

# Parent Handbook



OHR REUVEN אור ראובן  
YESHIVA KETANA

Kindergarten to Kollel & Beyond

תשע"ח  
2017 – 2018

*"Inspiring Our Children Today to Meet the Challenges of Tomorrow"*





תמוז תשע"ז  
July 2017

Dear Parents שיחיו,

We are pleased to present to you the 5778 / 2017-'18 issue of the Yeshivas Ohr Reuven Parent Handbook. We are profoundly aware of the critical importance of maintaining a close bond between school and home. As *shutfim* in your children's *chinuch*, this handbook serves as a guide in our relationship. We hope that it contains the necessary information that will enable our partnership to blossom.

Kindly read the Yeshiva's Handbook and become familiar with its contents. Please review these pages as carefully as possible.

Always remember that if you have any questions or concerns, you can feel free to call upon us.

We take this opportunity to wish you and your entire family a productive and fulfilling year!

Sincerely,

*Rabbi Yosef B. Rawicki*  
Menahel

*Rabbi Yisroel Gottlieb*  
Principal, General Studies



אור ראוּבֵן  
OHR REUVEN  
YESHIVA KETANA

## YESHIVA KETANA OHR REUVEN MISSION

Yeshivas Ohr Reuven provides an academically challenging *Limudei Kodesh* and General Studies program of instruction and essential skills development.

Our *talmidim* are taught in a positive, nurturing and child-oriented environment, reflective of “דרכיה דרכי נעם” – “the ways of the *Torah* are ways of pleasantness”.

It is our goal to develop within each child a sense of *derech erez*, a heightened sense of self-esteem, along with a clear recognition of individual and collective responsibility to *klal Yisroel*.

Our superior program, along with a positive partnership with the home, will stimulate our *talmidim* to become *bonei Torah* and *machzikei Torah*, leading meaningful, happy and productive lives.

## **APPROPRIATE ATTIRE**

As a Yeshivas Ohr Rueven *chinuch* partner, it is understood that the way a parent dresses, whether on a Sunday, at a *simcha* or out shopping, has a tremendous effect on our *talmidim*. “Do as I say, not as I do,” is a recipe for confusion at best. All the more so when coming to the yeshiva grounds, all fathers and mothers are requested to not only dress with *tznius*, but with proper *koved rosh* for our *makom Torah*. Men should wear shirts and slacks (and jackets when joining the YOR minyan). Women are to follow all guidelines of the *Shulchan Aruch*. Please see to it that clothing is of proper length and sufficiently loose-fitting. Proper hair covering is required and legs must be fully covered, not with a look more appropriate for the gym, (i.e.: leggings). **These guidelines apply at all times** especially when parents come to drop off or pick up their children. Please be extra sensitive as we share a campus with a *Yeshiva Gedolah* and *Beis Medrash*.

Please don't place our *Hanhalah* in the uncomfortable position of having to approach a Yeshiva parent directly regarding this issue.

## **BEHAVIOR / DERECH ERETZ**

The *talmidim* of Yeshivas Ohr Reuven are required to conduct themselves according to the guidelines of *Torah* and *Yiddishkeit*. They are expected to behave with respect and in a pleasant fashion towards their *Rebbeim*, teachers and to one another. They should expect to be treated by all in the same fashion as well.

### ***Bully-Free Zone***

As per our mission outlined on the first page of this Handbook, YOR's goal is to develop *talmidim* who demonstrate *derech eretz* and have high self-esteem. Allowing *talmidim* to bully one another is the antithesis of this mission. A culture of bullying unfortunately can infiltrate and affect even the finest of *talmidim*. To ensure that no child's self-esteem should be damaged and that no child should fall into the habit of bullying, Yeshivas Ohr Reuven continues to work towards making our Yeshiva a Bully-Free Zone.

Bullying is when a person or group repeatedly tries to harm someone who is weaker. Sometimes it involves direct attacks such as hitting, name calling, teasing or taunting. Sometimes it is indirect, such as spreading rumors or trying to make others reject someone. Bullying behaviors can include bossing others around, embarrassing, making others feel inferior, leaving others out, making others do things they don't want to, name-calling,

refusing to talk to someone and getting others to do the same, picking on others because they are “different”, teasing & writing hurtful things about others. Often people dismiss bullying among kids as a normal part of growing up. But bullying is harmful. It can lead children to feel tense and afraid to come to school. For some, the effects of bullying can last a lifetime. Children surveyed around the country rated bullying as the second worst childhood experience, second only to the death of a loved one.

