

NORTH SHORE
HEBREW ACADEMY

ישיבת חוף הצפון



EMPLOYEE HANDBOOK

GRADES TODDLER-8

UPDATED AUGUST 2022

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General Studies
(Grades 1-5)**

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Principal, Grades 1-8

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Instruction, Grades 1-8*

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Judaic Studies
(Grades 1-5)**

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MESSAGE FROM THE ROSH HAYESHIVA

Dear Colleagues:

One thing we have learned over the past few years is how little we can take for granted in both our professional and personal lives. As we gear up for a new school year, we have much in which to take pride – and just as much to anticipate with excitement. Our new administrative team has been hard at work planning new programs and curricula that will stimulate our students; our buildings and grounds teams are hard at work beautifying and preparing our buildings; and you, our key players, our teachers and faculty members, are getting that much-needed and much-deserved rest from some of the most demanding days of our collective careers.

This handbook, which has been completely revamped and updated, details all procedures and policies you will need to know for the 2022- 2023 year. I am thankful that much of our COVID-19 addenda have been eliminated; with God's help, those guidelines will remain in the past.

Our theme this year comes once again from *Pirkei Avot*, the Ethics of the Fathers, and reminds us that we each have a fundamental core that demands the respect of others, just as others have the same core that demands our respect: *אִיזְהוּ מְכֻבָּד? הַמְכַבֵּד אֶת הַבְּרִיּוֹת* "Who is honored? One who honors one's fellow human being." This lesson underlies all other lessons that we hope to impart to our students and their families, and is one, frankly, that has inspired me and many of you through the pandemic. When we are at our best as a school community, we see and we honor the greatness in one another.

The entire admin team is here to support each and every teacher and faculty member. Do not hesitate to reach out to any of us with any question or concern.

May this be a year of mutual respect, honor, good health and great success for all of us!

Shana Tova,

Rabbi Dr. Jeffrey Kobrin

Philosophy and Goals

NSHA was founded to provide an excellent education in both General Studies and Judaic studies. Its purpose is to serve Jewish children, guiding them toward an observant Jewish life and encouraging them to continue to study Jewish and General Studies at Torah institutions of higher learning. We are a Modern Orthodox, coeducational, Zionist school, seeking to guide our students in developing the skills and knowledge necessary to navigate the modern world and to continue their studies at Orthodox secondary schools.

The Academy's goals are:

1. To develop a Torah world-view and positive Jewish values in its students
2. To imbue a love of Torat Yisrael, Am Yisrael and Medinat Yisrael.
3. Develop the ability for independent study, critical thinking, and individual expression.
4. To develop the future leadership of the local and world Jewish community.
5. To emphasize Hebrew language instruction so that all students attain proficiency and fluency.

Mission Statement

The North Shore Hebrew Academy's mission is to educate, nurture, and develop our students into knowledgeable and driven individuals who are prepared to excel academically and professionally, and who make a powerful impact on their communal and family lives.

OUR CORE VALUES

Our vision is to continue to be a preeminent Modern Orthodox Yeshiva known for providing a best-in-class General and Judaic education in a warm and supportive environment operating in accordance with our core values:

Torat Yisrael

A commitment to and love for *Torah, Mitzvot, Halacha, Medinat Yisrael* and *Klal Yisrael*

Derech Eretz

Respect for, sensitivity to and acceptance of others in thought, speech and action

Simchat Chayim

An overall joy of learning, innovation, and intellectual pursuit

Achrayut

Responsibility and accountability for the Jewish and global community worldwide

The purpose of the North Shore Hebrew Academy (NSHA) employee handbook is to serve as a general guide to policies, practices and benefits. Neither this Handbook, nor any other communications or practice, create an employment contract or give special rights or privileges.

NSHA reserves the right to change, amend or terminate, at any time, the content or application of its policies, programs, or benefits that are described in this Handbook. These changes may be implemented even if they have not been first communicated, reprinted or substituted in the Handbook. This Handbook supersedes any prior handbooks, manuals, documents and communications concerning all matters contained herein.

GUIDING PRINCIPLES

Equal Opportunity Employment

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NSHA will be based on merit, qualifications, and abilities. NSHA does not discriminate in employment opportunities or

practices on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other characteristic protected by law.

NSHA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assessment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, NSHA has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or a Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Anti-Harassment and Discrimination

NSHA is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sex, gender or any other legally protected characteristic will not be tolerated. This policy applies to both actions on the school premises and those in related settings such as school-related events including but not limited to social events and field trips. Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the school Principal, a Director or President, or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Rosh HaYeshiva or the President, or any member of management who will handle the matter in a timely and confidential manner.

Anyone who in NSHA's sole view, is found to have been engaging in sexual or other unlawful harassment in any form – verbal, physical or visual – will be subject to disciplinary action, up to and including termination of employment

Discriminatory Harassment

It is also NSHA's policy, in accordance with federal, state and local laws, for equal employment opportunity to exist for every employee without regard to age, race, color, religion, sex, gender, national origin, sexual orientation, disability, military status, marital status, genetic predisposition or carrier status or any other basis protected by applicable law. Accordingly, it is NSHA's policy to maintain a work environment free from harassment based on any protected category, whether the harassment is from employees, manager, or non-employees. Discriminatory harassment will not be tolerated.

Sexual Harassment

NSHA is committed to maintaining a workplace free from sexual harassment. Sexual harassment is against the law and employees are urged to report sexual and other forms of harassment by verbally reporting, filing a complaint internally with NSHA, filing a complaint with a government agency or in court under federal, state or local antidiscrimination laws. NSHA will provide all employees with a complaint form (attached to this handbook as Schedule A) to report harassment and requires all supervisors to report any complaints they receive or harassment they observe to the Rosh HaYeshiva or the President. Such reporting can be made via phone, email or in person.

1. Between Whom Can Sexual Harassment Occur: This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors for and persons conducting business with NSHA, regardless of immigration status. In the remainder of this section the term "employees" refers to this collective group. Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, parent or student. Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties.

2. Retaliation Prohibition: No person covered by this policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. NSHA will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of NSHA who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees who believe they have been subject to such retaliation should inform the Rosh HaYeshiva or the President,. All employees who believe they have been a target of such retaliation may also seek relief in other available forums.
3. Penalty for Misconduct: Sexual and other forms of harassment are offensive, are a violation of our policies, are unlawful, and may subject NSHA to liability for harm to targets of sexual or other forms of harassment. Harassers may also be individually subject to personal liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
4. Investigation: NSHA will conduct a prompt and thorough investigation whenever a supervisor, administrator or the President receives a complaint about sexual harassment, or otherwise learns about possible sexual harassment. NSHA will keep the investigation confidential to the extent possible. Appropriate corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including supervisors, are required to cooperate with any internal investigation of sexual harassment.
5. Supervisor Responsibility: Supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of to the Rosh HaYeshiva or the President,. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or

Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment:

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job; o Sabotaging an individual's work;
Bullying, yelling, name-calling.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment that is reported pursuant to the guidelines set forth herein, will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process to protect their rights to a fair and impartial investigation which will include reviewing and preserving relevant documents and electronic communications, as well as interviewing the parties and any witnesses to the alleged harassment.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. NSHA will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by NSHA but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at NSHA, employees may also choose to pursue legal remedies with the following governmental entities. Filing with any of these entities is free of charge. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

NORTH SHORE HEBREW ACADEMY COMPLAINT FORM

For Reporting Sexual Harassment

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Rosh Hayeshiva or the President. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit:

ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: Email Phone In Person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.
3. Date(s) sexual harassment occurred:
Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:
The last question is optional, but may help the investigation.
5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

State Human Rights Law (HRL)

A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to NSHA does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

Contact NYS DHR by visiting NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458 or calling (718) 741-8400 or (888) 392-3644 or visiting: www.dhr.ny.gov.

In addition, employees may call the New York State Division of Human Rights hotline at 1-800-427-2773 to receive free counseling regarding workplace sexual harassment or to place a complaint of workplace sexual harassment.

Federal Civil Rights Act of 1964

An individual can file a complaint with the Equal Employment Opportunity Commission (EEOC) anytime within 300 days from the harassment. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Non-Sexual Discriminatory Harassment Defined

Non-Sexual Discriminatory harassment is directed to an employee because of his or her age, race, color, religion, national origin, disability, military status, genetic predisposition or carrier status or any other basis protected by applicable law.

Examples of conduct which, if unwelcome, can amount to discriminatory harassment include, but are not limited to, the following: off-color language or jokes; verbal abuse of a discriminatory nature; commentaries about an individual's protected characteristics; use of degrading words to the protected characteristics of individuals; displays of discriminatory objects or pictures; protected status-based insults or derogatory references and use of degrading gestures or other non-verbal communications based on one's protected status.

Reporting Non-Sexual Discriminatory Harassment

Employees will conduct themselves in ways that ensure others are able to work in an atmosphere free from discriminatory harassment. Employees who feel that they have been discriminatorily harassed should bring the situation to the attention of their immediate supervisor, Rosh HaYeshiva or the President, whomever they feel most comfortable. Complaints will be investigated promptly, fairly, and impartially. NSHA will demonstrate by example full support of the policy and communicate that it considers discriminatory harassment to be a serious matter as well as endeavor to keep work areas free from conduct which could cause an uncomfortable or offensive environment.

NSHA will also recommend disciplinary action, up to and including termination, when allegations of non-sexual discriminatory harassment are found to be valid; ensure that no retaliation occurs against any employee who has reported non-sexual discriminatory harassment or any employee who has participated as a witness in the investigation of a harassment claim; and follow-up with the employee who has been harassed to ensure that the harassment has ended.

NSHA attempts to maintain the confidentiality of harassment complaints. NSHA, however, cannot guarantee such confidentiality due to its commitment to remedial action.

Anti-Bullying

NSHA maintains an environment that emphasizes a positive learning environment for all students and a positive and safe work environment for its employees. Everyone should feel safe, valued and respected at NSHA.

We are committed to providing an environment free from bullying or harassing behaviors based on an employee or student's race, sex, religion, national origin, sexual orientation, gender identity, disability, weight, or other legally protected classes.

Our policy is applicable in school, on school property, and during school sponsored events. Events outside the scope of the school environment may also be considered unacceptable under this policy if such events interferes or disrupts the school environment.

Harassment/bullying are defined in NYS Education Law as "the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying that:

- Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits or mental, emotional or physical well-being; or
- Reasonably causes or would reasonably be expected to cause a student to fear for his or her own safety; or
- Reasonably causes or would be reasonably expected to cause physical injury or emotional harm to a student; or
- Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is

foreseeable that the conduct, intimidation or abuse might reach school property”

Bullying typically shows in the following forms:

- **Physical** – hitting, kicking, pushing, obscene gestures and sexual assaults
- **Verbal** – name calling, threats and taunting
- **Indirect** – spreading rumors, excluding someone, soliciting others to bully
- **Cyberbullying** – sending or “posting” harmful or degrading information about another on the internet, a cell phone or other use of electronic technology

NSHA expects all students, parents, and staff to promptly report harassing or bullying behaviors/incidents they have witnessed to an administrator within one school day after learning such behaviors have occurred. A written report must be completed within two school days.

The Principal or his/her designee will lead the investigation of all reports of harassment/bullying.

When an investigation verifies bullying or harassment appropriate measures to correct and end the behavior will be taken.

Americans with Disabilities Act

NSHA is committed to complying with the federal Americans with Disabilities Act, the New York Human Rights Law, and all applicable laws providing for non-discrimination in employment against qualified individuals with disabilities. We will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

If an employee thinks he/she will need a reasonable accommodation in order to perform essential job functions, he/she should inform his/her supervisor that he/she needs an accommodation.

Employers are required to provide reasonable accommodations only for the physical or mental limitations of a qualified individual with a disability of which they are aware. It is the employee's responsibility to inform his/her supervisor that an accommodation is needed.

Reasonable Accommodation

NSHA will work with employees who disclose disabilities to develop reasonable accommodations that allow an individual the opportunity to perform the essential functions of his/her job in a safe and efficient manner. As noted above, employees are encouraged to inform his/her supervisor of

any physical or mental disability and to suggest appropriate methods of reasonable accommodation.

Anti- Retaliation

If you believe you are being subjected to retaliation for reporting a violation of any school policy, or participating in an investigation of a violation of a policy, you should report the retaliation immediately to your faculty representative. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee that retaliates against another employee or workplace participant for making a good faith complaint of a violation of a policy, or for assisting in an investigation of a complaint of a violation of a policy, is subject to discipline up to and including termination of employment. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

EMPLOYMENT INFORMATION

Employment at Will

Employment with North Shore Hebrew Academy is voluntarily entered into and in accordance with the laws of New York State. The employee is free to resign at will at any time, with or without cause.

