are available for purchase through the Brandeis PA. Students may also wear Bar/Bat Mitzvah sweatshirts but only on the first school day following the Bar/Bat Mitzvah.

NOT Acceptable

Hats or other non-kippot head covers unless worn outdoors. (above a kippah for boys)

Pajama pants, sweat pants, jeggings, leggings (unless under a Dress or Skirt) and athletic wear (elastic pants) may not be worn. Faded jeans are not allowed.

T-Shirts, tank tops with spaghetti straps or any shirts without sleeves.

T-Shirts, basketball shorts and other forms of athletic wear are only permitted for gym. Extra time will be provided to change in and out of clothing.

Exceptions will also be made for special school events such as Student Council Spirit week.

Friday Shabbat Attire

Girls: Skirts or Dresses (leggings permitted underneath)

Boys: Pants and collared shirts (shorts not permitted)

Enforcement

A policy is only as good as its enforcement. As such, the following disciplinary procedures will be implemented with respect to violations of the Dress Code:

First Offense: A warning letter will be sent home and must be signed and returned the following day.

Second Offense: The Principal will call parent/guardian.

Third Offense: 1 day of in-school suspension. Students who do not comply with the Dress Code will wait in the in-school suspension room until appropriate clothing is obtained from home. If students are unable to obtain appropriated clothing from home, they will remain in in-school suspension for the remainder of the day.

Parents: Please be advised that our dress code (especially Fridays) applies to parents as well as students. Please adhere to the spirit of *tzniut* and *k'dushah* whenever entering the building. On Fridays, all women must wear dresses or skirts and all men must always wear *kippot*.

Piercing: Ear piercing is the only body piercing allowed at school.

PARENT STAFF COMMUNICATION

Orientation: Nursery, PK and Kindergarten Orientation will be held on Tuesday, September 4th. Nursery 2 and Nursery 3 will be held from 6:30-7:30pm. PK and Kindergarten will be held from 7:30-8:30pm.

Curriculum Review Night: Curriculum Review Night for 1st-8th Grades will be held on Wednesday, September 5th beginning at 7pm. Conversations on Curriculum Review Night will be generalized and not about any one individual student.

Parent Teacher Conferences: Parent Teacher Conferences are scheduled for December 2018 and March 2019. These conferences follow report card distribution. Information regarding hours will be provided at a later date. At the Parent Teacher Conferences, you can speak about your individual child's progress or problem areas.

Report Cards: Report Cards for Kindergarten-8th Grades will be generated 3 times a year following the end of the marking periods as indicated in the calendar. Progress Reports will be sent home between report cards. Numerical grades are used in 6th-8th Grades except for nonacademic subjects where pass/fail will be used. Nursery and PK students will receive Report Cards only at the end of the year.

Speaking Directly to Teachers: If you want to talk to a teacher, call the school to leave a message with the Front Office. Or, write a note to the teacher and send it to school. You must speak to the teacher regarding any classroom problems before conferring with the Head of School regarding these issues. You can send email to the teachers as well. Please call the Front Office if you have any questions about contacting a teacher.

THE PARENT ASSOCIATION

The Brandeis School Parents' Association: The Brandeis School Parents Association is an integral part of The Brandeis School. The PA is funded through fundraising activities and through the collection of annual dues. Each year, parents volunteer their time and expertise to run a myriad of activities and events that enhance the school's programs and enrich the lives of the students and faculty. All parents are encouraged to become involved and your comments and suggestions are welcome. If you have any questions about the PA, or if you are interested in volunteering for any activities, please call any PA officer. Parent Association dues are \$75 per family (general membership) or \$250 per family (supporting membership) per year. Please see the PA's summer mailing for a more detailed description of the PA's activities.

STANDARDIZED TESTING

In order to have a comprehensive assessment of each student, standardized tests are administered annually. Other measures of the individual student's performance include: the classroom teacher's assessment of growth in skills and knowledge, day-to-day performance and the successful completion of academic requirements. Dates for the standardized tests will be announced.

OUT-OF- SCHOOL ACTIVITIES AND GATHERINGS

Birthday parties must include all children in the grade or all the boys or girls in the grade. (Use the class list as an invitation guide.) If this is not possible, please contact Head of School or Rabbi to discuss alternatives. Invitations and/or party favors may not be distributed in school.