Yeshivas Ohr Reuven is committed to taking a proactive role, wherever possible, to provide a safe environment for each of our *talmidim*. Although studies show that only 4% of school bullying is observed by school staff, nevertheless all efforts must be made to assist the victims of bullying incidents.

Research shows that for a school to succeed in creating a bully-free environment, similar expectations must come from the home. Boys who struggle with bullying others will require direct parent involvement towards modifying this serious behavior. Yeshivas Ohr Reuven will be there to assist parents in this crucial *chinuch* challenge.

It is expected that parents will be diligent in following recommendations made by the school. Recommendations may include psychological services and/or counseling. Failure on the part of parents to comply with the school’s recommendations will be grounds for expulsion.

Please note that this emphasis on anti-bullying is in addition to the Interpersonal Requirements listed below.

### ***Interpersonal Requirements***

Specifically, regarding their interaction with peers, students should be mindful of the following rules of interpersonal relationships:

- 1) Students must respect and empathize with the **FEELINGS** of their fellow *talmidim*, avoiding doing or saying anything that would be hurtful.
- 2) Students should demonstrate **EMPATHY & SUPPORT** for one another; speak out on behalf of one another, mindful that in Torah living, there is no such thing as an “innocent bystander” in the face of someone’s mistreatment.
- 3) Students must recognize that **AGGRESSION** is an unacceptable solution to a problem. This includes any form of fighting or bullying behavior.
- 4) Students must maintain the proper **PHYSICAL SPACE** between

themselves and fellow *talmidim*. Inappropriate touching is never permitted. This also means that students must refrain from touching the belongings of other students unless given permission.

### **Bus Behavior**

All *talmidim* are expected to behave appropriately on school buses. *Talmidim* must be seated at all times that they are on the bus. Children who are out of their seats, disturbing the driver and/or other children, making excessive noise or doing anything deemed inappropriate by the driver, are likely to lose the privilege of school bus transportation for a given period of time. Drivers are instructed to inform the *Hanhalah* of any behavior infractions through filling out a Bus Company Disciplinary Form.

Should a talmid continue to be disruptive or aggressive after discussion and warning is given as a path of last resort and after other interventions have been implemented, a student may be removed from daily bus transportation.

We urge you to discuss the seriousness of this matter with your child. A full list of East Ramapo District [Transportation rules](#) is available from the Yeshiva's website: [darcheinoam.org](http://darcheinoam.org).

### **COMMUNICATION**

At the end of each school week, *Rebbeim* send out a Weekly Newsletter. This highlights class accomplishments, includes a list of *limudim* to be reviewed and exciting classroom news. Please make sure to ask your son for it on a weekly basis.

If you have any specific questions regarding your child's academic level, classroom behavior or curriculum, please feel free to communicate with your child's *Rebbe* or teacher. If the question or issue remains unresolved, please communicate with the *Limudei Kodesh* or General Studies Principals who will be happy to help you if they can. To reach a staff member, please leave a message on their extension and include the best numbers that you can be reached at. Additionally, many staff members communicate through e-mail. Please feel free to ask them directly for their preferred way to be contacted.

Should a parent have a concern, the best and most direct route to take is to approach the school first. The yeshiva will not take kindly to hearing about discussions or seeing postings of *lashon hora* directed at the school, especially if the proper course of

action has not been taken. Continued admittance to YOR may be contingent on this.

Open and direct communication is the best way to further the educational and social development of your son(s). Toward this goal, we have Parent-Teacher Conferences. Please consult your [school calendar](#) for this year's date. Please note that appointments are required by all families for each conference.

**Please inform your son's *Rebbe* and teacher immediately if anything occurs in your family or your son's life that could add stress to his normal functioning (such as a birth in a family, or *lehavdil*, a tragedy *r"l*.)** This will allow our staff to immediately be sensitive to your son's needs. Should the information be confidential in nature, you may wish to contact the one of the Principals to see how to best handle and possibly disseminate this information.