Similarly, NSHA may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Faculty and employees with a signed agreement for a school year may be subject to discipline, including termination of employment, for violating the conditions of the Handbook.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between NSHA and any of its employees.

Background Checks

As a condition of employment, NSHA utilizes ADP screening and selection services to replace fingerprinting employees for criminal background checks based on their social security number. Employees must register at www.candidatelink.com/nsha as a new user with their social security number and personal identification information. They must electronically sign an ADP consent form or send it to them in a pdf file.

NSHA employees who work at YIGN are required to comply with OCFS regulations.

Employee Breach of Contract

All faculty members are bound by the terms of their annual contract. We expect that as professionals, a faculty member that must leave during the school term does so only under extreme family or medical circumstances. Faculty members who must leave the Academy during the course of the school term must provide their supervisor with a minimum of four weeks advanced written notice. Failure to do so will result in forfeiture of remaining annual salary and other benefits.

Employee Classifications

Full-Time

Employees are regularly scheduled to work at least 30 hours per week. This includes 5 hours of classroom prep time for teachers.

Each employee is designated with a status of either exempt or nonexempt from federal and state wage and hour overtime laws.

Part-time Employees

Employees who are regularly scheduled to work less than 30 hours per week, including classroom prep time, are considered part-time employees.

Exempt Employees

Exempt employees are excluded from specific provisions of federal and state wage and hour laws regarding overtime. If you are an "exempt" employee, it is

expected that you will make every effort to work whatever schedule (hours) necessary to complete your job duties.

Non-exempt Employees

Non-exempt employees entitled to overtime pay under the specific provisions of federal and state laws. Overtime pay is calculated at one and one half times the employee's regular rate of pay for all hours worked in excess of 40 hours per week. For the purposes of this policy, school closings, holidays, sick and personal time are not considered "hours worked" for determining overtime pay.

All non-exempt employees must have prior authorization from the Principal in order to work overtime.

Authorization to Work in the United States

NSHA complies with the law, which requires us to attest that all persons NSHA hires are either U.S. citizens or authorized aliens and are legally entitled to work in the United States. NSHA is required by law to examine the following documents in order to do this:

- Documents that establish both identity and eligibility, such as a U.S. Passport, Certificate of Naturalization, Certificate of Citizenship, current foreign passport, or resident alien card; Documents establishing employment authorization, such as a Social Security card or Certificate of Birth;
- Documents establishing identity, such as a document with photograph.

Newly hired employees must verify their identity and employment eligibility by completing a Form I-9 within three business days of the date of hire. Failing to provide documentation, providing false documentation or making false statements on the verification form shall be grounds for immediate termination. If during the course of employment, the School requests further information relating to the employee's authorization to work in the United States, the employee must furnish the information upon request. Failure to cooperate in furnishing such information shall be grounds for discipline, up to and including discharge. Employees with questions are encouraged to contact the business office.

School Hours

NSHA is open from 8:15 a.m. through 4:30 p.m., Monday through Thursday, and 8:15 a.m. through 1:30 p.m. on Fridays at Cherry Lane. Old Mill Road opens at 8:00 a.m. YIGN is open from 9:00 a.m. through 1:00 p.m. for nursery and through 2:00 p.m. for toddlers, with extensions before and after regular school hours. We expect all employees to work within these hours, unless otherwise approved by administration.

Employees are advised of their work schedule at the time of hire and as far in advance as possible if changes must be made to meet the school's needs.

Changes in Personal Information

NSHA strives to keep employee data accurate and current. Please notify the Business Office for their location in writing or in email if you have a change in personal information including name, address, phone number, marital status, dependents or other pertinent information.

Labor Postings

NSHA complies with all federal, New York State, and local posting regulations by making all applicable labor law information easily accessible to all employees. Labor postings are located in the teacher's room and in the maintenance office. Employees should refer to these postings for more information on their rights under such laws and contact the Director of Finance for any questions regarding these postings.

Employee Protection (Whistleblower) Policy

NSHA requires employees to observe the highest standards of business practices and personal ethics in the conduct of their duties and responsibilities. As employees of NSHA, we must practice honesty and personal integrity in fulfilling our responsibilities and comply with the letter and spirit of all applicable governmental laws and regulations as well as all internal policies. NSHA's activities must continuously be conducted in a manner that merits the trust and confidence of our community and families and reflects the important cause we serve.

Compliance and Reporting Responsibility

It is the responsibility of all employees to comply with NSHA's highest standards and to report violations or suspected violations in accordance with this Whistleblower Policy.

Retaliation

Employees who report a violation of NSHA's standards of business practices and/or personal ethics in good faith shall never suffer harassment, retaliation or adverse employment consequences. If an employee retaliates against someone who has reported a violation in good faith, that employee will be subject to disciplinary action up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within NSHA prior to seeking resolution outside of NSHA, in accordance with applicable law.

Reporting Violations

NSHA's standard procedures include its open door policy, which encourages individuals to share their questions, concerns, suggestions or complaints with someone who can address them. In most cases, an individual's supervisor is in the best position to address an area of concern. However, if an individual is not comfortable in speaking with his/her supervisor or is not satisfied with the supervisor's response, the individual is encouraged to speak with the Rosh HaYeshiva or President or anyone else in a leadership position whom the individual is comfortable in approaching. Supervisors are required to report suspected violations of our standards of business practices or personal ethics to the President who has the responsibility to investigate all reported violations.

For suspected fraud, or when an individual is not satisfied or comfortable with reporting a suspected violation to a supervisor or other employee in a leadership position, the individual should contact the President or the Executive Vice President directly.

The Rosh HaYeshiva and President are responsible for investigating and resolving all reported complaints and allegations concerning violations and, at their discretion, shall advise the Board of Directors.

While a good-faith effort to notify NSHA of alleged wrongdoing via the avenues set forth above remains, notification isn't required in the following cases:

- There is imminent and serious danger to the public health or safety.
- The employee reasonably believes that reporting to the supervisor or President would result in destruction of evidence or other concealment of the activity, policy or practice.
- Such activity, policy or practice could reasonably be expected to lead to endangering the welfare of a minor.

- The employee reasonably believes that reporting to the supervisor would result in physical harm to the employee or any other person.
- The employee reasonably believes that the supervisor or President is already aware of the activity, policy or practice and won't correct it.

Accounting and Auditing

The Executive Vice President of Finance and The Budget and Finance Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing or related financial matters. The President shall immediately notify that committee of any such complaint and work with that committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must act in good faith and have reasonable grounds for believing that information disclosed indicates a violation of NSHA's high standards of business practices and personal ethics. The filing of any allegations that prove not to be substantiated, and which also prove to have been made maliciously or with knowledge of their falsity or otherwise recklessly or not in good faith, will be viewed as a serious disciplinary offense, and for employees may be grounds for termination or other disciplinary action.

Confidentiality

Employees may submit complaints of violations or suspected violations on a confidential basis, or anonymously, under any of the procedures described above. Reports of violations or suspected violations will be kept confidential to the greatest extent possible, consistent with the need to conduct an adequate investigation and to make and act upon any determination.

Conflict of Interest

The successful operation and reputation of NSHA is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the letter and spirit of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. NSHA does not intend to restrict arbitrarily employees' personal activities; rather, we want to make it clear that no

conflict of interest should exist that could conceivably influence employees' judgment in handling NSHA matters or that might present an unfair advantage to any employee. Employees of NSHA have an ethical and legal obligation to put the interests of NSHA ahead of any other business or commercial interests that an employee may have as an individual, and as well as to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest exists when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative of that employee as a result of NSHA's business dealings or intervention. Even the perception of a conflict of interest can cause harm to NSHA and to the employee involved.

Where employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to the Principal, Director or President as soon as possible the existence of any actual or potential conflict of interest by virtue of a special relationship with an outside firm so that safeguards can be established to protect all parties.

Outside Employment Policy

NSHA recognizes that some employees may want to hold additional jobs outside their employment with NSHA. **Employees of NSHA are NOT permitted to engage in outside work or hold other jobs that require work to be done during their NSHA working hours.** Employees of NSHA may be permitted to engage in outside work or hold other jobs outside of their working hours, subject to certain restrictions based on reasonable business concerns.

NSHA applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside work apply to all employees who intend to engage in outside work outside of their working hours:

- Work-related activities and conduct away from NSHA must not compete with, conflict with or compromise the NSHA's interests or adversely affect job performance and the ability to fulfill all responsibilities to NSHA.
- NSHA employees must carefully consider the demands that additional work activity will create before engaging in outside work or accepting outside employment. Outside work or employment will not be considered

an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work different hours. If outside work activity causes or contributes to job-related problems at NSHA, the employee will be asked to discontinue the outside work, and the employee may be subject to disciplinary procedures.

Employees may not use NSHA paid sick leave to perform outside work or work for another employer.

- If an employee's outside work presents a conflict of interest with NSHA as defined in the Conflict of Interest Policy, or if such outside work has any potential for negative impact on NSHA, the employee will be asked to terminate the outside work.
- Fraudulent use of sick leave or an employee's refusal to comply with NSHA's reasonable request to terminate outside work may result in immediate termination of employment with NSHA.

Staff Behavioral Standards

The overwhelming majority of interactions at NSHA between administration, staff, and students exemplify healthy, positive relationships. However, certain behaviors are incompatible with our standards and educational and spiritual goals and are therefore prohibited as detailed below. Please note that the term "staff member" includes (but is not limited to): teachers, faculty, office staff, coaches and assistants (both employees and volunteers), elective and after school club instructors, private shadows, interns, service providers, maintenance staff and tutors.

- Staff members may not be alone with a student in an area that potentially cannot be seen or observed by other faculty members or adults
- Staff members may not be in a locked classroom alone with a student.
- After or before school hours, staff members may only work with students, in any capacity, in designated areas.
- Physical force may never be used other than to safeguard against immediate physical danger.
- Inappropriate physical contact, such as massaging, patting, pinching, punching, pushing and physical assault or any other inappropriate touching is prohibited.

- Staff members must refrain from denigrating students publicly or privately.
- Staff members must refrain from attempts to manipulate or control students through psychological means.
- Staff members may never forbid students to share conversations or information with parents or administrators, nor instruct students to “keep secrets” from their parents.
- Staff members must refrain from sexual attention towards others in the form of remarks, jokes or innuendo about a person's body or clothing.
- All of these identified behavioral standards also apply whether in person, on the telephone or email. It is unacceptable for staff members to communicate with a student through instant messaging, texting or social media (e.g., Facebook, Instagram or Twitter.) Any email correspondence with a student must always be cc'd to the parents and an administrator. All email communication should be through an official school email account.
- All staff personal social media should not be accessible to students or parents. (All settings should be set to “private.”)
- Staff members cannot be alone with a student in a car unless the School has written permission from the parent.
- If, following a school activity, a staff member is left with a student waiting to be picked up, staff member must wait with the student at the school's front entrance.
- Staff members may call a student at home but first should ask to speak to a parent. Staff members should not call on the child's personal cell phone unless given specific permission each time. The staff members should explain to the parent the reason for the call and then speak to the student. The teacher should keep a log of such calls.
- Staff members should not have students call their homes or cell phones without parental knowledge of the call.
- If a staff member receives a call from a student, the staff should note the time and date and inform an administrator.
- Teachers must inform their supervisor of any student they are tutoring and when and where they are meeting with the students. This includes summer tutoring.

Electronic Communications Policy

This policy sets forth NSHA guidelines with regard to the use of, access to and disclosure of electronic information created or stored using NSHA's computer networks, modem, email, electronic chats, internet and internet browser, software, telephones, voicemail, facsimile machines, photocopiers, and smart phones (collectively, the "Electronic Communication Systems").

As an employee of NSHA, you may be provided access to the Electronic Communication Systems. These amenities are to be used for school related purposes only. The Electronic Communication Systems are all the property of NSHA. Moreover, please be aware that NSHA may purge files on the system at any time without notice.

Accessing files that are unrelated to the performance of one's job assignment may result in disciplinary action, up to and including termination. Furthermore, unauthorized action or misuse by an employee of the Electronic Communication Systems is strictly prohibited. Employees will bear responsibility for any actions or misuse, and it may result in disciplinary action, up to and including termination.

