

Yeshivat Or HaChaim Academy



Elementary School Parent Handbook

6021 Laurel Canyon Blvd.
North Hollywood CA 91606
(818) 505-1668

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North Hollywood CA 91607
(818) 766-2417

Dear Parents:

We are very happy to welcome you and your child/ren to Yeshivat Or Hachaim Academy (YOHA) for the new school year. I hope you and your child/ren had a nice and restful summer and are ready to start the new school year.

Now that the school year is beginning we need your help and cooperation to make sure it runs smoothly. It is important that students know that we are working together to accomplish the same goal - to provide them with a high quality Judaic and secular education and to help instill in them proper middot.

Events at home affect their attitudes, behavior, concentration and performance. We encourage you to share with us those family events, which may have a direct bearing on your child at school. Please feel free to confer with your child's teachers and with the administration throughout the year.

This Handbook provides information on the school's philosophy as well as the school's expectations, routines and procedures. Please read it carefully and share the relevant points with your children in order to ease their integration into the school program and increase their level of comfort and success at school.

Best wishes for a successful and productive school year.

Rabbi Gabay
Dean

Mrs. Raskin
Principal

Mission Statement

Or Hachaim is an orthodox Jewish day school committed to excellence in Jewish and secular education in a caring and supportive environment. Emphasis is on providing a foundation, which will allow students to move forward as well balanced, knowledgeable and committed young-adults. Or Hachaim is committed to instilling a traditional, ethical, and positive moral outlook on life within each student.

School-Wide Learning Expectations

Or Hachaim Academy will prepare its students to:

Academic Life Skills

1. ...listen carefully, read, write, and speak articulately and effectively
2. ...organize and use time and research skills competently
3. ...demonstrate curiosity and analytical thinking
4. ...successfully apply their academic knowledge to real-life circumstances

Personal Life Skills

1. ...act responsibly and take ownership for their actions
2. ... pursue and accomplish realistic goals
3. ... demonstrate good manners and a Kiddush Hashem (Glorify Hashem)

Religious Life Skills

1. ...nurture a close relationship with Hashem and a love for Eretz Yisrael (the Land of Israel)
2. ...actively participate in synagogue and community
3. ...show respect and empathy for all
4. ...live honestly and with integrity
5. ...to be a mentch (respectable individual)
6. to be proud to be part of an Am Kadosh (Holy Nation)

HOME-SCHOOL PARTNERSHIP

Our Yeshiva believes in a close and harmonious relationship between home and school. Such cooperation can help each child derive the utmost from his/her school experience.

YOHA uses a quarter grading system. At the end of each quarter report cards are issued. Observation of pupils' habits and impressions of their learning activities are conveyed by teacher's comments. Formal Parent-Teacher conferences will take place twice during the year.

Children's positive attitudes towards learning are enhanced by interested parents who express a positive opinion about school, staff and studies. Parents are encouraged to be in constant communication with their child's teachers. As the need arises, please feel free to call the office to make arrangements to meet or confer with teachers or administration. Teachers, however, cannot receive phone calls or meet with parents during class time or

during non-scheduled visits. Therefore, please leave a message for the teacher(s) and they will call you back in a timely fashion.

Classroom visits by parents are welcome when prior arrangements are made with the teacher and school administration. We encourage parent participation in our learning activities and invite active involvement and support.

Our school has a very active PTA. We encourage you to be part of it. Some of their wonderful activities include a hot lunch program, Purim baskets, Rosh Chodesh , pre-holiday snacks and monthly speakers.



SCHOOL COMMUNICATION

Each Friday the **Erev Shabbat Bulletin** newsletter is emailed home. School events of the past week are featured and upcoming events are announced. This newsletter is the primary means used to keep you informed of the school's activities. Please read the newsletter that you can be aware of and involved in all of our programs.



SCHOOL HOURS

Preschool

	Arrival	School begins	School Ends	Friday Dismissal
Mon-Fri.	8:15	8:30	3:45	1:30

Grades Pre1-3

	Arrival	School begins	School Ends	Friday Dismissal
Mon-Fri.	8:15	8:30	4:00	1:30
Sunday (Boys only starting in 2 nd grade)		9:30	12:00	

Grades 4-8 Girls Middle School

	Arrival	School begins	School Ends	Friday Dismissal
Mon-Fri.	8:15	8:30	4:30	1:30

Grades 4-6 Boys Middle School

	Arrival	School begins	School Ends	Friday Dismissal
Mon-Fri.	8:00	8:30	4:30	1:30
Sunday	9:30	12:00		

Grades 6 Boys Middle School

	Arrival	School begins	School Ends	Friday Dismissal
Mon-Fri.	8:00	8:15	4:30	1:30
Sunday	9:30	12:00		

7th and 8th Grade Boys

	Arrival	School begins	School Ends	Friday Dismissal
Mon-Fri.	8:15	8:15	5:00	1:30
Sunday		9:30	12:00	

Drop Off and Pick Up

Students are to be dropped off between 8:00 and 8:30am and picked up at their scheduled dismissal time each day.