## **DRESS CODE**

### **Grades 6-8:**

- Dark blue or black pants
- Full button down shirts
- Black, navy blue or dark grey shoes or sneakers. This includes the entire shoe: sole, laces, etc. If you are unsure if the shoes meet these requirements please ask before purchasing.
- Jacket and hat for *davening* (students above *Bar Mitzvah* age)

### **Grades 1-5:**

- Pants (*dark colored are preferred*)
- Shirts with collar, either button down or three button pullovers
- Shoes or sneakers

### **For Grades 1-8:**

The following clothing items are not permitted:

- Jeans, look-alike jeans, sweat pants, patch – pocket pants or tight fitting pants
- Open back shoes, slippers, crocs, sandals or shoes or sneakers with any type of wheels

The following clothing items are not permitted to be worn inside the school building:

- Baseball caps
- Shirts or sweat shirts with large letters or logos

*Yarmulkas* should not be brightly colored and should not contain any writing other than a boy's name and should be large enough to remain in place without clips or pins. Clips or pins can be used at recess play if necessary, but may not be worn in the classroom. In addition, *talmidim* should be well-groomed, have regularly scheduled haircuts, and their hairstyles should be of proper length, conforming to the appearance of a *ben Torah*. Boys must wear *tzitzis* at all times.

The Administration reserves the right to determine the appropriateness of any article of clothing and to exclude a boy from class if his clothing does not conform to Yeshivas Ohr Reuven's dress code. The student may be asked to wait in the office until a parent can bring in an appropriate change of clothing.

## **HEALTH RECORDS**

According to New York State law, health records must be up to date for a child to be admitted to school. Any updated records should be sent to the Nurse's attention: [nurse@ohrreuve.com](mailto:nurse@ohrreuve.com). She can be reached in yeshiva at extension #109.

**It is imperative that the contact information on your child's emergency card be kept up-to-date.** If you change any of your telephone numbers (including cell phone numbers, etc.) during the school year, please inform the office so that the information in our system can be updated.

Please inform the school if your son has a particular medical or dietary need, such as asthma, allergies, etc.

The Yeshiva employs a trained lice checker, Mrs. Fischer, who will provide opportunity for each *talmid* to be checked before the beginning of the school year. Please see the [notice](#) for more details. Additionally, periodically throughout the year she will come to YOR to check the *talmidim's* hair.

Should you know that your child has had head lice or any other communicable disease (i.e. pinworms, etc.) please be sure to contact our school nurse, ext. 109.

## **HOME ENVIRONMENT**

### ***Reading Material***

Parents are advised to always accompany their children on trips to the Public Library. Unfortunately, libraries, along with the great benefits they provide, also allow for easy access to inappropriate reading material and

unlimited internet access. Additionally, please screen any books your son borrows from a friend or neighbor and do not allow your son to bring any book to YOR that the *Hanhalah* or another *talmid's* parents might object to him being exposed to.

Yeshivas Ohr Reuven requires parents to be extremely vigilant with the types of newspapers, magazines and catalogs that they allow into their homes. So much of what we strive to inculcate in our *talmidim*, can be lost *chas v'shalom* with exposure to inappropriate images in a publication left around the house.

### **Television**

Television viewing, can be exceedingly harmful to the *neshamos* of our *talmidim*. Yeshivas Ohr Reuven discourages the use of television in our children's homes. The minority of families who currently permit television viewing by their children are urged to consider joining the ranks of the homes that are TV free. In any event, television sets may not be placed in the bedroom of a *talmid*. Students permitted limited TV watching are not permitted to share the contents of those programs with other *talmidim*.

### **Movies**

Aside from appropriate IMAX movies, our *talmidim* should not enter a movie theater at any time, even to view "G" rated children films. Parents who permit their children to view videos at home should be scrupulous about previewing each video in advance, as so much of what is considered entertainment today is in conflict with Torah ideals. Again, students are not permitted to share the contents of the videos with their school mates.

### **Internet**

As detrimental as television and movie viewing have become, the danger they pose pales by comparison to the risks of Internet access. With the click of a mouse, our precious children can be exposed to the most vulgar and obscene material.