Employees should not use the Electronic Communication System for more than minimal personal business. Employees also should not place any messages or files on the Electronic Communication Systems that, if disclosed, would be embarrassing to the employee or to any recipient, that are potentially offensive, or that could constitute a violation of law. Use of the Electronic Communication Systems for forwarding or saving messages or files, under circumstances likely to embarrass the sender or receiver, for harassment of other employees or outside persons, for solicitation of other employees, for unlawful activity, in violation of copyright, in a manner which divulges confidential proprietary information or trade secrets, or for emotional responses to work related correspondence or work situations is strictly prohibited and may result in disciplinary action, up to and including termination.

Similarly, employees should not visit websites unless they are doing so for school purposes. Employees with internet access may not download images or videos unless there is a school-related use for the material. The viewing or downloading of non-work-related materials, and specifically offensive materials, is a violation of this policy, and may result in disciplinary action, up to and including discharge.

All information stored in, transmitted or received through the Electronic Communications Systems of NSHA is the property of NSHA. NSHA may monitor employee use of its Electronic Communications Systems and may monitor, access, retrieve, read, disclose, and/or delete any material on those systems. Employees accordingly have no expectation of privacy with respect to their use of the Electronic Communications Systems. The use of a password or other security measure does not in any way restrict NSHA's right or ability to monitor, access, retrieve, read, disclose and/or delete any material on the Electronic Communications Systems without notice.

Performance Management

Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the school's policies and procedures. Any employee whose conduct, actions or performance violates or conflicts with NSHA's policies may be disciplined through an oral or written warning, or terminated immediately and without warning.

Lunch Breaks for Teachers and Assistant Teachers

Full time teachers receive lunch breaks while students are at lunch and recess (1 hour) Monday-Thursday and 30 minutes on Friday when there is no recess. Full time teaching assistants receive 40 minutes for lunch Monday-Thursday and 20 minutes on Friday. Part time teachers do not receive a lunch break but they may have a prep period. The specific time of an assistant's break should be coordinated with their homeroom teacher. Assistants who begin their break with an AM teacher and end with a PM teacher should coordinate with both. Teachers on lunch duty should not eat while the students are eating; the students must be supervised.

Assistants who have a 4th/5th grade lunch/recess duty should eat lunch during the AM class period, which will take equal time taken from morning and afternoon.

Refreshments and Lunch for Faculty

On Rosh Chodesh and other special occasions, snacks and desserts may be provided in our lounge. Please enjoy these "treats" only in the lounge. Please be considerate and ensure there is food for colleagues who have a later lunch period.

The School Office

The office is a working area: socializing should be kept to a minimum. Telephone calls to parents and other school related matters should be made from the Teachers' Lounge. The office copier can be used by office staff only. There are no exceptions either before or after school hours.

Teachers must secure approval for reproduction of materials:

- Early Childhood - by the Director or Assistant Director of Early Childhood
- Cherry Lane General Studies- by the General Studies Principal
- Cherry Lane Hebrew Department by the Rosh HaYeshiva

To allow sufficient time, please submit material at least three days prior to the date that you will need the copies. We will keep a tray in the Academic office for "emergency" copy requests. Copies will be reproduced in a timely fashion and put in your mailbox. Please realize that office staff may not be able to address copy requests immediately. They will be done so at the office staff's earliest convenience.

The copier at Old Mill Rd. is for the use of Old Mill faculty only.

Faculty at Old Mill should forward a copy of all materials distributed to students to an administrator to keep them informed.

All printed material should be presentable, with a professional heading including the name of the teacher and the Academy. Please be sure to print your full name, the number of copies you require and any other instructions you might have. Please use both sides of a copy wherever possible.

Laminating is usually done only on Monday nights. Please leave your material in the box in the teachers' room.

Religious Questions/Kashrut Requirements

We do not celebrate Halloween, Christmas, Valentine's Day, St. Patrick's Day, Easter, et al. Please do not distribute materials celebrating these holidays. We discourage "trick or treating," and we do not distribute Valentines. No writing or television viewing should be assigned from Friday sunset to Saturday night. If you have any questions relating to religious practice, check before giving the assignment.

NSHA teaches an Orthodox lifestyle. As a rule only the following Kashrut symbols are accepted: OU, OK, CHOF K, and STAR K.

An acceptable Kashrut symbol must appear on all food; otherwise, the food may not be eaten in the school. Please be aware of this – and sensitive to it – when checking snacks and other foods brought in by students, as well as with any food that you bring into the school building.

Celebrate Israel Parade

Attendance at the parade is required of all faculty as it is an official school day. Teachers of classes attending the parade march with the students and help supervise “loading and unloading” before and after the parade. Teachers who are unable to attend must make up the day of work in another fashion.

Tutoring

Teachers should not recommend tutoring to parents without first discussing with an administrator. Tutoring should be recommended only when attempts to help the student in class or in the Learning Center have failed, not as a first step. Tutors are responsible for their students until they are picked up. Students cannot be tutored during the school day.

Teachers who tutor may not interrupt instruction to obtain advice and teaching information. All tutoring arrangements must be attended to before or after instruction.

Teachers may tutor NSHA students after school hours so long as the teacher does not teach the student in the classroom during the current academic year. Please be advised that tutoring after school hours is not a school sponsored activity. When tutoring a student after school, teachers are working outside of their employment with the school and are not protected by the school's liability insurance program. Whenever possible, tutoring should not be conducted outside of school premises. Prior to the commencement of tutoring sessions, both the tutor and the parents of the student must sign a release. Releases are available in the academic office. Executed copies of the releases should be returned to the academic Principal.

Termination of Employment

Voluntary termination is typically initiated by the employee to terminate employment with NSHA. The School requests that you give as much notice as

possible of your intent to resign, and at least four weeks written resignation notice is expected.

Involuntary termination is initiated by the school and is typically the result of violations of policies contained in the employee handbook.

Employees terminated either voluntarily or involuntarily are expected to return all school property immediately upon their termination date.

COMPENSATION POLICIES

Paycheck Deductions

The School is required by Federal and State and Local law to make certain deductions from your paycheck. This includes Federal and State income tax FICA contributions (social security and Medicare), State Disability Insurance, Paid Family Leave contributions, and court ordered garnishments.

In addition, the school may take "employee authorized" deductions from your paycheck. These deductions include but are not limited to those you have directed the school to withhold including but not limited to deductions for school sponsored insurance premiums.

If at any time you do not believe that your paycheck is accurate, please immediately contact Payroll in the Business Office.

Exempt Employee Pay Deductions

Exempt employees are paid on a salary basis because they are expected to work as many hours as needed to perform the work required. Because of this expectation, an exempt employee's salary is not subject to reduction because of variations in the quality or quantity of the work performed with few exceptions.

Exempt employees will receive their full salary for any week in which they perform work – without regard to the number of days or hours worked. Note, however, exempt employees may not be paid for any workweek in which they perform no work.

NSHA prohibits deductions from the weekly pay of exempt employees, except as set forth below:

- Deductions from pay of exempt employees may be made for unpaid disciplinary suspensions of one or more full days imposed for violations of NSHA's workplace conduct rules.
- Deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.
- Deductions from pay may be made for absences of one or more full days caused by sickness or disability (including work-related accidents) pursuant to NSHA's Family and Medical Leave Act, sickness, disability, and/or workers' compensation policies.

Errors in Pay

Employees should report any payroll discrepancies immediately to Payroll in the Business Office. In the event an error is made on an employee's paycheck that results in an overage of pay, the employee will be responsible for reimbursement to the School. An overage in pay may result from an employee reporting his/her hours inaccurately and/or a payroll, clerical, or administrative error. A check can be written to the school from the employee.

If an error is made on an employee's paycheck that results in a deficit in pay, the School will rectify any error within the next pay cycle.

Faculty Attendance

Pursuant to applicable laws, the School maintains records of the hours worked by its employees. To ensure that accurate records are kept of the hours employees actually work (including overtime hours where applicable) and of the accrued leave time employees have taken, and to ensure that employees are paid in a timely manner, each employee is required to record his or her time worked and time off.

Effective the 2022-23 school year, employees will be required to swipe into the building each day. Employees are required to sign out of the building with a secretary in the main office and apprise them of their return to school should they leave during the school day. Employees who fail to follow these policies

may jeopardize the safety of our students and may be subject to disciplinary action up to and including termination. **Non-Exempt Employees** are required to record their time worked four (4) times daily – once at the beginning and once at the end of the workday, and before and after lunch. On any day that an employee is absent, he or she must enter the reason for the absence.

Each employee must record only actual hours worked and all leave time taken must be recorded accurately, identifying the type of leave taken. Falsifying time records is a breach of School policy and is grounds for disciplinary action, up to and including termination.

Exempt Employees are required to inform the Administration if they will be taking a sick/personal day on a particular day. Their attendance will be noted each day, and they are required to inform the Administration of any changes to their schedules.

Direct Deposit

You may open a direct deposit account at the bank of your choice. Please provide the Business Office with a voided check so that direct deposit arrangements can be made. If you do not choose a direct deposit option, you will receive a negotiable check on each pay date.

Paychecks and Distribution

NSHA pays semi-monthly over 12 months (on the 15th and last day of the month). When a payday falls on a holiday, NSHA will pay the day before. During the summer, NSHA will mail your checks to your home address.

BENEFITS AND ENTITLEMENTS

The North Shore Hebrew Academy (NSHA) offers a comprehensive benefits package to its eligible employees. It is comprised of (1) medical and hospital insurance for both major and routine medical needs (2) a dental plan (3) a life insurance plan (4) a pension plan to provide retirement income and the ability to enroll in tax deferred savings plans.

As described this Handbook contains only a brief description of the various benefits plans provided to employees. For actual descriptions of the benefits available, reference must be made to the individual benefits plan documents which govern the exact terms of the policies. While it is NSHA's intent to continue all current benefit plans and policies, the school reserves the right to

change, amend, or terminate at any time, any benefit plan or policy presently in effect. If there are any differences between the information contained in this handbook and the information contained in the NSHA Official Plan Documents, the NSHA Official Plan Documents control.

Medical Insurance

NSHA offers a choice of three comprehensive medical plans which allow for doctor visit coverage for in-network providers only. All staff members working at least 30 hours per week are eligible to participate in this program. This includes 5 hours of classroom prep time for teachers. Please refer to the summary of benefits for details.

Dental Benefits

NSHA offers a fee discounted plan with participating dental practitioners funded through payroll deductions.

Flexible Spending Plan

Consistent with the IRS regulations, this plan allows you to contribute pretax dollars from your gross salary for unreimbursed eligible medical expenses. Participants to this program must use their FSP dollars by the end of the plan year and must submit all expenses by the plan year deadline. All unused dollars are unrecoverable. Each employee is responsible for monitoring his or her own Flexible Spending Plan unused account balance. Reimbursement checks will be issued periodically for this program. Employees enrolled must submit a written form to be included in the programs outlined below. Please refer to the plan documents for details.

Medical/Dental Care Program

The Flex Spending Program will allow you to save on the cost of health care, i.e., dental costs, optometry, hearing aids, etc. When you participate, you elect in writing, at the beginning of the school year, to have a specific amount of money deducted, each pay period from your salary on a pre-tax basis. When you have an expense, you submit the paid bill to EBC Flex and you will receive a reimbursement check (not to exceed your unused account balance).

Dependent Care Program

This is the second component of NSHA's Flexible Spending Plan. An employee may elect to participate in the dependent care plan by having wages reduced each pay period and applied to childcare. In order to be eligible for this

program, you must have your child(ren) registered in a licensed and approved childcare program. When you have an expense, you submit the bill to the plan administrator and you will receive a reimbursement check (not to exceed your unused account balance). Please refer to the plan documents for details.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act is a Federal law that requires employers to provide continuation of medical, dental and FSA coverage for enrolled employees and their dependents who are no longer eligible for coverage due to the following "qualifying events":

- Termination of employment for reasons other than gross misconduct
- Reduction of hours required by the plan
- Employee enrollment in Medicare
- Legal Separation or Divorce
- Death of covered employee
- Loss of "dependent child" status under the plan rules

Upon notification of a qualifying event, each covered employee or qualified beneficiary will receive information regarding their COBRA rights and will have 60 days in which to make their election.

The NYS Exchange or Affordable Care Act's Marketplace Coverage offers an alternative to COBRA coverage. Employees who are eligible for COBRA continuation coverage may alternatively choose to purchase health insurance coverage through the Affordable Care Act's (ACA) market place, the federal public exchange and possibly take advantage of state or federal subsidies.

Additional information regarding your rights under COBRA is included in the COBRA notification package that is provided upon a qualifying event.