Drop off and pick up:

Drop off and pick up for the Laurel Canyon building is from the back alley. Enter the alley from Erwin Street. No child is to be dropped off in the front of the building. For security reasons the back gate will be locked at 8:45. After 8:45 drop off is at the front of the building.

Students who finish school at 4:00 should be promptly picked up at that time. The school will provide a waiting area for students waiting for a 4:30 carpool.

ARRIVAL

Upon arrival at school all students must stay in the yard. No student may go into the building without permission from the teacher on yard duty. At 8:25 students line up in their designated classroom line, say Tehillim (Palms), and hear morning announcements then they walk into the building following their Rebbe or Teacher.

DISMISSAL

Each student must make sure to take all their belongings and assignments with them when they leave the classroom. No child will be allowed to re-enter the building without consent from the teacher on yard duty. After exiting the building all students must sit in their designated line and wait for their name to be called in order to be dismissed.

No child will be allowed to go home with another carpool unless a written note or phone call from the parent states so. This is for the safety of the child.



ATTENDANCE AND LATENESS

Punctuality and attendance is crucial for success. Students arriving to school after 8:35 will be marked as tardy. If your child comes late then you should enter the school from the front of the building and bring a note explaining the lateness. The secretary will give the student a note permitting him/her into the classroom. All lateness and absences will be recorded. Only three lateness are permitted a month without a penalty. Anything above and beyond that will be up to the discretion of the administration.

If a child is absent from school a note must be brought to school upon the return. It is very important to make up all missed work. If your child is absent or is going to be absent please call the school and we will send the work home with another child that you designate.

If your child must leave school early, please send a note explaining why. The note must be cleared with the principal of your child's campus. No child is to wait in the office for their parent. The parent must come into the school and sign their child out. Then the student will be called from their class.



OFFICE:

Visitors

All visitors must come to the front office to announce themselves. The administration prefers that anyone coming into the school be dressed in accordance to Halacha. Anyone who does not dress this way will not be allowed to go past the office.

Any parent wishing to visit a class must first have permission from the administration and classroom teacher and make an appointment.

Students:

Students may only visit the office if they have a valid reason. NO student may use the phone without a valid excuse and permission from the office staff. Students are not permitted to have or use cell phones and if found, they will be confiscated and returned to a parent.



UNIFORMS:

YOHA has a school uniform. The uniform **MUST** be worn on all school days. Students not following the dress code may be sent home. Students may not wear clothes or sneakers that reflect “POP CULTURE.”

GIRLS:

Skirt/ jumper: As your daughter G-D willing grows during the school year, new and longer jumpers/skirts may be required. Please do not hem the jumpers/skirts too short, as you may have to replace them sooner than anticipated. Skirts must be 2-3 inches below the knee.

Shirts: A navy, hunter, or white long sleeved polo shirt with a collar and three buttons in the front. A turtleneck in navy, hunter or black can be worn under the polo shirt. Girls may not wear a short sleeved shirt over a long sleeved shirt.

Socks: knee socks or bobby socks. 4th grade and above must wear knee socks. No leggings or pants are to be worn under a skirt. Shorts can be worn on gym days.

Shoes: Shoes or sneakers, closed toe and a back. No thongs, sandals, clogs, crocks, Heeley shoes or high heeled shoes.

Nail polish: No nail polish is permitted. No designs on the nails.

Make- up: No make-up is to be worn.

Jewelry: Necklaces can pose a choking hazard. We prefer that they are worn inside the shirt or not at all. No dangling earrings or large hoops.

Hair: Should be neat and tidy. Hair should not be dyed or highlighted.

Earrings- No hanging earrings. Only small hoops or studs. Only one hole may be in the ear. No double piercing or cartilage piercings.

BOYS:

Pants; Blue or black pants. No cargo or denim.

Shirts: A navy, hunter, or white long or short sleeved polo shirt with a collar and three buttons in the front. A turtleneck in navy, hunter or black can be worn under the polo shirt.

Hair: A conservative cut. No gel or spikes.

Jewelry: No jewelry should be worn.

