



2010-2011

תשע"א

Online School for
Young *Shluchim*

Parent
Handbook



SHLUCHIM
ONLINE
SCHOOL

בית ספר נט לילדי השלוחים

The Lilian & Meyer Nigri & Family School for Boys
and the Shluchim Online School for Girls

Dear Parents

Welcome to the School Year of 5771!

As our school ברוך ה', continues to grow, each new year brings with it the excitement of new faces, new programs, and new ideas. Our goals, as ever, are to provide a quality Chassidishe Chinuch to your child, along with a warm social environment and extracurricular activities to enable him or her to flourish. I look forward to working together with you this year to achieve these goals.

In this handbook, you will find general information about our school, and important rules and guidelines. Please familiarize yourself thoroughly with the contents of this handbook, paying special attention to new information.

May this school year be blessed with much success, and may we all meet this year in Yerushalayim, with the Rebbe at our lead!

Sincerely yours,

Mrs. Gitty Rosenfeld

The **Shluchim Online School** Principal

The Student Body

The Shluchim Online School was originally founded for, and continues to service, children of Chabad *Shluchim* around the world who lack access to Jewish schooling. The school has since expanded and welcomes children with access to Jewish schooling whose parents prefer either exposure to Chabad philosophy or a Chabad level of quality in education.



Structure: The World in Three Divisions

The Shluchim Online School is comprised of the **Lilian & Meyer Nigri & Family School for Boys** and the **Shluchim Online School for Girls**. Both schools serve three divisions, each custom-tailored for a specific demographic:

- **The Americas Division** (serving children in North, South and Central America)
- **The European Division** (serving children in Europe & Asia)
- **The Hebrew Division** (serving children in Israel and the former Soviet Union)

Online Focus

Materials and Equipment

Our online classroom makes long distance learning a stimulating and interesting adventure. In order to ensure proper connection, your child will need the following equipment:

- A computer
- High-speed Internet connection
- A webcam, a headset, and a microphone (preferably a hands-free convenience microphone, as in the picture).



No student will be allowed to attend class without a headset, microphone, and webcam. Please make sure to have it ready for September 1.

Our online classrooms enable the lessons to be very interactive. As a visual aid, the whiteboard is utilized in many ways. The teacher can post sheets, draw, write and highlight text, present multimedia, and pull up a website. The students have the ability, by permission of the teacher, to be involved in the class through texting, speaking and using the whiteboard. Webcams greatly enhance the learning environment of the class. Teachers have

noticed a great difference in the comprehension, focus and participation of those students with webcams to those without. Please be aware that webcams give those in the class full view of the room in which the student is sitting. Pay attention to the orderliness of the room and limit other distracting activity while classes are in session.

Communication with Administration

All communication is done by e-mail. It is of utmost importance that you read any e-mails that you receive from Online School, Mrs. Rosenfeld or the teachers, and that you respond when asked. Please make sure we have your correct e-mail address throughout the entire school year. Notify the office and your child's teachers of any e-mail changes *immediately*.

Additional Safety Precautions

To enable your child to be protected from the internet during class time, and to fully participate you must install a special program onto the computer that will be used for the Online School. It should be installed on the 1st through 8th grades computers.

It is very important to make sure your child **always** uses that computer on which the program was installed or you child will **not** be under our protection. The cost for this program is \$4.25 a month per computer.

Please make sure your child is not on other internet sites during class if the security system is not installed yet. In addition, be aware that students often forward e-mail forwards along to friends. Please monitor these e-mails to ensure that they do not contain pictures or links to questionable websites.

Please note that a **wireless** internet connection is not advisable because at times it can supply a weak connection and cuts the student off of class.

Internet Connection

Please make sure to have the required internet connection based on the amount of children that you will have in one location.

Students	Download (Mb/s)	Upload (Mb/s)
1	1	1
2	2	1.5
3	3	2
4	4	2.5
5	5	3



The Online School Rules And Policies

Punctuality

Please make every effort to have your children log onto class five minutes before class begins. This will allow ample time to manage any unforeseen technical difficulties, and enable the students to be completely ready when class begins. Encourage and help your children prepare all school supplies before class.