Yeshivas Ohr Reuven forbids the unsupervised use of the Internet by any *talmid*. The Internet may only be used with all of the following conditions:

1. **Constant parental supervision and oversight.**
2. All computers/devices must be located in a public area of the home with no computers/devices in children's rooms.
3. Filters must be installed in any device (i.e.: computer, cell phone, etc.) that comes into the home.

4. No *talmid* is permitted to have his own e-mail address. Instead, there should be a family e-mail address that all children may use.
5. No *talmid* may have a Facebook, Twitter or similar account.
6. A *talmid* may not have his own cell phone. Parents who wish to have their children carry cell phones when they leave home to a non-Yeshivas Ohr Reuven event, should have “house phones”, meaning that the phone(s) are used by other family members as well and not the exclusive domain of an YOR *talmid*. The cell phone may not have internet access under any circumstances. Please bear in mind that besides internet access, texting is dangerous for minors to be involved with.

Please note that these are minimal standards, and we encourage our parents to consider completely restricting children from Internet use. No assignments will be given that require Internet access research.

**WE CONSIDER ADHERENCE TO THESE HOME ENVIRONMENT RULES TO BE A PRE-CONDITION TO OUR PARTNERSHIP. IGNORING THEM CONSTITUTES A MEKACH TA'US.**

**AS SUCH, YESHIVAS OHR REUVEN RESERVES THE RIGHT TO DENY CONTINUED ENROLLMENT TO ANY CHILD WHOSE PARENTS PERMIT HIM TO VIOLATE ANY ASPECT OF THE YESHIVA'S READING MATERIAL, MEDIA AND TECHNOLOGY RULES.**

### **HOMEWORK**

The Yeshiva's homework policy calls for limited daily assignments on Sunday through Thursday nights. Although homework assignments usually involve written activity, all boys should be “chazering” their *Limudei Kodesh* studies on a regular basis as well. Long-term assignments may be assigned to be completed over the weekends. Care will be taken to lessen the homework load before the busy *Pesach* season, allowing the boys to “do their share” of the *Yom Tov* preparation.

Parents are asked to provide their sons with an environment conducive to effective study (e.g. quiet, comfortable and well-lit). Please be sure that students complete their homework nightly. Although it is helpful for parents to *review* their children's homework on occasion, please avoid *doing* any assignments for your child unless specifically requested by the teacher. Students should also learn not to rely on others to determine the nightly homework assignments. In the younger grades, Rebbeim/teachers may provide students with a particular system to record their assignments, which may require a parent's signature each night.

A parent who notices that his son takes excessive time to complete his assignments, or is unable to complete assignments, is asked to be in touch with the *Rebbe* or teacher.

### **LOST & FOUND**

The Yeshiva maintains a Lost & Found located at the Receptionist's Office. Should you son lose anything, you can check there. Please label your son's belongings with your name and phone number. Items will be donated to Kupath Ezra after 30 days.

### **MEDICATION**

According to the law, *talmidim* are not permitted to come to school with any medication – including antibiotics, Tylenol or any other over-the-counter or prescription medicine. Should your child need to take any medicine during the school day, please contact our school nurse (at ext. #109 or at [nurse@ohrreuvev.com](mailto:nurse@ohrreuvev.com)) who will administer it.

### **MINYAN**

Our oldest *talmidim* in grades 6-8 begin their day at the Yeshiva Ketana minyan. *tefillos*, *krias haTorah* and *gabbaus* are all led by our *talmidim*, providing them with important opportunities in *chinuch bais haknesses*. Attendance is taken each morning. Boys arriving to *minyan* later than 7:40 a.m. will be marked as late. These attendance records will be reflected on the *talmid's* report cards. Please note that permission to miss *minyan* on a regular basis (i.e. *davening* with fathers in shul, learning during *minyan* time, etc.) will not be granted.

### **MISHMOR**

As our *talmidim* prepare for their years of *Mesivta* and *Beis Medrash*, we begin official evening *limud haTorah*. To meet this end, a *Mishmor* program is available for our oldest *talmidim*. Carpool pickup will be necessary

following the *Mishmor* program. Details of the [Mishmor program](#) are available at [darcheinoam.org](http://darcheinoam.org).