Tzizit: Must be worn everyday under a shirt.

Kippa: Must be large enough to stay on the head by itself or be clipped to the head.

Shoes: Shoes or sneakers, closed toe and a back. No thongs, sandals, clogs, crocks or Heeley shoes.

Piercings: No body or ear piercings.

Tattoos: No tattoo art or Henna tattoos.

All students must bring a large plain (no pictures) canvass backpack everyday.



Computers

Social networking sites are not permitted be used by students and no student should have their own social networking page.

Computers technology is moving at a fast pace. Therefore it is important that parents understand this technology and learn how the net works. It is important that parents open a dialogue with their children and learn about the sites that their children visit and are interested in. Surfing the net is very dangerous, and Or Hachaim does not believe that its students should be allowed to “surf the net.” At times teachers may give websites for students to use. Should a student decide to do a report and use an internet source, they should use the internet under the supervision of a parent. Parents must make sure students do not plagiarize from an internet source.

The following are guidelines for internet use:

- Teach students never to give out personal information online.

The most important online safety rule for kids is protecting their personal privacy. Your students should never give out their name, email address, street address, phone number or picture without a parent's permission.

- Create a recommended list of resources for class and homework assignments.

Bookmark safe, educational and relevant sites. Create an agreement that indicates which types of sites your children are allowed to visit, and which areas and activities are off-limits. Involve your children in this activity.

- Make sure that monitor screens are visible.

Ensure that students' computers are arranged so that you can see the screen. Computers

should be a local area that people can constantly see what is going on. Computers should not be in remote areas of the house or in a child's bedroom.

-Chat Rooms.

All chat rooms should be off limits to students. Chat rooms can pose immense danger to children.

Passwords-

Parents should know all passwords that students have for the computer, email or cell phones.

- Email-

Emailing is a much safer way for students to contact friends and family. It is preferable that students do not have their own email addresses, but use a family email. Students should learn that if they don't recognize the sender of a document or file that needs to be downloaded, delete it without opening it to avoid getting a virus on the computer.

- Report any online content or activity that you suspect is illegal.

You or your students may encounter online situations that should be reported to your Internet Service Provider and/or the local police. These include online hate; harassment, cyber stalking or attempts to lure a child; child pornography; and physical threats.

All Or Hachaim family should have an internet password on their computer. All Or Hachaim families should have an Internet filtering and control system on their computer.

A free software that can be downloaded is <http://www.k9webprotection.com/>. Just like you have a fence around a swimming pool to protect your children, you must protect your children from the internet.

Cell phones and iPods:

Students may not bring cell phones or iPods to school. Students who are found with cell phones or iPods will have them confiscated. No student should have internet on their cell phone or iPod.



FOOD

All food coming into the school must have proper hashgacha. This includes home brought lunches. Some reliable Hechshers are O-U, O-K, and Chof-K.

Please do not send glass bottles or hot soups to school.

School policy does not allow for home baked goods to be given out in class parties or the like.

Food Allergies

Please be aware that the school maintains a strict policy regarding food allergies and enforces a nut free environment. Several students in the school are highly allergic to nuts, dairy, and eggs, which means that even the smell of the food can cause a trigger to a severe reaction. Please teach your child to be careful not to share food. Peanuts and tree nuts are the most dangerous allergic foods. The following foods are not allowed in school: peanut butter, bamba, tree nuts, peanuts.

HOT LUNCH

PTA provides a monthly hot lunch menu. You can choose the lunches you want to buy or you can send lunch from home. Please make sure to send the hot lunch money by the due date. There will be no exceptions.

SNACKS

Each class will have nutrition break each morning. It is important that each child eats something healthy to support their learning and the rest of their day. Some ideas are: yogurt, eggs, fruit, vegetables, crackers, dry cereal, and rice cakes. Please do not send sandwiches, Bissli or Danish for this snack.

BIRTHDAY PARTIES

We do not celebrate birthdays with major parties. If you would like to celebrate your child's birthday in school you need to contact the morning or afternoon teacher. Only send in cupcakes/doughnuts/or a cake from the bakery and juice. Parents are not invited to attend.

When planning parties at home for our students or inviting friends over, it is expected that parents conform to the expectations and rules of school including the:

- school *kasharut* standard
- Tzmitut standard for parents and students. All boys **MUST** wear a kippah, and girls must be dressed tzniut as well as the parents and family
- No media policy

Birthday parties may not be made in non-kosher establishments. Not only will this assure that everyone will be comfortable, but in the long run, an important service will be done for your child.

Parents should make sure not to exclude classmates when planning home birthdays.