Lateness

Lateness is disruptive to the lesson and distracts the students and the teacher. Be aware that classrooms will be locked ten minutes after class begins. Students will have to call the office to receive permission from the administration to enter class late. The office will be keeping a log of all "late" students. Appropriate measures will be taken for students who have frequent latenesses. There will be a mark on the report card reflecting your child's punctuality.

In the event of internet problems in your area, causing students to get frequently disconnected, please inform the school office and the classroom will not be locked.

Absences

It is required that your child be present at each class in order to keep up with the daily lessons and master the material and skills being taught.

All appointments should be scheduled for before or after school hours.

Planned absence (i.e. due to family *Simchahs*) should be discussed with the administration and teachers in advance.

Students with excessive unexcused absence may be asked to leave the school.

In the event that a student must leave our school it is imperative that the administration be notified, otherwise you will continue to be charged tuition. There will be no refund of tuition if the administration is not informed.

Tuition is charged by the month. If your child leaves before the month is up, you will be charged for that full month regardless.

Tests and Assignments

All tests are to be taken on the scheduled day and all assignments are to be sent on the day which they are due. If the student is aware that they will miss a test due to an unavoidable absence, it must be cleared with the teacher in advance. In the event of an unforeseen absence, the student should speak to the teacher on the next available day regarding a makeup.

We expect full parent cooperation (especially parents of the younger grades) in making sure that the tests and assignments get sent back to the teachers (via e-mail, e-fax, or fax) immediately, in order for the teacher to properly monitor the progress of the student.

All students should have access to a scanner, fax machine and printer so they can always be up to date with returning homework quizzes, and tests to the teachers.

Students computers should be hebrew enabled.



Dress Code

Although we are an online school and have only “limited viewing” of our students, we feel that a school uniform creates a sense of belonging to the students as well as ensures proper dress of the students to school. We are asking all our parents to please comply with the uniform rules and convey them to your kids. Help us enforce this rule without having to resort to punishments or dismissing students from class.

Boys (Pre K-B4)	Boys (B5-B8)	Girls (Pre K - G8)
Polo Shirt with Collar or Button Down with Collar	Button Down Shirt with Collar only	Long Sleeve Polo Shirt with Collar or Button Down Shirt with Collar
Color: White Light Blue Navy	Color: White Light Blue Navy	Color: Pink White Light Blue Navy

Every child can wear either the uniform vest (on top of any shirt they please) or a uniform shirt. The chart below shows what the requirements are for each age group. These shirts can be conveniently purchased at any local store such as the Gap, Old Navy, Children’s Place, Target or WalMart. Any student wearing the uniform shirt need not wear the vest on top.

School Supplies

The teachers will be e-mailing you a detailed list of necessary supplies for the school year.

Please have all supplies ready in a timely fashion.

The booklist is available online.



Homework

Homework assignments are part of the planned curriculum. Teachers will keep the amount of homework within reasonable limits.

We expect parents to take an interest in their child's homework by supervising and checking the homework for accuracy and neatness. Parents who have concerns regarding their children's homework should contact the teacher. Please make sure your child's homework is sent in to the teacher on time.

Homework Assistance

To assist students with their homework we offer:

Homework Helpers for Girls, Grades G1-G8

High school students volunteer as "Homework Helpers," connecting with students by telephone to help with any homework related issues.

Parent/Teacher Communication

Teachers will contact all parents in the beginning of the year and provide them with details how to best contact and communicate with them. We strongly encourage parents and teachers to be in contact with one another, so that the students make the most out of their school year. We will be organizing "Open School Night" and PTA "Phone Call Meeting". A detailed e-mail will be sent out later on in the year.

Progress Reports

The students will receive a report card at the end of each semester. The students will be evaluated for their effort, participation, and scholastic achievement.

In addition, the teachers will be e-mailing the parents general progress reports for parents to know how their child is doing.

Recess and Lunch Breaks

There will be no teacher supervision during recess and lunch. It is the parent's responsibility to monitor what goes on during break times. During lunch the classroom is locked.

We encourage students to spend their recess/lunch breaks outdoors or in the largest indoor space available, running and playing etc. We strongly discourage students spending their break time playing board games, retreating to their bedrooms or otherwise engaging in little physical activity.