Life Insurance

Qualifying faculty and staff working 20 or more hours per week are eligible for a \$125,000 Term Life Insurance policy provided by the Fund for Jewish Education, at no cost. Coverage is continuous once you are enrolled in the program and remain a faculty member (teaching 20 or more hours) at NSHA. Note: The FJE Life Insurance Program is designed in such a way that from the time a person goes on disability, there is a 90 day window to receive the Life Insurance benefit.

If a staff person is on disability for more than 90 days, they are strongly encouraged to go on the plan privately through the FJE.

Coverage is reduced 20% each by FJE year from age 66 to age 70. No coverage is provided at age 70.

Non-qualifying faculty and staff working 20 or more hours are provided with term life insurance of up to 2x annual salary at no cost to the employee.

Pension Plan – (RA)

NSHA offers eligible employees the opportunity to participate in the NSHA pension plan. Employees should review the official plan documents to determine eligibility. Participants who contribute 3% of their qualified eligible wages through elected payroll deductions, computed on a per-payroll basis, will receive a 4% match of those wages from the NSHA. Investment decisions are employee directed. Matching contributions are computed on a per-payroll basis. Refer to the Summary Plan Description. It is the responsibility of the employee to establish and (RA) account with TIAA-CREF through their website before deductions can be taken. Please refer to the plan documents for details.

403(b) Tax Differed Annuity Plan (TDA)

NSHA maintains a 403(b) plan as a supplemental retirement plan (TDA) that is available to all employees upon hire. Contributions are made through elected payroll deductions, on a pretax basis, with the exception of FICA and Medicare taxes. Employee contributions to this plan are not subject to an employer match. All investment decisions are employee directed. Contributions may not exceed the limits imposed by Section 415, Section 403(b) and Section 402(g) of the IRS code. It is the responsibility of the employee to establish an SRA account with TIAA-CREF through their website before deductions can be taken.

NYS Short Term Disability Insurance

North Shore Hebrew Academy provides a NYS short-term disability plan to eligible employees to ensure income continuation during a medical disability.

If an eligible employee becomes medically disabled to the extent that he/she cannot perform the essential functions of his/her job, the employee may apply for short-term disability leave if the disabling condition extends beyond seven (7) business days.

Approved short-term disability leave benefits will be paid for a maximum of \$170.00 per week for up to twenty six (26) weeks. For the first seven (7) business days of absence due to disability an employee may use all available sick and personal leave to continue and/or augment his/her disability income.

Workers Compensation

NSHA contributes to the Workers' Compensation Insurance fund. This insurance program provides defined coverage for injuries and/or illnesses sustained in the course of employment that require medical, dental, surgical or other professional healthcare and/or hospital treatment. All regular full-time and part-time employees are eligible for this benefit.

An employee who experiences a work-related injury and/or illness must inform the Business Office and complete the necessary paperwork to file a claim. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Failure to report an injury in a timely manner may result in forfeiture of benefits.

LEAVES AND TIME OFF

Sick/Personal Time

NSHA provides faculty members who work 5 days per week with 7 paid time off (PTO) days that can be used for illness or for the employees' own, family member's illness, or to attend to personal matters that can only be conducted during school hours. After the first year of service, an additional 3 PTO days will be granted. PTO for other regularly scheduled employees will be prorated based on their weekly work schedule. Requests for planned personal time must be submitted in advance for your supervisor's approval and forwarded to the Business Office. For faculty members that are absent beyond the allowed PTO days, a salary deduction will be calculated at 1/180th of their annual salary for each excess day.

Unused PTO days can be accumulated and carried over from year to year. A maximum of 30 days can be used from an employee's bank of unused PTO days in the case of an extended illness provided it is supported by a physician's note.

Faculty members who use PTO days immediately preceding or immediately following school holiday or winter recess closings will have their current year's

earned PTO days penalized with a deduction of 2 days for each day of such absences. To avoid this deduction, a physician's note will be required for such absence(s).

Upon departing the school, the employee will be paid for the banked days up to 75 days at a rate of \$50.00, provided that the employee has given the Principal or the Head of School at least 30 days' advance written notice upon his or her voluntary resignation of employment.

COVID 19 Leave Policy

The school has established this COVID-19 Leave Policy to deal with absences

laws that have been enacted in response to the COVID-19 crisis. This policy will remain in effect until the relevant laws expire.

If you exhibit symptoms of COVID-19 such as a cough, fever of over 100.0F or trouble breathing, contact a healthcare provider. If you or a household member has been in contact with an individual who has tested positive for COVID-19, or if you, yourself have tested positive for the virus, you must inform the school nurse immediately.

Each employee's unique circumstance will be evaluated by the school to help ensure that employees receive applicable benefits. Also, please note that, in addition to what is described below, employees may potentially be eligible for benefits under state paid family leave and short term disability laws that were in effect prior to the COVID-19 situation.

Please direct all questions regarding leave related to COVID-19 to Human Resources.

New York State COVID-19 Paid Sick Leave

Employees may be eligible for paid sick leave under the New York COVID-19 Paid Sick Leave law.

Under this law, New York employees who are subject to a mandatory or precautionary order of quarantine are eligible to receive up to fourteen calendar days of fully paid sick leave. Employees can apply for New York state disability

and/or paid family leave benefits for any additional time off needed to comply with an order of quarantine.

Employees may qualify for leave under New York COVID-19 Paid Sick Leave up to three (3) times during the pandemic. The first period of leave may be due to the **employee's mandatory or precautionary order of quarantine that is in place due to the employee's own illness or the employee's close contact testing positive for COVID-19.**

To qualify for the second and third period of leave, the employee must submit documentation from a licensed medical provider or testing facility attesting that **the employee has tested positive for COVID-19. The second and third periods of leave will not be granted due to a precautionary order of quarantine, or close contact with someone who tested positive for COVID-19.**

Please note that if an employee is quarantined but able to work from home during quarantine, the employee will not qualify for this benefit.

These fourteen days of New York COVID-19 Paid Sick Leave are in addition to and must be utilized before an employee can use leave under any other policy of the school.

To request New York COVID-19 Paid Sick Leave, and for further information about the law, please contact Human Resources.

Holidays

A listing of the holidays NSHA recognizes is in the school calendar.

Jury Duty

When summoned for jury duty, staff members should request postponement until after the school year and notify their supervisor. If this is not possible, or if a staff member is required to appear as a witness in any court during school hours, written record of the jury duty or court appearance must be produced to receive compensation. Jury duty payment shall be remitted to the school.

Bereavement

NSHA's policy for loss of immediate family members where Shiva takes place is to provide the mourner with full pay for the period of Shiva. For the purposes of this policy, the definition of family members is parents, children, or spouse. For loss of

extended family members, where shiva is not required, an employee may use their prescribed personal days.

Bone Marrow Donation Leave

NSHA will grant leave to eligible employees who need scheduled work time off to undergo a medical procedure to donate bone marrow are eligible for paid leave not to exceed 24 hours in combined length. Employees who work a minimum of 20 hours per week are eligible to take Bone Marrow Donation Leave.

When practicable, this leave should be requested within 24 hours of the need for leave and should be scheduled in advance with the employee's supervisor. The School may require verification by a physician as to the purpose and length of each such leave requested.

Blood Donation Leave

NSHA provides leave time to employees for the purpose of donating blood.

The school does not conduct blood donations on campus, therefore, employees of the School will be granted up to 3 hours of paid leave in any calendar year to donate blood off-premises. In this case, employees must provide their supervisors with at least three (3) days' notice of their intent to take leave to give blood. Employees who take leave for off-premises blood donations must show proof of their donation activity in the form of a notice of blood donation or a good faith effort at blood donation from the blood bank, or other comparable proof.

Nursing Mothers – Expressing Breast Milk

The school promotes and supports expressing breast milk on its premises. Employees will be permitted to take a paid break period or use meal time each day to express milk. The School and employee shall work together to find mutually agreeable hours of work and breaks that support this. To accommodate nursing mothers, a private room is available.

Victim and Witness Leave

The School recognizes an employee's rights to paid time off for the following reasons:

- To exercise her/his rights as a victim as provided by the Criminal Procedure Law and the Executive Law

- Consult with the District Attorney as provided in the Criminal Procedure Law
- Exercise rights as provided by law prior to appearing as a witness

Under the law, “victims” include the aggrieved party or the next of kin of a deceased aggrieved party; the representative or guardian of a victim; a Good Samaritan (citizen who assists in an arrest or prevents a crime); or a pursuing application for or enforcement of an order of protection under the Criminal Procedure Law or the Family Court Act.

When practicable, employees must provide notice to their immediate supervisor for leave to be approved.

Election/Voting Leave

The School encourages employees to exercise their voting privileges in local, state, and national elections. In accordance with state election laws, employees who do not have “sufficient time” to vote before or after regular working hours may be granted up to two hours of paid leave to vote in a governmental election or referendum. As defined by law, “sufficient time” means four hours before or after an employee’s working shift. Employees must request this time at least 2 days in advance from their supervisor.

Military Leave

A paid military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The school will maintain the employee’s benefits under the same conditions as if they were actively working, subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee’s return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled day’s work after the end of service, allowing

reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Director of Finance for more information or questions about military leave.

Leave for Military Spouses

In accordance with New York law, ten (10) days of unpaid leave shall be available to any spouse of a member of the armed forces of the United States, National Guard or reserves who has been deployed during a period of military conflict. Only employees who have worked an average of twenty (20) or more hours per week are eligible for leave under this Section. The School prohibits discrimination and/or retaliation against any employee who requests and/or takes time off under this Section.

First Responders Leave

NSHA will grant leave to eligible employees who are members of volunteer fire departments or ambulance squads to provide assistance in a declared State of Emergency. This leave is paid. When practicable, this leave should be requested within 24 hours of the need for leave and should be scheduled in advance with the employee's supervisor. Employees will be required to submit documentation of their volunteer status prior to the leave being approved. Upon return from this leave, the school may require a notarized statement from the Head of the fire department or ambulance squad indicating the time served performing the volunteer duties related to the State of Emergency.

Family and Medical Leave Act (FMLA)

NSHA provides full time employees 12 weeks of unpaid job protected leave for certain qualifying reasons. Staff members are eligible if they have worked for NSHA for at least one year and for 1,250 hours over the 12 months preceding the date of the leave request.

Up to 12 weeks of unpaid leave may be granted for any of the following reasons:

- To care for the staff member's child after birth, or placement for adoption or foster care (leave must be taken within one year of the child's birth or adoption).
- To care for the staff member's spouse, son or daughter, or parent who has a serious health condition
- For a serious health condition that makes the staff member unable to perform his/her own job.

Up to 26 weeks of unpaid leave may be granted for any of the following reasons:

- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member or veteran with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Please note: Married spouses who are both employed by the school are eligible to take a combined total of 12 weeks of leave for the birth/placement of a child, care for a sick family member described above, or qualifying exigencies. Married spouses who are both employed by the school are eligible to take a combined total of 26 weeks for military caregiver leave.

The staff member may be required to provide advance leave notice and medical certification. Taking of leave may be delayed or denied if requirements are not met.

The staff member must provide as much notice as possible when they have a need for leave and ordinarily must provide 30 days of advance notice when the leave is foreseeable.

Medical certification may be required to support a request for leave because of a serious health condition and second or third opinions may also be required (at the employer's expense).

Benefits While on Leave

The school will maintain the employee's health care benefits under the same conditions as if the employee were not on leave. Employees must continue to pay their portion of the insurance premiums while on leave. Please contact the Director of Finance to discuss payments for these premiums. If the employee fails to return from leave, the School may recover such health coverage premiums it paid on behalf of the employee.

Pay While on Leave

The School may require the employee first use accrued sick/personal leave before using unpaid leave.

Returning From Leave

A fitness-for-duty report may be required prior to returning to work. Employees returning from leave will be reinstated to the same or equivalent position provided the employee is still under contract (current or renewed).

NYS Paid Family Leave

The New York State Paid Family Leave Program provides New Yorkers job-protected, partially paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when a family member is called to active military service. The program allows up to 12 weeks of leave, paid at 67% of the employee's average weekly wage, capped at 67% of the state's average weekly wage, which changes annually. In 2022, the maximum New York State Paid Family leave benefit is \$1,068.36 per week. The duration of the leave is based on a "rolling" 12-month period, measured backward from the first day of leave.