## **NEWS & NACHAS**

Our Reuven Review is Yeshivas Ohr Reuven's window into the happenings in YOR. We would love to share the nachas with *talmidim's* parents and grandparents. Please email us at [reuvenreview@ohrreuven.com](mailto:reuvenreview@ohrreuven.com) with email addresses you would like Reuven Review sent to and we will happily email them out.

If you would like to advertise in Reuven Review or notify us of any simcha, etc. to be listed, please email [reuvenreview@ohrreuven.com](mailto:reuvenreview@ohrreuven.com).

## **NONDISCRIMINATORY POLICY**

Yeshivas Ohr Reuven admits *talmidim* of any race, color, and national or ethnic origin.

## **NUTRITION**

For best performance during the school day, a nutritious breakfast is essential. *Talmidim* in 1st through 5<sup>th</sup> grade should eat their breakfasts before coming to Yeshiva. Boys in grades 6-8 joining *Minyan* may bring breakfast from home or may sign up for school breakfast which is eaten following *Davening*.

A healthy morning and afternoon snack should be sent with your son. As children often share snacks with each other, and many families eat only *cholov yisroel* products, we appreciate your sensitivity and encourage you to send only *cholov yisroel* products to school with your son. Gum is not permitted in school.

*Talmidim* bringing lunch from home should bring meat or *parve* lunches on Wednesday and bring non-meat lunches on Monday, Tuesday & Thursday. **There will be no lunch period on Sundays or Fridays.** Please send an extra snack with your son on those days.

Please be advised that although YOR cannot consider itself a "peanut free" environment, nevertheless, on behalf of those students who suffer from peanut allergies, we ask that parents refrain from sending any food to school that contains peanuts or peanut derivatives, particularly in the younger grades where snacks are often shared. We have asked the caterer and the N'shei not to serve any foods containing peanut ingredients. Please

follow our lead, should you be sending in any food for a class *siyum* or party.

### **PARENTAL VISITS DURING THE SCHOOL DAY:**

While child-parent interaction is of great value, visits by parents during the school day can be very distracting and disruptive to students. Students who deal with separation anxiety will have a harder time when their day is punctuated by a parental visit. In addition, students who are expecting the visit of a parent are often distracted from their learning during the time leading up to that visit and have difficulty re-acclimating to the classroom routine after seeing a parent in their school day. Visits to the classroom by any parent are a distraction to all the boys in the class.

School policy requires that any parent visiting school first report to the office. If the parent is dropping off something for the child, the school office will have that item delivered to the classroom. If the parent is signing out and dismissing the student, the office will page him to come down.

### **PARTIES**

#### ***Bar Mitzvos***

Please make sure that the entire class, your son's *Rebbe* and the *Hanhalah* are invited to at least some part of your son's *simcha*.

Should your son choose to celebrate his first time *leining* in Yeshiva, please contact his *Rebbe* beforehand to make certain that the *כיבודים* are available for your family at our *minyán*. Please inform the *Rebbe* if you will be marking the occasion with some type of celebration (i.e. donuts for his class, etc.)

#### ***Birthday Parties in School***

Parents wishing to observe their son's birthday in school may do so. This enables a practical and inexpensive way for your son's birthday to be marked and celebrated with all of his classmates. The best time to schedule a birthday party is generally during snack or lunch time. Arrangements must be made with your child's *Rebbe*, or teacher. Parties held during *Limudei Kodesh* sessions should mark the *talmid's* Hebrew birth date.

All products brought into the school, to be shared with the class, must meet universal *kashrus* standards; dairy products must be *cholov yisroel* and should be sensitive to any student in the class that has a food allergy.

It is the Yeshiva's policy that no home baked goods be brought in.

### ***Birthday Parties Not Held In School***

Optimally, when scheduling out of school birthday parties, the entire class should be invited. If financial constraints prevent extending an invitation to all students, a small number (less than half the class) may be invited. However, invitations may be distributed in school only if all members of the class are included. Otherwise we ask that you send the invitations by mail.

