

ב"ה



# Parent Handbook

תשס"ט

2008 - 2009



*A Project of The Shluchim Office*  
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## LETTER TO PARENTS

Dear Parents שׂוּשׁ ,

It is with a great sense of excitement that I welcome all students to the new school year. To all those returning families, and to all our new families, please familiarize yourselves with the general information and rules of the school presented in our parent handbook.

Please take the time to read the handbook carefully, **as important changes have been made** and it will help your child have a successful year. Your cooperation and involvement will ensure a positive and enriching scholastic experience for your child.

We look forward to a wonderful year together. May Hashem grant us Hatzlacha, and may we all meet this year in Yirushalayim, with the Rebbe at our lead.

Sincerely yours,

Mrs. Gitty Rosenfeld  
Online School Principal

The Online School was launched through the generosity of our dear friends and supporters:

Thank you on behalf of the thousands of children, parents and staff of the Shluchim Online School to:

Mr. and Mrs. Ron Ferber - West Bloomfield, Michigan

**Founding Sponsor:**

Rabbi Moshe and Ruth Weiss - Shluchim in Sherman Oaks, California

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One month has been sponsored in memory of:

Mrs. Sara Rohr נ"י - Mother of the Rohr Family

**A project of CYH:** נ"י

In memory of Reb Mendel Shemtov  
Sponsored by Mrs. Sara Shemtov,  
Rabbi and Mrs Kasriel Shemtov  
Brooklyn, New York

## ONLINE SYSTEM

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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 and a headset - (Preferably with a hands-free convenience microphones, as in the picture.)



**No student will be allowed to attend class without a headset and webcam. Please make sure to have it ready for September 2nd.**

Our online classrooms enable the lessons to be very interactive. As a visual aid, the whiteboard is utilized in my ways. The teacher can post sheets, draw, write and highlight text, present power points, 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.

*All communication is done by email. **It is of utmost importance that you read any emails that you receive from Onlineschool, Mrs. Rosenfeld or the teachers and respond when asked.** Please make sure we have your correct email address throughout the whole school year. Notify the office and teachers immediately of any email changes.*

To enable your child to fully participate and be protected from the internet during class time, we are installing a special program onto your child's computer that will be used for the Online School. Please make sure your child always uses that computer on which the program was installed. The cost is 4.75 a month(\$0.15 a day) per computer. Monitoring will begin from when school starts until the school day ends . After class time the computer will not be monitored and all regular web sites(as per parental permission) will be accessible.

## SPECIAL SCHEDULING

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### **Orientation: Tuesday, September 2nd**

Orientation is important to start the school year properly. Parents and students will be explained the technicalities of online schooling. You 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 timing of each class please refer to the chart on page # 7

### **First Day of School: Wednesday September 3rd**

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.

## SCHOOL RULES

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### ***Punctuality***



Please make every effort to have your children log on five minutes in advance. This will allow ample time to manage any unforeseen technical difficulties, and be completely ready when class begins. Encourage and help your children prepare all school supplies each evening. Being punctual and prepared will benefit your child as well as the entire class.

Lateness is disruptive to the lesson and distracts the students and the teacher. Be aware that classrooms will be locked five 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 measure will be taken for students who have consistent latenesses. There will be a mark on the report card reflecting your child's punctuality.

## **Absences**

It is strongly recommended 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 Simchas) should be discussed with the administration and teachers in advance.

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

In the event that a student must leave our school it is imperative that the administration be notified, other wise they will continue to be charged tuition monthly with no money back.

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 make-up.

We expect full parent cooperation 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.

## ***Homework***

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



We expect you to take an interest in your 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.

## ***School Supplies***



The teachers will be emailing you a detailed list of necessary supplies for the school year. Please have them in a timely fashion.

Seforim and workbooks that will be needed for all grades can be purchased directly from us.

## ***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.

You will have an opportunity to meet your child's teacher in person (If teacher is in town) during the annual Shluchim/Shluchos convention for a PTA conference. An detailed email 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 emailing the parents general progress reports for parents to know how their child is doing at all times.

## GENERAL INFORMATION FROM...

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### **...the Administrator**

You will be billed at the beginning of each month the tuition of the upcoming month. We charge for ten full months regardless of how many actual school days there are in that month.

When registering please submit a credit card that could be charged monthly. Please contact us with any changes that occur during the year.

Our school year is divided into three semesters. New students cannot join classes in middle of a semester. They will have to wait until the start of a new semester. Please contact us early so that you can take care of all the necessary requirements so that your child is ready to join classes at the new semester.

## Parent and Student Orientation Schedule: Tuesday, September 2nd ב' אלול

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### Parents:

Parents orientation will begin at 11:30 a.m. in the rally room where you will be addressed by Mrs. Rosenfeld and Rabbi Yossi Goodman.

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

### Students:

Student, together with parents, will log in to their class at the given time (see below). Teachers will welcome them, familiarize them with the virtual classroom (technical), and class protocol.

All times listed are EST.

Boys Times	
Grade	Times
PreK	12:00 p.m.
B1	12:20 p.m.
B2	12:40 p.m.
B3	1:10 p.m.
B4	1:30 p.m.
B5	1:50 p.m.
B6	2:10 p.m.
B7	2:30 p.m.
B8	2:50 p.m.

Girls Times	
Grade	Times
PreK	12:20 p.m.
B1	12:20 p.m.
B2	12:40 p.m.
B3	1:10 p.m.
B4	1:30 p.m.
B5	1:50 p.m.
B6	2:10 p.m.
B7	2:30 p.m.
B8	2:50 p.m.

SCHOOL CALENDAR 2008-2009				
Orientation	2:00 NY Time	Tuesday	2 Elul	Sept. 2
School Begins		Wednesday	3 Elul	Sept. 3
Rosh Hashana	No School	Monday-Wednesday	29 Elul-2 Tishrei	Sept. 29- Oct. 1
Rosh Hashana	Half Day Classes	Thursday	3 Tishrei	Oct. 2
School Resumes		Friday	4 Tishrei	Oct. 3
Yom Kippur	No School	Wednesday - Friday	9-11 Tishrei	Oct. 8-10
Sukkos	No School	Wednesday-Friday	14-25 Tishrei	Oct. 13- 24
School Resumes		Monday	27 Tishrei	Oct. 27
<b>Boys:</b> Kinnus	No School for Boys	Wednesday-Monday	26 Cheshvan-2 Kislev	Nov. 7-12
Winter Camp	No School	To be announced		
School Resumes				
<b>Girls:</b> Kinnus	No School for Girls	Wednesday-Monday	16-21 Shvat	Jan. 23-28
Taanis Esther	Half Day Classes	Monday	13 Adar	March 9
Purim, Shushan Purim	No School	Tuesday, Wednesday	14,15 Adar	March 10-11
School Resumes		Thursday	16 Adar	March 12
Pesach	No School	Friday-Friday	9-23 Nissan	April 3-17
School Resumes		Monday	26 Nissan	April 20
Shavuot	No School	Thursday-Friday	5,6 Sivan	May 28-29
Last day of School		Friday	27 Sivan	June 19