Any paid family leave benefit will run concurrently with an employee's available entitlement under the FMLA and the school's internal paid vacation and sick leave policy when applicable. When Paid Family Leave and FMLA leave run concurrently and the employee has available qualifying sick/personal time, NSHA may require the employee to substitute any sick/personal time and receive the employee's regular weekly wage during the concurrent leave period. During FMLA employees are required to use all their sick/personal time. In all other cases, an employee may elect to use available qualifying sick/personal time concurrently with Paid Family Leave and receive his or her regular weekly wage during the leave period, or to not charge his or her sick/personal time and receive only Paid Family Leave benefits during the leave

period. The substitution of sick/personal days does not extend the total Paid Family Leave and/or FMLA benefit available to the employee.

Eligibility

- Employees with a regular work schedule of 20 hours or more per week are eligible after 26 weeks of employment
- Employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked

Circumstances

- Bonding with a Child: A parent may take Paid Family Leave during the first 12 months following the birth, adoption, or fostering of a child. Spouses with different employers are both eligible to take Paid Family Leave at the same time.
- Family Care: If an employee's family member has a serious health condition, they are eligible to care for them under the Paid Family Leave program. Family members include: spouses, domestic partners, children, parents, parents-in-law, grandparents, and grandchildren. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential health care facility or continuing treatment or supervision by a health care provider. Ordinarily, conditions such as the common cold, flu, ear aches, etc. do not meet the definition of a serious health condition.
- Active Military Duty Deployment: Paid Family Leave is available when a spouse, child, domestic partner, or parent of the employee is on active military duty abroad or has been notified of an impending call or order of active military duty abroad. Employees can take leave to help out with obligations arising out of a call to duty – for example: making alternative child care arrangements for a child of the deployed military member, attending certain military ceremonies and briefings, and making financial or legal arrangements to address the military member's absence. Paid Family Leave can also be taken by employees who are also eligible for time off under the military provisions in the federal FMLA.

Paid Family Leave cannot be used for an employee's own serious health condition but may be covered by short term disability or workers'

compensation, depending on the circumstances. Following the birth of a child, an employee who wishes to take short term disability in addition to Paid Family Leave, must take short term disability leave prior to their Paid Family Leave. During short term disability leave, employees are required to use their sick/personal days to bring their income during leave to 100% of their standard pay.

Notification

An employee must provide the employer with at least 30 days' advance notice before leave is to begin if the qualifying event is foreseeable. Foreseeable qualifying events include an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of a family member, the planned medical treatment for a serious injury or illness of a covered service member, or other known military exigency.

If 30 days advance notice is not practicable for reasons such as a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. The employee shall advise the employer as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown.

When the need for family leave is foreseeable and an employee fails to give 30 days' advance notice, the carrier may file a partial denial of the family leave claim for a period of up to 30 days from the date notice is provided.

Contributions and Benefits

Employers must carry an insurance policy for payment of benefits of the NYS Paid Family Leave Act. The cost for the policy premium is deducted from employees through a payroll deduction up to 0.126% of the employee's average weekly wage up to a maximum of \$85.56 per year.

An employee who is provided health insurance by his or her employer is entitled to the continuation of that group health insurance coverage during Paid Family Leave on the same terms as if he or she had continued to work. The employee must continue to make any normal contributions to the cost of health insurance premiums.

Reinstatement

NSHA will restore employees to their original or equivalent positions upon return from leave subject to limitations on reinstatement set forth by law. If an employee does not return to work following the conclusion of a designated period of Paid Family Leave and does not request a leave extension, the employee may be considered to have voluntarily resigned.

The school will not discriminate or retaliate against an employee for requesting, taking, or attempting to take leave to which they are entitled under the Paid Family Leave Program or any similar law.

ADMINISTRATIVE POLICIES

Confidentiality

During the course of your employment with NSHA, you may have access to, receive, and/or develop information that is confidential and proprietary in nature. This confidential information includes family information, student's health information, trade secrets, financial and strategic information, operations and manuals, and computer programs. While this is not an exhaustive list of confidential information, we require employees to be aware of all information that may be interpreted as confidential and to refrain from sharing this information with other employees or with anyone that has a relationship with NSHA.

Employees are expected to conduct themselves in a professional manner and to use their judgment in not discussing children, parents or colleagues with other NSHA parents, colleagues or individuals outside the school community.

Indiscretion concerning confidentiality is a very serious matter and may be seen as a cause for disciplinary action up to and including termination of employment.

Teacher-Parent Communications:

Teacher-parent communication is conducted through electronic communication, written notes, telephone calls, personal conferences, parent signatures on tests and other written work provided by the teacher. Do not communicate with parents via text messages or WhatsApp (either individually or by group). Use good judgment in choosing what to say to parents and how to

say it; think about how you would want to receive this information if you were the parent.

Electronic Communication

Electronic communication with parents should be done through Parent Locker. For all other official school business, your NSHA email account should be used.

Content of all communications must always be appropriate and professional. Every email should have the following email signature at the bottom. Please contact the Director of Educational Technology if you have any questions creating your email signature:

Name

Title

North Shore Hebrew Academy

Campus Address

Telephone Number

Communication with Parents when Students Present with Challenges

If a student presents with challenges, contact the parent via phone to discuss the situation. Do not address such challenges via email as tone and nuance are often lost in written communication. Please contact Rabbi Dr. Kobrin, Rabbi Acobas or Mr. Sigal to discuss any challenges or problems so that they can offer support and insight.

When referring students to Learning Lab, teachers must first contact parents by phone and then also notify parents in writing. All written communications regarding students being referred to Learning Lab must be reviewed by Dr. Applebaum, Mrs. Guggenheimer, Ms. Borgese, or Rabbi Acobas prior to being sent to parents.

Parent-Teacher Conferences

Two Parent-Teacher conferences are scheduled each year: One in the fall and the second in the early spring. Teacher attendance at Parent-Teacher conferences is mandatory and all teachers must remain in school for the duration of the conferences. If a student presents with challenges, do not wait until the parent-teacher conference to address the issue. Reach out via phone to the parent prior to the conference at the time the issue is identified.

You should reach out to parents by phone whenever students are struggling. Parents will appreciate such contact and often will work with you and the child to resolve the problem. Each parent should be contacted, regardless of their child's performance, at least once each trimester (in addition to Parent-Teacher Conferences.) Teachers must keep a log of all parent communications.

Teacher Absence/Lateness

Please keep absences to a minimum: regular faculty attendance promotes continuity of instruction and a successful educational program.

For illness and other emergencies, contact your supervisor as soon as possible as follows:

Early childhood faculty must find a sub from the approved sub list and then alert Mrs. Elana Helfgott via phone or text at (516) 526-0553 as soon as possible. In the case of a dire emergency, please have your co-teacher find a sub and/or contact Mrs. Elana Helfgott.

Hebrew and General Studies faculty grades 1-5 must email:

- Ms. Loren Borgese at lborgese@nsha.org or call her at (516) 487-8687 ext.166 or (718) 473-5605 (cell).

AND-

- Judy Smilow at jmilow@nsha.org or call her at (516) 487-8687 ext.128 or (516) 528-0774

Hebrew and General Studies faculty grades 6-8 must email:

- Ms. Lisa Guggenheimer at lguggenheimer@nsha.org or call (516) 487-9163 ext.266 or (516) 476-9280

AND-

- Ms. Shirley Kwalbrun at skwalbrun@nsha.org or call (516) 487-9163 ext. 210

Cherry Lane Absence:

- If you know in advance that you will be absent on a particular day, notify Ms. Borgese and/or Rabbi Acobas to arrange for coverage and confirm

with Shari. If you only know that morning, email and call Ms. Borgese and/or Rabbi Acobas. On Fridays, email Judy Smilow as well.

- Please leave a coverage folder for your class including your class list for attendance purposes and appropriate emergency documents.
- For emergencies an administrator will arrange your coverage for you.
- Inform your co-teacher and/or assistant.
- Let your administrator and Shari know what arrangements were made.

- A Cherry Lane teacher who is late three times is considered as having been absent one full period. A teacher is considered late if he/she enters the classroom less than ten minutes before classes are scheduled to begin.

Old Mill Absence:

- Teachers cover for absent colleagues during assigned coverage periods.
- Send in work for the day either by fax or email as soon as possible.
- Old Mill faculty members are required to have one folder per class with a class list for attendance purposes and appropriate emergency documents. In the event of an absence, student work should be assigned through Google classroom unless there is an immediate emergency when that is not possible. If such lessons are not on file, teachers will be docked for the lost teaching periods.
- Personal days should be cleared in advance with administration. Such days must be used for personal business only, not for vacation. Personal days are intended to give teachers time to attend to pressing matters such as doctor's appointments or family/emergency situations. Vacations should not be taken when school is in session.

Personal days scheduled immediately before or after school holidays or used for vacation result in a deduction of two days' worth of your salary for each day of such absences. At Old Mill Rd., teachers will be deducted the number of coverage periods missed.

To record absence and lateness, teachers are asked to complete an absentee form, available in the school office upon returning to school.

When arriving late to school, please first check in with the office and then proceed to class.

An Old Mill teacher who is late to class three times is considered having been absent one full period. A teacher is considered late if he/she enters the classroom after the starting bell.

Arriving to School Promptly

Many of us drive a long distance to get to NSHA. If you will need more time to get to school due to weather conditions please plan accordingly. Traffic delays cannot undermine the safety of our students. Lateness due to traffic congestion cannot be an everyday excuse. For a safe daily school opening, especially on more challenging days, everyone has to be in place on time.

Leaving the Cherry Lane Campus

To ensure the safety of our school community all staff members must enter and exit through the main entrance and sign-in with Cesar. If you leave and return during the school day, please sign out with Cesar and sign back in when you return.

Dress Code

Visitor Dress Code:

Women must:

- Wear a skirt that is at least knee length. Visitors may not wear pants or shorts.
- Wear shirts with sleeves and not bearing midriff

Men must:

- Wear a *kippa*
- Wear shirts with sleeves and not bearing midriff
- Not wear shorts

Teacher Dress Code

- Appropriate attire is an important component in creating a professional learning environment. Therefore NSHA has enacted a dress code to ensure clarity and consistency. NSHA faculty and staff are expected to adhere to the spirit of our dress code, in that they serve as role models for our students and parents. This includes:

- For women
 - Knee length skirts or dresses
 - Shirts and blouses must be long enough to cover midriffs
 - Shirts or blouses that are NOT permitted include tank tops, tight fitting and low-cut tops and cropped tops, shirts that are off-the-shoulder, sleeveless and those with capped sleeves
 - No clothing with logos
 - Flip Flops are not permitted

- For men
 - Collared and button down shirt
 - Pants, no shorts
 - No clothing with logos
 - Flip Flops are not permitted

NSHA Student Dress Code

1.Boys:

- Light blue, navy blue or white collared shirts; no logos are allowed. Shirts should be clean and have at least three buttons; shirts cannot be low-cut, cropped or sleeveless.
- Khaki or navy chino pants. (No denim/sweatpants/joggers/jeans)
- At Cherry Lane only, during the months of September, May and June only, khaki or navy chino knee-length shorts may be worn.
- Sneakers may be worn. No flip flops or crocs may be worn.
- Kippot must be worn on students' heads at all times. Students may not carry their kippot in their hands or keep them in their pockets. For health reasons, kippot should not be passed between children. Kippot are available for sale in the office or through the PTA uniform shop at www.nsha.org/pta.
- The Academy expects boys to comply with the mitzvah of tzitzit. Tzitzit in all sizes may be purchased in the school office.
- Boys' hair should not extend below the shirt collar or below the eyebrows.

2.Girls:

- Light blue, navy blue or white collared shirts; no logos are allowed.

- Khaki, navy, black or denim skirts.
- Shirts and blouses must be long enough to cover midriffs.
- Girls must wear A-line or flared skirts that are at least knee length (i.e., that cover the knee when standing) or dresses. Pencil or straight skirts including the Kikirikki style skirts are not permitted. Pants may be worn during sports and certain field trips as specified, although skirts should be worn before and after the trip.
- Girls may not wear tank tops, tight-fitting and low-cut tops, cropped tops, tops that are off-the-shoulder, are sleeveless or have capped sleeves.
- For safety considerations, platform shoes, flip-flops, crocs, or heels higher than one inch are not permitted.
- Sneakers may be worn, however no flip flops, crocs or high heeled shoes may be worn.
- Girls are encouraged to wear sweatpants to gym class for comfort and freedom of movement. They may bring pants to school and change quickly before and after gym.
- Girls with long hair must wear their hair in a ponytail or braid for sanitary reasons.