BOOKS

At the beginning of the year the students will receive their books. Your child is responsible for his/her books. Any student who loses or damages a book will have to pay for it. Textbooks must be returned in the same condition they were issued to the student.

SCHOOL SUPPLIES

Students need to bring to school a large plain canvass backpack each day. The backpack may not have any media related pictures printed on it.

Students are required to buy all school supplies. No media or pop culture can be on any school supplies. Student's notebooks, binders and folders must be plain colors and follow the teacher's guidelines. Students are responsible to replace all school supplies in a timely manner.

HOMEWORK

You should expect homework every night. Hebrew and English homework is given out every night. There will be times before a holiday or other special times that English homework will not be given out. You will be notified through the student's homework log when this happens.

Each teacher will send home a homework log in a three ringed binder or folder at the beginning of the week. You must sign it each night that you saw your child do his homework and reviewed it with him/her. Students who do not do their homework and no note is written explaining why, will receive a detention notice for the following day. If the homework is done the following day the detention will not have to be served.

How much homework should you expect?

Grade:	Hebrew	English	How Often
Pre 1-A	15 minutes	teacher's discretion	Daily
1-2	30 minutes	30 + minutes	Daily
3-6	30 minutes	45+ minutes	Daily
7-8	40 minutes	60 +minutes	Daily

TESTS

Summative tests are given at the end of every unit. Students are required to pass the test with a minimum grade of 75%. Students who do not score a 75% will have to retake the test until a 75% is scored. Students can stay after school to retake a test, or take the test on Sunday.

REPORT CARDS AND PARENT TEACHER CONFERENCES

Report cards are sent home four times a year, letting you know how your child is progressing. Parent Teacher Conferences are scheduled twice a year. It is very important that you attend even if you feel your child is doing well. Parents who are unable to attend must contact the classroom teacher and schedule a new appointment.

SUMMER SCHOOL

Students who do not pass a course, or who can use remedial help in an area of learning will be required to take Summer School at Or Hachaim. Summer School is also open to those students wishing to do enrichment work. Parents will be notified during the May Parent Teacher Conferences if their child was recommended for Summer School. A separate fee will be charged to cover the cost of Summer School.



HEALTH

It is important to us to maintain a safe and healthy campus so that your child can grow to their full potential. Medical and immunization packets were sent home. Please make sure that they are returned as soon as possible in order to complete your registration.

SICKNESS

Please make sure your child is in good health before you send him/her to school in the morning. If your child does get sick during the day we will contact you and **expect** him/her to be taken home. Students need to be fever free for 24 hours before returning to school.



MEDICINE

No child is allowed to have medicine in school. If your child needs to take medicine in school the following procedures should be followed:

1. Ask your pharmacist for an extra bottle with your child's name and the name of the medication on it.
2. Send in a note with your child's name, the amount of medicine to be given and the time in which it should be dispensed.
3. You or your child must bring the medicine to the office at the beginning of the day.

LICE

Lice infestation is a frequent occurrence in Los Angeles. Several times a year we will have head checks. If a child is found to have lice or nits, he/she will be sent home.

Children will only be allowed to return to school if they are totally free of nits.

There will be a mandatory lice check prior to the beginning of school.



We are certain that we can depend on your help to keep things running smoothly. Please be in touch with your child's teacher if there is a change in your child's schedule. Or Hachaim thanks you for choosing it as the Makom Torah to educate your child. We look forward to a strong home-school relationship with you.



SCHOOL RULES

The purpose of these rules is to ensure that each and every student attending Yeshiva Or HaChaim Academy feels safe and secure, and receives a high quality education free of distraction.

A. GENERAL RULES-

1. Students will show respect towards teachers and other students at all times.
2. Students will stand (for 3 seconds) when an administrator, Rabbi or any educator enters the room.
3. Gum chewing is not allowed anywhere in or around the school.
4. Students are to dress according to the rules outlined in the Uniform section.
5. No buying or selling between students.
6. Students may not be in any unsupervised area at any time.
7. Students are not allowed on the elevator.
8. Inappropriate language may not be used. Repeat offenders and will be punished by the administration.
9. Or Hachaim Academy is a media free zone. Talking about media or bringing media related items is prohibited.

B. INTERPERSONAL RELATIONS – *BEIN ADAM LACHAVEIRO*

1. Avoid hurting others physically and/or verbally.
2. Take time to reflect on the situation and your behavior.
3. Be polite - use “please”, “thank-you”, “you're welcome”, “excuse me”, “I’m sorry”.