When inviting students to your home, whether for a party or other social occasions, please be sure to follow the same *kashrus* guidelines that apply to in-school parties. Under no circumstances should there be any “theme” birthday parties based upon television characters or other popular culture figures, and no television or videos of non-Jewish content should be shown to the boys.

### **PERSONAL ITEMS**

It is highly recommended that all personal items brought to Yeshiva be labeled with your name and phone number. Any items left in Yeshiva for over 30 days will be deemed hefker.

### **PREPARATION FOR SCHOOL**

Having your son assemble personal effects and school belongings before he retires for the evening will result in a well-organized student who is fully prepared for school the next morning. Seeing to it that homework assignments and schoolbooks are placed in a school bag or knapsack and assigning a particular area for safekeeping will help ensure that they are not forgotten at home. A checklist of certain important items may be helpful for those *talmidim* who need a more structured approach.

### **PRIVATE TRANSPORTATION**

If you transport your child to school, it is your responsibility to have your child arrive at school on time, and be picked up on time. **We will make no changes in carpool arrangements (i.e. a child verbally informing us that he is going home with a friend’s carpool) unless we are notified in writing.** If there is an emergency and you need to change the homebound instructions for your child, please call the receptionist a minimum of 15 minutes before dismissal to allow for arrangements to be made.

## **REPORT CARDS**

The school year is divided into three marking periods. Report cards will be issued at the end of each marking period and will be mailed home. An interim Progress Report will be mailed home midway through each of the marking periods by your son's Rebbe and Teacher should he be struggling in any of his Limudei Kodesh subjects. This notice will come well in advance, allowing him time to make any necessary changes prior to the upcoming report card. Please note that grades may drop even further should interventions not be put in place before the report cards are issued.

## **SAFETY**

Safety of *talmidim* is of utmost importance to parents and Yeshiva alike. To this end, a *talmid* leaving school grounds without adult supervision will be dealt with in a most serious manner. Consequences for such an offense can result in school expulsion.

The school district provides transportation to and from Yeshiva. Should you, nevertheless, want your son to walk or ride his bicycle to or from Yeshiva, please fill out the [permission form](#) available at [ohrreuveen.com](http://ohrreuveen.com) and send it in to Yeshiva. When making your decision, please take into consideration the safety of the routes that your child will be walking or riding on, who will be accompanying your child, and the time of the day they will be going.

No *talmid* may obtain boiling water or hot food from the teacher's room or Yeshivas Ohr Reuven Mesivta Building for any reason, without exception. Please do not allow your son to bring food or drinks that require boiling water to be added as they will not be permitted to receive the hot water. At this time, individual thermos bottles containing hot foods/drinks may be brought to Yeshiva. Additionally, vending machines in the Yeshivas Ohr Reuven Mesivta Building are only available to *talmidim* occasionally, with permission from one of the Principals who will provide them with a pass.

## **SALES BY STUDENTS**

No buying, selling or trading of any items may take place in Yeshiva. This includes but is not limited to food items, toys, etc. Both the materials being sold and the money being transferred will be confiscated. Any permitted sales must be okayed by the Administration (i.e.: 8<sup>th</sup> grade fundraisers, etc.).

## SCHOOL ATTENDANCE

### **General Guidelines**

The importance of regular attendance cannot be overemphasized. Children who are absent or who leave early, fall behind in their own work and can slow the progress of the class as a whole. A day missed is a day lost.

Children are required by law to attend school every day that school is in session. When illness occurs, please have your child arrange with his Rebbe/teacher to make up the missed work upon his return.

Getting to school on time is extremely important. Lateness is detrimental to the child's academic progress and is disruptive to the rest of the class. Should a child arrive in school later than 5 minutes after starting time (other than a late bus), **a parent must notify the Receptionist either in person, in writing, or by phone that they are aware of their child's lateness.**

The Receptionist will then provide your son with a computerized late note to give to his Rebbe or Teacher. Arriving to Yeshiva without notification by parents may result in a *talmid* not being allowed into class. This rule is instituted for your child's safety.