3. All Students:

- Students may be asked to wear white tops and blue bottoms on special occasions.
- In cold weather, students will be permitted to wear solid white or blue pullover or cardigan sweaters.
- No logos (i.e. horses or alligator logos) or any writing can appear on clothing including sweatshirts
- Sneakers may be worn, however no slippers, open backed shoes, flip flops or crocs may be worn.
- A student who is in violation of the school dress code will be required to change into appropriate school dress before being permitted to attend his/her classes. This includes boys walking throughout the building or during recess without a kippa on their heads (kippot may not be in their hands or pocket). A note will be sent home notifying the parents of the infraction.
- Middle school students who fail to comply with school dress code more than 3 times per trimester may be removed from any school trips and extracurricular teams and clubs at the discretion of the

administration. All middle school students are required to have appropriate spare articles of clothing in their backpack should they need to change. Should they not have a spare article of clothing, a parent or guardian will be required to bring one to school for them.

- o Girls- 1 long Maxi skirt with no slits
- o Boys- An extra pair of tzitzit and an extra kippa

4. Early Childhood

Early Childhood students do not have a formal dress code, however we ask parents to use discretion for dress appropriate for a yeshiva environment. Students may not wear tank tops, sleeveless or tops that show midriff. Boys are expected to wear kippot beginning in toddler and tzitzit upon being toilet trained.

HEALTH AND SAFETY

Accidents

NSHA is committed to maintaining a safe work environment for everyone in and around our school. This requires the continuous cooperation of all employees. We strongly encourage employees to communicate with fellow employees and their supervisor regarding safety issues.

Employees who suffer an accident or illness or who witness accidents incurred by anyone on the premises must notify the school nurse and complete an incident report. Forms are available in the nurse's office. Please see additional information in the Worker's Compensation policy located in the Benefits section of this employee handbook.

Safety Procedures

Teachers and students must feel safe in their environment. Security is of paramount importance. Each classroom will be equipped with emergency exit procedure signage. To achieve a safe environment, everyone must follow the protocols described below. Three types of safety drills take place during the school year: shelter drills, evacuation drills, and fire drills. "Shelter Drills" address the scenario of an intruder in the building. When the code phrase "Shelter Drill" is announced, all faculty should cover the window of their classroom door, lock the door and instruct students to stand away from view of the doorway and window and remain quiet until announcements are made that the drill is concluded. They

should NOT open the door for anyone at all. When an “Evacuation Drill” is announced, we vacate the building. Students should go to their fire drill locations and be guided to the grounds of our neighbors, the Golpanian family located at 8 Cherry Lane or the Nitzani family located at 22 Cherry Lane for Cherry Lane students and to the Mariner’s Estate located at 94 Old Mill Road, Great Neck, NY 11023 grounds for Old Mill students.

Homeroom teachers should verify that:

1. There is a fire drill sign with clear instructions posted at the classroom entrance.
2. Students are fully aware of school evacuation procedures and alternative escape routes. Teachers should remind students periodically of routines in anticipation of a fire drill or emergency.
3. The attendance book is brought upon evacuating the building. When safely outside, check student attendance. Any missing child must be immediately reported to an administrator.

Evacuation Procedure:

When the fire alarm is sounded, everyone must leave the building until instructed to return by school officials. Make sure of the following:

- A. Students line up before leaving the classroom. During winter, they should wear their coats.
- A. All children in a class must be accounted for, including children in the bathroom, at the nurse, or elsewhere.
- B. Close doors and turn off lights to prevent the spread of fire.
- C. Students must walk to the right of the hallway and stairway in complete silence. The same procedures apply when returning to the classroom.
- D. Each teacher is fully in charge of students and is the only person permitted to talk when evacuating and re-entering the building.
- E. Classes will remain outside until a signal is given by an administrator to reenter the building.
- F. Should the fire alarm ring during recess, classes outside in the yard will remain there. The rest of the school will follow the regular procedure.
- G. Should the alarm bell ring during lunch, specials, or teachers’ breaks, the teachers should locate their classes, escort them to the designated emergency location, and take attendance.

Cherry Lane Fire and Emergency Procedures

Everyone must familiarize themselves with the location of the fire alarms and extinguishers, especially those closest to their classroom.

ROOM #	EXIT THROUGH
E 1	Lobby to Exit
E2	Lobby to Exit
E3	Room E4
E4	Classroom Exit
E5	Classroom Exit
E6	Classroom Exit
E7	End of Hall
E8	End of Hall
E9	End of Hall
E10	End of Hall
E11	Lobby to Exit
C1	Classroom Exit
C2	Classroom Exit
C3	Classroom Exit
D1	Classroom Exit
D2	Classroom Exit
GYM	One of the doors leading to the Yard
A1	Classroom Exit
A2	Classroom Exit
A3	Classroom Exit
A4	Exit in Room A2
Lunch Room	Go right and proceed through Auditorium Exit
B1	Exit to the School Yard
B2	Exit to the School Yard
B3	Exit to the School Yard
B4	Exit to the School Yard
B5	Exit to the School Yard
B6	Exit to the School Yard

LOWER LEVEL - USE THE CLOSEST LOWER LEVEL EXIT.

Science, Computer, Art, Library, and Learning Center students should never come up the stairs during a fire or emergency. Instead, they should use the closest lower level exit.

Business Office Exit through Rear Doors.

Library Exit through Rear Doors via Business Office.

Old Mill: Fire and Emergency Procedures

At the sound of the fire alarm, teaching must stop. Teachers should line up students and lead them to their designated staircases. Exit the building to the parking lot. Teachers should make sure all students in attendance are accounted for. Teachers are required by law to take their roll book or emergency folders to verify that all youngsters are accounted for.

From the Basement:

Lunchroom, Library, and Science B 11 should all use their individual exits and join the rest of the school in parking lot. Nurse's office should exit through the lunchroom.

From the Main Floor:

Rooms 107, 108, 109, 110, and 111 should go out the parking lot exit doors using the left side door.

From the Second Floor:

Rooms 208, 209 and 210 should proceed to the parking lot staircase and then lead the students out the lot exit doors.

Rooms 112, 113, 206, 207, 211, 212 and 213 should proceed down the staircase facing Old Mill Road, enter the main floor to exit through the main catering hall exit, and continue to the parking lot.

An administrator will check the building to be certain that no student has been left behind.

All students should line up with their teachers by the first space stripes and remain in their class lines. Teachers will wait for instructions from the administration before reentering the building.

Inclement Weather and Emergencies

As a rule, our school is closed for students on those snow days when the Great Neck Public Schools are closed. An email and text message will be sent to all teachers and faculty as soon as possible.

You may also see school delays/closing information on our school website at www.nsha.org. Please remember that when school is cancelled due to inclement weather, so are all after-school activities.

Reports of Child Abuse and Neglect

We must recognize that children are sometimes physically abused and/or neglected within their own families. According to Section 413 of the New York State Social Services Law, these occurrences must be reported immediately. Several points warrant emphasis:

- The duty to report concerns suspicion only; the burden of proof does not rest with the person reporting.
- No person may be sued for reporting a suspected case, even if the suspicion proves to be unfounded. On the contrary, failure to report constitutes a misdemeanor and renders the non-reporting person liable for resulting damages.

If suspected, immediately notify an administrator who will refer the case to the New York Central Registry and the Child Protective Services Office.

Mandatory Reporting of Child Abuse and Neglect

In compliance with the intent and specific requirements of New York State's laws regarding

Child protection, NSHA maintains policies and procedures for the identification, assessment, reporting, and management of cases of suspected child abuse and maltreatment.

New York State laws require that certain professionals, including school officials, teachers, mental health professionals, social workers, and psychologists must report suspected cases of child abuse and neglect when the child coming before them in their professional capacity presents information, which, if true, would cause that child to be an abused or neglected minor.

The law also extends to situations in which information regarding suspected abuse or maltreatment stems solely from parental disclosures in the absence of the child coming before the staff member of the School. The latter is a common manner in which information regarding suspected child abuse or maltreatment reaches the attention of a school employee.

When it is necessary to make a report, **such report shall be submitted without regard to whether the parent (or child) consents to such reporting.** All suspected cases are to be reported in accordance with the procedures outlined in the following policy statement.

REPORTING

A. Mandated Reporters

Mandated reporters of child abuse in New York State, including school personnel, must now directly report suspicions of child abuse to the Statewide Central Register for Child Abuse and Maltreatment (1-800-635-1522), rather than rely on a Principal, principal or supervisor to do so. The School Psychologist is available for support and discussion with mandated reporters. Mandated reporters need not, however, seek consent or approval before making a report.

Mandated reporters must themselves make a report to the hotline, and then immediately notify the person in charge of the school. The person in charge of the school, or that person's designated agent, is responsible for any follow-up necessitated by the report.

In accordance with the law, the School will not take retaliatory personnel action against an employee who (i) believes that he/she has reasonable cause to suspect that a child is an abused or maltreated child and (ii) then makes a report in accordance with the law.

Mandated reporters are identified by NYS and include, but are not limited to, school teachers, school guidance counselors, school psychologists, school social workers, school nurses, school administrators and other school personnel required to hold a teaching or administrative license or certificate.

B. When to Report

Mandated reporters are required to report when, in their official or professional role, they are presented with reasonable cause to suspect that a child has been abused or maltreated.

C. Immunity

Persons reporting in good faith with concern for the welfare of a child shall be granted immunity from any liability, civil or criminal.

D. Failure to Report

Failure to report a suspected case of child abuse or maltreatment constitutes a Class A misdemeanor. Knowingly and willfully failing to report is cause for civil liability for damages proximately caused by such failure.

E. How to Present the Report to the Central Register

The Register is most likely to accept calls when the causal link between the parent's (or caretaker's) acts of commission (abuse) or omission (maltreatment) and the child's behavior, symptoms or condition is clearly demonstrated. It is wise to think this through carefully before the call is made. If, for example, the child is not attending school, this can be considered educational neglect if the reporting person can show that the child's absence is due to the parent's or caretaker's failure to affect the child's attendance at school.

1. WHAT TO REPORT – DEFINITIONS

NYS Social Services Law defines abuse and maltreatment. Below is a summary of those definitions.

A. Physical Abuse

New York State Social Services law and the Family Court Act define an abused child as a child less than 18 years of age whose parent or other person legally responsible for the child's care:

- inflicts or allows to be inflicted upon such child physical injury by other than accidental means;

- creates or allows to be created a substantial risk of physical injury to such child by other than accidental means.

Of particular concern is physical abuse, which causes or creates a substantial risk of death, or serious disfigurement, or impairment of the function of any bodily organ, including head injuries, fractures, burns, scalding, lacerations, bruises and welts, specifically but not limited to the head, sex organs and limbs, such injuries caused by the use of any instrument (e.g. chain, electric cord) other than the human hand.

B. Sexual Abuse

Defined as a child less than 18 years of age whose parent or other person legally responsible for the child's care commits or allows to be committed a sex offense against such child, as defined in the penal law. (Corroboration requirements in the penal law no longer apply.)

There is reasonable cause to suspect child sexual abuse when the parent or other person legally responsible:

- touches a child's genitals, buttocks, breasts, or other intimate parts for the purpose of gratifying sexual desire; or forces or encourages the child to touch the genitals, buttocks, breast, or other intimate parts of the parent or other person legally responsible for the purpose of gratifying sexual desire.
- engages or attempts to engage the child in sexual intercourse or deviate sexual intercourse (e.g. anal or oral sex).
- uses a child in sexual performance, such as a photograph, play, motion picture or dance, giving rise to impairment or imminent danger of impairment to the child, regardless of whether the material itself is obscene.

C. Maltreatment

Defined as a child less than 18 years of age whose physical, mental or emotional condition has been impaired as a result of the failure

of the child's parent or other person legally responsible for his/her care to exercise a minimum degree of care; whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his/her parent or other person legally responsible for his/her care to exercise a minimum degree of care:

- who has been abandoned by her/his parents or other person legally responsible for her/his care; or
- who has had serious physical injury inflicted upon him/her by other than accidental means.

The following situations provide reasonable cause to suspect physical and emotional maltreatment or neglect: malnutrition, failure to thrive, lack of clothing, inadequate housing, lack of medical care, lack of supervision, excessive corporal punishment, child's drug/alcohol use, abandonment or educational neglect.

Educational neglect with respect to attendance includes (i) excessive unexcused absences from school, (ii) reasonable cause to suspect that the parent or guardian is aware or should be aware of such unexcused absences and (iii) reasonable cause to suspect educational impairment as a result of such absences. In instances where educational neglect with respect to attendance is suspected, the school will conduct an inquiry to determine if reporting is warranted.

D. Sexual Maltreatment

Situations, which provide reasonable cause to suspect sexual maltreatment and exploitation, are as follows:

- sexual abuse of a child by a person not legally responsible for the child (see paragraph (3)(B)) when the parent or person legally responsible failed to exercise a minimum degree of care.
- a child exposed to sexual activity or exhibitionism for the purpose of sexual stimulation or gratification of another with the knowledge and approval of the parent or person legally responsible.