Special School Events

Special school events are held throughout the year, both virtually and in person. Web rallies, *Rosh Chodesh* assemblies, etc. will be held during school hours and various clubs will be organized for after school hours. Much effort is made to provide opportunities for the students to meet each other in person such as Shabatons and trips. A highlight of the year is the Day of Celebration where students get to meet their classmates, friends and teachers in person, often for the very first time.

Eighth Grade Girls Graduating Class

Please be aware that the girls graduating class will be printing a Yearbook at the end of the year. The cost of the yearbook is \$100.

The graduates will be responsible to raise their own funds by selling ads in the yearbook.

The girls graduating class will be going on a graduation trip. Dates and cost will be emailed at a later date.



Orientation

It is important for everyone to attend orientation in order to start the school year properly. Parents and students will be explained the technicalities of online schooling. They will also hear from the Principal and teachers about school policy and grade curriculum. It will not be a regular day of learning.

For detailed dates timing of each class, please refer to the chart on page 11.

First Day of School

Friday, September 3

Regular school will be in session. The students will begin learning their regular subjects.

All students must be ready for class with all necessary supplies and equipment.

Please take note of the contact list below.

Feel free to cut out the list and keep it handy.

Contacts

Rabbi Moshe Shemtov, Director mshemtov@shluchim.org	718-713-3050
Mrs. Gitty Rosenfeld, Principal grosenfeld@shluchim.org	718-713-3058
Administrative Office onlineschool@shluchim.org	718-713-3057
Rabbi Yossi Goodman, Tech Help ygoodman@shluchim.org	718-713-3067
Tuition and Registration reception@shluchim.org	718-713-3000
Extracurricular Programs afterschool@shluchim.org	718-713-3059
Online School Fax Number	718-221-0985
E-Fax	516-277-0013

Schedule of a Typical Day

Monday–Thursday

Morning Class

Class 1	11:00–11:45 am
Break	11:45–11:50 am
Class 2	11:50–12:35 pm (School over for PreK)
Break	12:35–12:45 pm
Class 3	12:45–1:30 pm (School over for Grade 1)
Lunch	1:30–2:30 pm

Afternoon Class

Class 4	2:30–3:15 pm
Break	3:15–3:25 pm
Class 5	3:25–4:10 pm (School Over for Girls)
Break/Minchah	4:10–4:30 pm
Class 6	4:30–5:15 pm (School Over for Boys)

Friday

Morning Class

Class 1	11:00–11:45 am
Break	11:45–11:50 am
Class 2	11:50–12:35 pm (School over for PreK & Grade 1)
Break	12:35–12:40 am
Class 3	1:30–2:30 pm (School over for grade 2 and older)



Orientation

Grades Gan, PreKB, PreKG

Wednesday, September 1

Gan 4:00 pm
PreKB 4:15 pm
PreKG 4:45 pm

Parents and students

Orientation will take place in the student's individual classrooms and not in the Rally Room

Grades B1-B8 and G1-G9

Boys: Wednesday, September 1

Girls: Thursday, September 2

Parents

Parent orientation will begin at 11:00 am in the rally room.

Parents will be addressed by **Mrs. Gitty Rosenfeld** and **Rabbi Yossi Goodman**.

Parents are then asked to join the grade orientation with the teachers, which will take place in each individual classroom.

Students

Students, together with parents, will then log into their class at the given time (see below).

Teachers will welcome the students and familiarize them with the virtual classroom (technical), and class protocol.

All times listed are for EST.

Parent And Student Orientation Schedule

Wednesday Boys	Thursday Girls
B1 12:20 pm	G1 12:30 pm
B2 12:45 pm	G2 12:45 pm
B3 1:15 pm	G3 1:00 pm
B4 1:30 pm	G4 1:25 pm
B5 1:45 pm	G5 2:00 pm
B6 2:00 pm	G6 2:30 pm
B7 2:15 pm	G7 2:50 pm
B8 2:45 pm	G8 3:30 pm





The Online School

was launched through the generosity
of our dear friends and supporters

Founding Sponsor

Rabbi Moshe & Ruth Weiss—*Shluchim* in Sherman Oaks, California

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The Lilian & Meyer Nigri & Family School for Boys
and the Shluchim Online School for Girls



A Project of **Chinuch Yaldei HaShluchim**



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