Kashruth must be observed at all parties to which Brandeis students are invited. With regard to scheduling Saturday parties, please be aware that Shabbat ends at nightfall. This is usually defined as 25 hours after candle lighting on Friday. Affairs may not be scheduled less than one hour after the official end of Shabbat (or festival), so as to ensure that no violation of Shabbat by a Brandeis student will occur. Please contact the School Rabbi with any questions.

Bar/Bat Mitzvah Policy Guidelines: Middle School parents must contact the School Rabbi to discuss your child's upcoming Bar/Bat Mitzvah date. There is a Bar/Bat Mitzvah Agreement and Contract that must be completed for each Bar/Bat Mitzvah.

Community and School Service: By Friday, June 14th, all 6th-8th Graders must have earned a minimum of 18 hours of community service. Hours can be performed either in or out of school. Students must not be compensated for their time. *Chesed* should be performed voluntarily. **Student progress in fulfilling their *chesed* requirement will be tracked on their report card. Report Cards will be held if *chesed* requirement is not completed.**

The teacher or community service representative must complete the school form attesting to the number of hours each student worked. Community service activities that will be accepted can include, but are not limited to, participation in school *chesed* programs; tutoring younger children or assisting in the lower school or library or assisting in a local synagogue or other community organization.

We encourage everyone to participate in the Celebrate Israel Parade which will be held on Sunday, June 2nd, 2019. 6th-8th Graders will earn 4 *chesed* hours for marching.

MISCELLANEOUS

Cell Phone Usage: The school will not be responsible for cell phones or electronic devices brought to school. Cell phone usage for students is not permitted during school hours. Cell phones must be turned off and should be left in a student's backpack locked in the locker. The school reserves the right to confiscate any cell phone or electronic device which is being misused. Electronic devices may not be used in school.

Daily Homework and Assignment Book: Each student in 5th-8th Grades must have an assignment book to record homework and upcoming assignments. In addition to using these assignment books, homework, long term assignments and test/quiz reminders will be posted by teachers each night on Parent Locker.

Lockers: A locker will be provided for each student in the 5th-8th Grades. Combination locks must be provided by each student. Combination codes will be collected. Each student is responsible for his or her own locker and lock. Lockers must be kept free from graffiti. The school assumes no responsibility for articles taken from lockers; therefore, students should be certain that lockers are locked when not in use.

Lost and Found: All items worn to school by students should be clearly labeled with the child's full name. It is recommended that valuable or irreplaceable items not be brought to school. The school will not be responsible for their loss or repair. All articles that are found in the building or on school grounds will be brought to the lost and found. Please claim items at the reception desk. All unclaimed articles will be donated to local charities.

Emergency School Closings: The Brandeis School follows the guidelines of School District 15 (Lawrence). In most cases, if District 15 (Lawrence) is closed, The Brandeis School is closed. The school telephone message will be changed to reflect a school closing. The school's website will have a flashing message. The automatic phone tree will make cancellation calls (to both home and cell phone numbers). News12.com will also note the closure. An email will also notify you of a school closure.

CONTRIBUTIONS TO THE SCHOOL

If you wish to honor, memorialize or thank someone, an appropriate acknowledgement will be sent for various donations. Please contact the Front Office or the Business Office.

Building Fund	\$36 (minimum)
Educational Fund	\$36 (minimum)
Rabbi's Discretionary Fund	\$36 (minimum)
Elliot West Scholarship Fund	\$36 (minimum)
Moe Karash Fund	\$36 (minimum)
Nussblatt Fund	\$36 (minimum)
Pomerantz-Gammella Fund	\$36 (minimum)
Rita Karpinowicz Holocaust Memorial Fund	\$36 (minimum)
Sharon Goldstein Entrepreneur Fund	\$36 (minimum)
Tz'dakah Fund	\$36 (minimum)
Library Fund	\$36 (minimum)
Memorial Card	\$10 (minimum)
Simcha Tree	\$180 (minimum)
Memorial Plaque	\$180 (minimum)

**The Brandeis School
Telephone Directory**

Administration

Head of School	Raz Levin	302
School Rabbi	Saul Haimoff	318
Administrative Director	Reuben Maron	312
Administrator	Heidi Goldenberg	302
Administratort	Tali Dahari	300
Director of Security	George Soba	301
School Nurse	Danielle Ieraci	305
School Psychologist	tba	tba
School Social Worker	Ashley Hammer	tba
Business Office	Robin Trott	309

Faculty: A faculty Telephone/Email Directory will be available at the outset of the school year and will be published on the school website and distributed via e-mail. However, we encourage you to communicate with your child's teacher via email.