Please make every effort to schedule social and recreational engagements and even doctor and dentist appointments during non-school hours, whenever possible. Should the need arise for a student to leave school early, please send a note along with your son in the morning. The note should be addressed to the Rebbe/teacher that your child will be leaving at the scheduled pick up time. Upon arriving at school to pick up your child, please come to the front office to sign him out and ask the receptionist to call your child out of class. Students may not wait at the front door, in the office, or outside of the building.

### **Vacations**

Yeshivas Ohr Reuven invests considerable time and energy to coordinate the vacation schedules of many boys and girls *yeshivos* in the Monsey area, towards the goal of enabling our families to spend quality time together. School days missed cause *talmidim* to miss important learning. Experience has shown us that some *talmidim* never recover the missed learning and are constantly trying to catch up.

**Should parents feel that is absolutely necessary for their child to miss a day of yeshiva, the [Student Leave Request Form](#) must be submitted to the main office.**

The form is to be submitted at least one week prior to the child's absence (unless unforeseen circumstances arise). Once this form is completed and signed, it will be mailed home to you, distributed to your son's *Rebbeim* and Teachers and placed in the *talmid's* file.

Following your son's return to school, it is the responsibility of the student and his parents, to see to it that any missed work [class work, homework, tests, projects, etc.] is completed within 7 school days. Please understand that the yeshiva cannot be held responsible for missed work that is not completed within this allotted time.

Please fill out a separate form for each child you are requesting leave for. A copy of the form is included in this packet, is available at the Yeshiva's website, [darcheinoam.org](http://darcheinoam.org) and is available at the Educational Office.

### **SCHOOL CLOSINGS**

In the event of inclement weather forcing school closings or delays, we generally follow the decision of the East Ramapo Central School District. If they determine that road conditions warrant a closing or a delay, we usually do the same. YOR has an automated message line call your home number, informing you of any important, timely school information such as a school closing, etc. Additionally, you may **call our YKOR message line at (920) 940-8936** after 6:30 a.m. to listen to a recorded message, without the frustration of receiving a busy signal. On Sundays or non-transportation days, a recorded message will be left on that line no later than 7:30 a.m. Finally, when possible, an email will be sent out to those YOR parents on the yeshiva email list.

Please keep in mind that a planned delayed opening may be followed by a decision to cancel school entirely. If there is a one or two hour delay, call back later, especially if weather conditions are worsening.

In the event that weather conditions dictate that the Yeshiva conduct early dismissal, in addition to our automated call to you, you may call our message line to hear the most current dismissal update. Parents who are on the YOR parent email list will receive notification as information becomes available to us.

If you have not yet signed up for YOR e-mail, simply send an email to [mail@ohrreuven.com](mailto:mail@ohrreuven.com), and indicate in the subject line that you wish to be added to our parent email list. If you wish to include more than one email address, put the additional addresses in the body of the email. You may add on alternate email addresses as well.

At Ohr Reuven, we believe that Torah should be learned daily – regardless of the weather. Should we be closed for a "snow day," please encourage your son to learn what he can wherever he is. It is our hope that YOR will be able to continue its special learning opportunities on such days for the older *talmidim* in Grades 6 – 8 who are able to come to Yeshiva. Please listen to the instructions on the message line for exact details. Additionally, the Yeshiva has a "[בשבתך בביתך](#)" program for such days. The form is available at [darcheinoam.org](http://darcheinoam.org).

## SCHOOL HOURS

<b>ARRIVAL TIMES:</b>	
<b><i>Sunday:</i></b>	
Grades 1 – 8	9:00 a.m.
<b><i>Monday through Friday:</i></b>	
Grades K – 5	9:00 a.m.
Grades 6 – 8	7:30 a.m.
<i>There is no Minyan on Sundays.</i>	

<b>DISMISSAL TIMES:</b>	
<b><i>Sunday:</i></b>	
Grades 1 – 8	12:45 p.m.
<b><i>Monday through Thursday:</i></b>	
Grade K	3:00 p.m.
Grade P -1	3:30 p.m.
Grade 2-4	4:15 p.m.
Grades 5-8	5:15 p.m.
<b><i>Friday:</i></b>	
Grade K	12:00 p.m.
Grade P-8	1:00 p.m.

Please carefully consult the [YKOR school calendar](#) for days with special schedules.