- a parent or person legally responsible allowing a child to engage in sexual activity which is not developmentally appropriate when such activity results in the child suffering emotional impairment or imminent danger of emotional impairment.
- a parent or person legally responsible permits the obscene photographing, filming or depiction of such child.
- a parent, or person legally responsible for a child, permits photographs, plays or motion pictures to be made depicting the child in a sexual performance, thereby causing harm or imminent danger.

E. Past History of Abuse or Neglect

If in the present the clinician has good reason to believe, based on a past history, that there will be a future act of child abuse or maltreatment, the situation should be reported.

2. **SPECIAL SITUATIONS**

- (A) Legally responsible persons: New York State law mandates the report of abuse or neglect by a parent or other person legally responsible. "Other person legally responsible," as defined in the Family Court Act, includes the child's custodian, guardian, and any other person responsible for the child's care at the relevant time (e.g. day care worker). Custodian may include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse or neglect of the child.

In addition, situations involving the suspected abuse, maltreatment or exploitation of a child being cared for in a facility operated or supervised by the Department of Social Services or the Division of Youth, should be reported if there is reason to suspect that the child was abused, maltreated, or exploited by an employee of the facility.

- (B) Abuse or maltreatment by non-related adults or others who are not caretakers: If there is harm or imminent danger of harm to the child which is not due to the acts or omission of the parent or person legally responsible for the care of the child, then the situation is a criminal matter and should be referred to law enforcement officials.

In the event that a concern of child abuse or maltreatment (e.g. child sexual abuse) does not fall within the realm of the child protective process and is not accepted for Child Protective Services investigation, the caller should be encouraged to contact the local police and/or District Attorney for further response/action.

Of course, acts that constitute child sexual abuse, maltreatment and exploitation may also constitute a crime under the penal law and may be prosecuted accordingly.

- (C) For a child in imminent danger: If a child is in imminent danger, certain officials - peace officers, law enforcement officers, child protective workers, a physician treating a child or a person in charge of a hospital - may keep a child in their custody without the consent of the parent or guardian until the next regular weekday session of the Family Court. If necessary, the local police may be contacted in an emergency situation, when the clinician feels that a child should not be allowed to leave with a parent, or to be with a parent.

3. **AGENCY RESPONSIBILITIES**

A. Follow-up with Child Protective Services

After the call is made to the Register and you have alerted the School Psychologist, he/she may wish to call the local Child Protective Services office and alert them to the fact that the Register has been called. This will help in jointly planning for how to proceed.

Within 48 hours of the report to the Register, the School Psychologist, along with the individual who makes the report, should complete form 2221A and forward it to the local Child Protective Services office. A copy of the form should be filed with the Principal and maintained in a separate file.

B. Liaison with Child Protective Services

In order to ensure that the School develops and maintains a genuine working relationship with Child Protective Services, the Principal or his/her designate should serve as liaison with the local child protective district office.

PROTECTING OUR CHILDREN FROM HARM

The following policy is distributed to parents in the Parent & Student Handbook. All faculty should review the policy and sign and return the Acknowledgement of Receipt located at the end of this handbook:

NSHA students are its most precious asset. To ensure that students are not subjected to inappropriate behavior and are free of any abuse and neglect, NSHA has implemented policies for its staff regarding appropriate behavior and mandated reporting. Parents are NSHA's partners in keeping our children safe. We ask that parents familiarize themselves with the policies below, and report any suspected abuse or neglect.

Staff Behavioral Standards

The overwhelming majority of interactions at NSHA between administration, staff, and students exemplify healthy, positive relationships. However, certain behaviors are incompatible with our standards and educational and spiritual goals and are therefore prohibited as detailed below. Parents and students must be aware of these behavioral standards and report any concerns to a school administrator. Please note that the term "staff member" includes, but is not limited to, teachers, Rabbis, faculty, office staff, coaches and assistants (both employees and volunteers), elective and after school club instructors, private shadows, interns, service providers, maintenance staff and tutors.

- Staff members may not be alone with a student in an area that potentially cannot be seen or observed by other faculty members or adults
- Staff members may not be in a locked classroom alone with a student.
- After or before school hours, staff members may only work with students, in any capacity, in designated areas.
- Physical force may never be used other than to safeguard against immediate physical danger.

- Inappropriate physical contact, such as massaging, patting, pinching, punching, pushing and physical assault or any other inappropriate touching is prohibited.
- Staff members must refrain from denigrating students publicly or privately.
- Staff members must refrain from attempts to manipulate or control students through psychological means.
- Staff members may never forbid students to share conversations or information with parents or administrators, nor instruct students to “keep secrets” from their parents.
- Staff members must refrain from sexual attention towards others in the form of remarks, jokes or innuendo about a person's body or clothing.
- All of these identified behavioral standards also apply whether in person, on the telephone or email.
- It is unacceptable for staff members to communicate with a student through instant messaging, texting or social media (e.g., Facebook, Instagram or Twitter.) Any email correspondence with a student must always be cc'd to the parents and an administrator. All email communication should originate from an official school email account.
- All staff personal social media should not be accessible to students or parents and staff cannot accept any or send friend requests to students. (All settings should be set to “private.”)
- Staff members cannot be alone with a student in a car unless the School has written permission from the parent.
- Following a school activity, if a staff member is left with a student who is waiting to be picked up, the staff member must wait with the student at the school's front entrance.
- Staff members may call a student at home but must first ask to speak to a parent. Staff members are not permitted to call on the child's personal cell phone unless given specific permission by a parent each time. The staff members should explain to the parent the reason for the call and then speak to the student. The staff member should keep a log of such calls.
- Staff members should not ask students to call their homes or cell phones without parental knowledge of the call.
- If a staff member receives a call or text message from a student, the staff should note the time and date and inform an administrator. Any response must be sent from official school email, and not through text or the phone.

- Teachers must inform their supervisor of any student they are tutoring and when and where they are meeting with the students. This includes summer tutoring.

Drug/Alcohol-Free Workplace

It is the School's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The use of illegal drugs, improper use of prescription drugs, and consumption of alcohol, whether on or off duty, can impair an employee's ability to work safely and efficiently. The School prohibits the use of these substances to the extent that they affect, or have the potential to affect, the workplace. The School prohibits employees from possessing, using, purchasing, distributing, dispensing, soliciting, selling, or having illegal drugs or alcohol or other controlled substances in their systems without medical authorization during work hours, while operating a vehicle owned or leased by the school, while on premises owned or occupied by the school and/or while representing the school in any manner.

Employees who violate the School's drug/alcohol-free workplace policy will be removed from the workplace immediately. The School may also bring the matter to the attention of appropriate law enforcement authorities. Any conviction for criminal conduct that is contrary to this drug/alcohol-free workplace policy, whether occurring on or off duty, or any violation of this drug/alcohol-free workplace policy, including having a positive drug or alcohol test result, may lead to disciplinary action, up to and including termination of employment.

The lawful and proper use of prescription drugs and/or over-the-counter drugs may also affect employee job performance and seriously impair employees' value to the School. Employees who are using these substances are prohibited from working at the School, operating a vehicle owned or leased by the School, being on premises owned or occupied by the School and/or representing the School in any manner if such use affects their ability to safely perform their essential job functions. The employee is not required to identify the medication or the underlying illness, however we ask employees to use their best judgment when taking these medications and how they may affect the employee's ability to continue to work safely and effectively.

On occasion, alcohol may be available at School sponsored events. Alcohol may be served at these events only with the approval of the Principal. In addition, alcohol may be served at school-related events, such as conferences, workshops, professional gatherings, etc. On these occasions, only the moderate and limited use of alcoholic beverages is acceptable. Employees are expected to remain responsible, professional, and sober at all times.

No Smoking

In keeping with the school's intent to provide a safe and healthful environment for our employees and students, and in compliance with current regulations, smoking is prohibited throughout the school and on school property. This policy includes e-cigarettes and vaping and applies equally to all employees and guests.

Food Allergy Policy

Sharing of food - Due to the vast number of food allergies and sensitivities, there should be NO sharing of food among children. This includes snacks and lunch. Parents and faculty should explain and reinforce this important issue to the students. Teachers should familiarize themselves with the NSHA allergy policy stated in the Parent-Student Handbook

Food Celebrations/Parties:

Any classroom that requires food service arrangements for celebrations, special programming etc, should contact their division Administrator for approval and directions. Please see the Parent/Student Handbook for the full allergy and kashrut guidelines. Old Mill classes should not have any parties.

Please do not use food as a reward: you and the child may be unaware of a potential food allergy. Please do not serve food in the classroom without advance approval by an administrator, which should be obtained at least one day in advance.

Nut-Aware Policy

NSHA strives to be a nut-free school. At this time, for the protection of our students with severe nut allergies, we consider ourselves a "nut-aware" school: we make every effort to eliminate peanut tree nuts, and any nut-based products and to raise awareness about food allergies.

- Our food service does not serve peanut butter or nuts of any kind during lunch, at snack times, and at school events and activities.
- We ask that parents and caregivers refrain from sending peanut, tree nut, or other nut-based foods to school as birthday treats, snacks, or lunch. When selecting pre-packaged foods to send to school, parents and caregivers should carefully review nutritional labels to ensure that the products have not been manufactured in a facility that processes nuts.
- We ask that students, parents, caregivers, and faculty who may have eaten peanut, tree nut, or other nut-based foods thoroughly wash their hands before entering the school building.
- We ask that families of children with food allergies work closely and cooperatively with our school nurse, division heads, and classroom teachers to clarify the nature of the child's condition.
- Each parent of a child with a severe food allergy MUST meet with the school nurse regarding the nature of the allergy.
- Our school nurse and division heads create and implement protocols for response if a severe allergic reaction occurs.
- To the extent that full cooperation is provided by all parents and caregivers of children who have severe food allergies, allergic students and the faculty who teach them have ready access to epinephrine auto-injectors in the event of anaphylaxis.

Because so many people enter our school building each day, there is no way that we can ensure that our school is completely nut-free. We appreciate the efforts of each member of our community to protect the health of all of our students.

Intellectual Property

It is expected that during the course of employment with NSHA, employees may prepare, create, write, initiate or otherwise develop materials as part of their position with NSHA. If these materials are created for school use and with school support, monetary or otherwise, the materials are property of the School.

“Materials” defined in this policy include but are not limited to curriculum development, photographs, drawings, videos, articles, reports, memos, notes, and other works of authorship, databases, designs, processes, and programs, whether or not these materials are protected under copyright or trademark.

Employees are prohibited from copying, distributing or selling these materials without written permission from the Principal.

Upon termination from NSHA employees are not permitted to remove such materials without written approval from the Principal.

Employees who have questions regarding materials not mentioned in this policy, ownership of materials or intellectual property should speak with the Principal.

Nepotism

Members of an employee's immediate family may be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment will:

- (i) Create a supervisor/subordinate relationship with a family member;
- (ii) Have the potential for creating an adverse impact on work performance; or
- (iii) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy will also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household.

Employees who become immediate family members or establish a romantic relationship must notify Rabbi Dr. Kobrin of such a relationship. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the school to which one of the employees will be transferred and will make reasonable efforts to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the school may decide at its discretion who shall remain employed.

Request for Repairs

Any needed repairs should be reported to the Director of Buildings Management by completing the appropriate form and leaving it in his mailbox.

Social Networking

Use of social networking websites (such as Facebook, Instagram and Twitter, etc.) is a growing trend among all individuals. Employees are expected to act professionally when engaging in social networking and follow the guidelines below:

- Exercise appropriate discretion when engaging in social networking for personal communications with the knowledge that your behavior on social networks may be visible to co-workers, students, parents, or the general public.
- Do not initiate or accept social network friend requests with students or parents.
- Exercise care with privacy settings and profile content. Content should be periodically reviewed for appropriateness. In addition, know that privacy settings can be changed at any time to limit access to profiles and searchability to content, and changes should be made accordingly.
- Pictures of or content related to students and/or their families may not be posted.
- Pictures of or content related to colleagues may not be posted without their prior consent.
- Recognize that former students may have online connections with current students, and that information shared between employees and former students may be seen by current students as well.
- Understand that you should not be engaging in social networking during work hours.
- Refrain from making any reference to confidential or privileged information or activities of NSHA, its employees, students, or their families, whether by name or implication.
- Do not post any material that is obscene, threatening, harassing, or abusive to any person or entity associated with NSHA.
- Posts should be consistent with the values and philosophy of an Orthodox community yeshiva. For example, employees should refrain from posting

at non-kosher establishments as well as refrain from posting on Shabbat and holidays.