C. COMMUNICATION

1. Use appropriate listening skills.
 - a. Wait your turn
 - b. Listen courteously and attentively without interrupting others
2. Be sensitive and take care not to ridicule or use foul or abusive language.
3. Speak and question in a respectful manner.
4. Respond to inappropriate behavior in a calm, sensitive, dignified manner.

D. CARE OF PROPERTY

1. All property should be treated with care and respect.
2. Permission from the owner is needed in order to use other people's property.
3. Property should be returned to its owner at the agreed upon time & in the same condition.
4. Care of school property is everyone's responsibility. Keep all school areas clean including playground, halls, bathrooms, classrooms, and lunch area.
5. Damaged or misused property should be reported.

E. LUNCH

1. Each child needs to bring a piece of bread even when not bringing a sandwich.
2. Trading of food is not allowed
3. Each student will clean away the trash from their lunch.

F. CLASSROOM

1. Students are to arrive to class on time.
2. Students will sit in assigned seats.
3. School materials are to be brought by students.
4. Desks are not to be moved unless teacher requests it.
5. No writing on or marking desks, walls, bulletin boards, etc.
6. Each class should clean up and organize room after both a.m. and p.m. sessions
7. No eating or drinking in class rooms without prior permission from teacher.
8. Students may not touch the air conditioner, thermostat, or telephone.

G. HALLWAYS

1. No running or playing in hallways.
2. Students must walk on the right side of the hallways.

H. RECESS

1. All students must go with their class for recess.
2. Play equipment must be returned by those who take it out. Students may bring balls from home to play with.
3. After recess, students must re-enter the building quietly.

I. BIKES, RIB STICKS AND SKATEBOARDS

Students who bike to school must:

1. Wear a helmet
2. Lock their bike on the bike rack
3. Accepts responsibility for anything that happens to the bike during the day.
4. Follow all riding laws

Any student not having a helmet will not be permitted to ride home.

Rib sticks and Skateboards

Students who bring this equipment to school must:

1. Wear a helmet and safety equipment
2. Check their equipment in the office upon arrival to school
3. Accepts responsibility for anything that happens to the equipment during the day.
4. Follow all riding laws

Students going to or from school must have a first time note from their parents authorizing their child's use of the transportation/equipment and allowing the child to leave school by themselves. This note must be brought to the office and will be put in the student's file.

No other riding equipment may be brought to school.

J. DRESS CODE

Girls:

The dress code must be adhered to and students must neat and clean.

1. Skirts must come 2-3 inches below the knee. No rolling up the skirt.
2. Long sleeved polo shirt.
3. No double piercing or cartilage piercing.
4. No tattoos or Henna tattoos.
5. No nail art or dark colored nail polish.
6. Closed toed shoes or sneakers.
7. Socks- Pre1-3 knee socks or bobby socks. 4th grade and above must wear knee socks. No leggings or pants are to be worn under a skirt. Shorts can be worn on gym days.
8. No pop culture accessories.

Boys:

1. Pants: Blue or black pants. No cargo or denim.
2. Shirts: A navy, hunter, or white long or short sleeved polo shirt with a collar and three buttons in the front. A turtleneck in navy, hunter or black can be worn under the polo shirt.
3. Hair: A conservative cut. No gel or spikes.
4. Jewelry: No jewelry should be worn.
5. Tzizit: Must be worn everyday under a shirt.
6. Kippa: Must be large enough to stay on the head by itself or be clipped to the head.
7. Shoes: Shoes or sneakers, closed toe and a back. No thongs, sandals, clogs, crocks or Heeley shoes.
8. Piercings: No body or ear piercings.
9. Tattoos: No tattoo art or Henna tattoos.
10. No pop culture accessories.

K. PHONES, ELECRICAL DEVICES and SOCIAL NETWORKING

1. No students is allowed to bring a phone to school. The administration reserves the right to search a child or backpack if there is reason to believe there is a cell phone.

2. No electrical devices such as iPods, computers, or game boys.
3. Students are not permitted to have a Facebook account or other social networking accounts.

L. THE FOLLOWING ITEMS MAY NOT BE BROUGHT TO SCHOOL:

1. Weapons of any kind including toy weapons, hardballs, and any sharp or dangerous objects.
2. Tape recorders, radios, headphones, iPod's, Walkman, Discman, portable stereos, palm pilots, video games, cameras, flashlights, etc., (except with the teacher's permission). If any of these items are brought to school, the items will be confiscated.
3. Trading cards, pogs, or electronic games of any kind.
4. Media based toys.
5. Rollerblades or skates may not be brought to school.
6. Cell phones