Yeshivas Ohr Reuven cannot assume responsibility for *talmidim* who arrive prior to 15 minutes before the starting time of their grade or who remain more than 15 minutes after the dismissal time, unless special arrangements have been made with the school office.

### **SEFORIM AND TEXTBOOKS**

*Seforim* for the *Limudei Kodesh* program are to be purchased by parents. A list of *seforim* is available at [darcheinoam.org](http://darcheinoam.org). Before purchasing any new *seforim* please check if your son is being asked to bring back a *sefer* that was purchased and/or used in a previous year.

Should there be a need; the Yeshiva has some used *seforim* in good condition available to be used. Please contact the Main Office for details.

The *seforim* list does not include *seforim* required for Remedial instruction.

The school provides our *talmidim* with the secular studies textbooks and workbooks they will need. These books are loaned to the *talmidim* to use for the school year. They are the property of Yeshivas Ohr Reuven. It is the responsibility of each student to maintain all books in good condition. Parents are responsible for paying for lost or damaged books.

### **STUDENT SUPPORT SERVICES**

Yeshivas Ohr Reuven strives to meet the educational needs of all students. Should a student require additional academic support in school, our Yeshiva employs a resource staff that is comprised of trained special educators. This team is coordinated by Mrs. Rachel Levinger, Director of

Pre-School and Special Services and includes a full-time *Rebbe/kriah* specialist, along with reading and math specialists.

Please note that such services are provided at additional cost to parents and will be billed accordingly. All questions or concerns with regard to payment should be made directly to the Yeshiva's business office.

Services may be provided within the mainstream class or in an individual or small group instruction out of the classroom. Additional school district services may include: testing and evaluation, related services (to mandated children), occupational and physical therapy, psychological services, resource instruction, speech and language therapy.

It is expected that parents will be diligent with regard to following any educational recommendations made by the school. Recommendations may include providing a shadow to assist a student, professional testing and evaluation, tutoring and psychological services. The partnership with the home is crucial to meeting the children's needs, particularly when behavioral issues are a factor.

Should the resources in our Yeshiva prove insufficient or ineffective for the student, Mrs. Levinger will recommend services that can be helpful.

## **TRANSPORTATION**

Transportation is provided by the East Ramapo Central School District and Ramapo Central School District. If a situation arises where you have a transportation concern, i.e.: A driver, a bus coming late, etc. please call the district directly. They can be reached at: East Ramapo Central School District: (845) 577-6490; Ramapo Central School District: (845) 357-7783 ext.227.

Kindly consult the school calendar for information on when transportation is not available. If you are picking up your child from school on days when there is school bus transportation, please park your car in the lot and walk around the building to retrieve your child. Never park in the circle reserved for the school buses.

Please see new guidelines sent to us by the East Ramapo School District for instructions should your child require a temporary bus change.

“Parents are not to call the transportation office for permission to have their children ride an alternative bus from the school. The parents are to send a written request to the school, then School Personnel will fax a note to acquire permission for the child to ride a different bus. Transportation personnel will determine if there is room on the bus for the child, and will fax a temporary pass for the student to give to the driver.

In order to help keep our students safer and more secure, these temporary passes should be used for **emergency purposes and special circumstances only.**”

Please see Safety section above for walking or bike riding to or from Yeshiva.

### **YESHIVA-APPROPRIATE ITEMS**

On days that the weather allows outdoor recess, your son may bring basketballs, footballs, tennis balls, gloves etc. to use. *Talmidim* may never bring bats, hardballs or hockey sticks to Yeshiva without a written request from the Yeshiva.

When the weather prevents outdoor play, Yeshivas Ohr Reuven has been kind enough to allow us the use of their gym whenever feasible.

Sports cards or trading cards of *any* nature, with the exception of Torah or *Gedolim* cards, are not permitted in Yeshiva. Electronic games, iPods/iPads, CD players, DVD players, radios, MP3 players, laptops or any device that is video, internet accessible OR HAS WI-FI CAPABILITIES may not be brought to school or on the bus.

Cell phones may never be brought to school or to a yeshiva function (i.e. Bar Mitzvah, etc.). For emergency contact of a student during school hours, please call the receptionist.

## CONTACT INFORMATION

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*Menahel*

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