This Social Networking policy does not prohibit lawfully protected communications regarding an employee's off duty political, recreational or other legally protected activities.

Violence in the Workplace

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect NSHA or in the conduct of NSHA business, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in NSHA operations, including, but not limited to, employees, guests, vendors, contract workers, student, parent and anyone else conducting school business.

Workplace violence can include but is not limited to:

- Verbal, written or physical threats of violence;
- Causing physical injury to another person;
- Plots to damage a facility or to intimidate or hurt employees or others that interact with the school; and
- Other violent actions or crimes at work or during work-related events or directed toward an employee or school contact while performing his or her job duties.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers or creates the perception of intent to harm persons or property. Examples include, but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means.
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker, guest, vendor, contract worker, parent, student or anyone else doing business with NSHA.
- Destruction, or the threat of destruction, of any school-owned or leased property, including but not limited to: furniture, equipment, software, hardware, contents of a database, programming code and the physical office.

- Possession of firearms or any other lethal weapon on school property, in a vehicle being used on business, in any school owned or leased parking facility or at a work-related function.
- Any other conduct or acts which the school believes represent an imminent or potential danger to safety and security of its employees, students, families, guests or the community.

Reporting Procedures

Any potentially dangerous situations must be reported immediately to the Principal. Reports may be made anonymously.

Investigations

The school will investigate all reported incidents promptly. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The School will actively intervene at any indication of a possible hostile or violent situation.

Violations of this policy, by employees, may lead to disciplinary action, up to and including termination and/or legal action as appropriate. Where such actions involve non-employees, NSHA will take action appropriate for the situation.

CLASSROOM AND FACULTY POLICIES

Homeroom Teachers (Cherry Lane)

A homeroom teacher has unique responsibilities towards his or her class. Homeroom teachers should:

- Must take attendance daily in ParentLocker in am and pm classes (see section below - Attendance Procedures).
- Coordinate all classroom activities (e.g., testing schedules, class assemblies, parties, trips, etc.) with his or her colleagues.
- Oversee the social organization of the students to help the class become a functioning social entity.
- Address and resolve ongoing problems with the help of his or her colleagues. (Problems are referred to the Administration only after the homeroom teacher has addressed them.)

- Create and maintain an attractive and up-to-date classroom atmosphere.
- See to it that report cards are prepared, distributed, signed, and collected.
- Update students' permanent records. A student's permanent record constitutes a complete and detailed academic history. Permission is required before taking permanent record from the office. Under no circumstances may permanent records be removed from the school building.
- Address student lateness and call the home of a student who has been absent or late for two consecutive days. The Administration should be informed in writing on the third consecutive day of absence.
- Identify students who need psychological evaluations. The homeroom teacher should discuss the case with the administrator and school psychologist.
- Return parent phone calls as soon as possible (within 24 hours).
- Early Childhood teachers should email weekly newsletters and photos.
- Toddler and Nursery teachers should email daily journals as well
- Teachers should contact Abigail Weiss (aweiss@nsha.org) when they would like classroom projects or events photographed for inclusion in our newsletter and social media.
- Communicate with each parent at least once before the first report card term. Parents must be informed when students' work is below "D" or 65%. All emails to parents should be done using nsha.org email address and an administrator should be copied.
- Be responsible for students on their way to and from lunch, recess, specialty classes and dismissal. (Although assistant teachers share the responsibility of escorting and supervising students, their welfare and safety is ultimately the homeroom teacher's responsibility.)
- Actively supervise lunch, recess, and Birkat Hamazon, seeing that every child participates and assisting the person in charge of the lunchroom. Active supervision during recess helps avoid injuries and accidents.
- Organize students before re-entering the building after recess. Students should respond to their homeroom teacher's call and then quietly proceed to the classroom, walking to the right.

- Supervise indoor recess in your classroom. Homeroom teachers should prepare for such recess with games and activities. The gym may only be used if assigned through the Cherry Lane Coordinator.
-
- If a specialty teacher is absent and no substitute is available, students will remain under the supervision of their homeroom teacher.
- Brief new teachers about students they have shared.
- Assist the administration in the admission and placement of new students.

Attendance Procedures

Cherry Lane:

- AM Teachers will take attendance in ParentLocker within the first ½ hour (9:00am-9:30am)
- PM Teachers will take attendance in ParentLocker within the first ½ hour:
 - Grades 1-3: 12:15-12:45
 - Grades 4-5: 12:45-1:15
- At 9:45am an attendance list will generate and be sent to the nurse's offices so calls can be made to parents.

Old Mill Road:

- Homeroom teachers will take attendance in ParentLocker before the end of 1st period.
- A member of the office team will collect late arrival information from the security team and update ParentLocker.
- At 9:45am an attendance list will generate and be sent to the nurse's offices so calls can be made to parents.

Class Management - General Guidelines

1. Carefully plan and prepare your lessons and keep an orderly record of lesson plans available for review. Good lesson planning includes stated goals, methodology, summary and an appropriate assessment.
2. Students must be supervised by a teacher at all times. All teachers should question students found in the halls during class.
3. Students should only be sent to the office for disciplinary reasons if their presence in class is negatively affecting other students' learning.

In general, classroom management is enhanced by:

a. Prompt teacher coverage of assigned duties, including pickup from specialty classes. A specialty class assigned to your students at the end of the day does not mean that your day ends at that time: teachers must be available to specialty teachers if needed. Specialty classes for students provide teachers with a prep period. (Should you need special schedule consideration, please obtain approval from an administrator.)

a. Always insisting on student's use of a Class Pass. Know who is out of the room by only allowing one student out of the room at a time. Only an Official Class Pass should be used.

b. Reminding students to walk on the right, which allows for a safe flow of hallway traffic.

Professional Conduct

1. Attendance at all faculty meetings is mandatory.
2. Cell phones should never interrupt a lesson, classroom time or any other professional duty.
3. Personal conversations with parents or colleagues should be held when students are no longer under your supervision.
4. Student discipline policies are outlined in our Parent-Student Handbook. Faculty are expected to follow those guidelines when they need to discipline a student.
5. When cell phones and other electronic devices are confiscated from students, it is inappropriate for faculty to view the email, pictures and other contents of those devices.

CORPORAL PUNISHMENT IS ABSOLUTELY FORBIDDEN. TEACHERS WILL BE SUMMARILY DISMISSED IF THEY EMPLOY SUCH METHODS.

Dealing With Cheating

NSHA holds its students to the Torah's ethical standards of honesty. Cheating or plagiarism (presenting the ideas or words of another as one's own) may result in the following consequences:

For a first time offense, the student will fail the assessment and parents will be called for a conference with an administrator. The student will be placed on

probation and may lose privileges to participate in extra-curricular activities including academic or athletic teams in which s/he represents the school. The Academy may impose other consequences as well.

Emergencies

If an emergency arises, confirm that a neighboring teacher will supervise your class.

Never Leave Students Unattended

Remember that accidents do happen. Students with a minor injury should be sent to the nurse for attention escorted by another student. If there is a major injury, or if you are not sure of the nature of the injury, do the following:

- Do not move the child. Make him/her as comfortable as possible.
- Notify the office immediately by intercom or messenger.
- If you must leave the room, make sure that an adult can supervise your other students.
- After you have attended to the injured student, complete an accident report as soon as possible. These are available in the office.

Good Learning Habits and Ensuring The Reliability of Tests

In our society of ethical and moral confusion we have a responsibility to show our students the right path. The drive to succeed and the fear of failure, parental disappointment, and teacher disapproval create enormous pressure. Students may succumb to temptation. If they may cheat on exams or assignments they often do so not because they are immoral, but because they are afraid.

Homeroom teachers should address such issues with their students, including the following practical suggestions:

1. Students are not to be asked, nor will they be permitted, to deliver papers of any kind to teachers. Only teachers should pick up any reproduced material.
2. The Teachers' Lounge is "off limits" to students.
3. Do not use the same test for successive classes. Students may share questions or answers, compromising the test's validity.
4. Students must know the consequences of cheating: make them aware that cheating will bring about severe punishment, including the possibility of expulsion.

Pressure results in panic. A more benign scheduling of tests may lessen the pressure. Advance planning and using our test schedule will help minimize cheating as well. Teachers therefore must make use of the school test schedule.

Classroom Preparation

During the first week of school please take care of the following:

1. Ask the school nurse and school psychologist for information on any student medical or psychological issues.
2. Check your room for safety hazards, and report deficiencies in writing to an administrator.
3. Check attendance of students against the class list.
4. Make sure that both American and Israeli flags are hung above the board. Flags should be neat, clean, and displayed at all times.
5. Notify Kevin in writing if student furniture needs any adjustment.
6. Post fire drill and "Code 9" instructions near room/door light switch. (Get a copy from office if necessary.) Establish routines for fire and lockdown drills during the first week. Know the fire drill route. Weather permitting, we will have a fire drill the first week of school.
7. If possible, teach something completely new each day of the first week.
8. Give extra attention to those students who are new to NSHA.
9. Prepare a class seating plan assigning seats with attention to students' individual needs.
10. Distribute textbooks, checking that student's name, current class, room number, and date are written in ink in every book.
11. Discuss proper school attire for classrooms and Physical Education.
12. Discuss school procedures, such as bringing notes from home after an absence, lateness, decorum in the hall (e.g. walking, not running), and being prepared each day (textbooks, notebooks etc.). Emphasize adherence to the bus driver's instructions.
13. Set up a schedule of books to be brought home, so that students will not need to carry all books at all times.

14. Explain to students that they may not arrive before the official start of school. Upon arrival, they will report at once to their room to be supervised by their teacher.
15. Review orderly procedures for entering and leaving the room.
16. Assign a homework buddy to each student and define their responsibilities.

The School Day

The daily schedule for faculty is outlined in the appendix. Teachers should be in their classrooms or in their designated place at least 10 minutes before the start of their school day.

Start of Day Procedure

To ensure a safe start to each day, teachers must be in classrooms to greet students at the time designated for arrival.

Only the main building entrance should be used to enter and depart each building.

Attend to non-educational matters when they do not conflict with students' arrival. If a student presents you with a dismissal note, ask to forward it to the P.M. homeroom teacher at Cherry Lane who handles dismissal or the office at Old Mill.

Lunchroom Procedures at Cherry Lane

Routines are as important for the lunchroom as they are for the classroom. Morning homeroom teachers should review these routines in class on the first day and regularly review throughout the year.

Lunchroom and recess supervision is the responsibility of each homeroom teacher. For the first two weeks of school, all teachers and assistants should accompany and remain with their students throughout lunch and recess to establish good routines.

Just before leaving for lunch or recess, please put your classroom in order and turn off the lights. Please escort the class to the lunchroom and oversee washing.

During lunchtime at Cherry Lane, students sit at designated tables. The morning teacher, who supervises lunch, remains until the end of Birkat Hamazon.

Afternoon teachers, who arrive while their students are still in lunch, should help supervise Birkat Hamazon.

During Birkat Hamazon, teachers/teacher assistants should make sure that all students are taking part and are participating respectfully. Student monitors should collect benchers at the end of each meal. Homeroom teachers and/or assistants (A.M. or P.M.) are responsible for student decorum in the lunchroom. Please:

- Coordinate on-time and orderly entrance into the lunchroom;
- Supervise netilat yadayim and hamotzi;
- Organize orderly line-up for food along the windows;
- Stand at the front of the line and direct small groups of children (four at a time) to the serving lines;
- Join the class at the tables when all have been served;
- Assist PTA volunteers in making sure each child receives an adequate lunch;
- Remember that children can request seconds only after everyone has been served;
- Ensure proper conduct at the table;
- Make sure students have enough time to eat before benching;
- Oversee cleanup of table area;
- Coordinate timely and orderly exit from lunchroom;
- Remind students of the importance of courtesy to others. Leave the table neat so that those who come after can also eat comfortably.
- Assign two student monitors for various tasks such as cleanup, collecting and replacing benchers, and checking for books and clothing left at tables.
- The kitchen is off limits to both students and teachers.

Recess at Cherry Lane

Teachers and assistants are responsible for their classes throughout recess. Establish routines and rules on the first day of school and stick to them! No child is too well behaved to go unsupervised. Teachers should not congregate in groups; rather, circulate regularly to make sure that each group is playing safely. Be proactive to prevent accidents or injuries. Make sure that students stay away from prohibited areas such as the trees or wetlands. End recess on time so that all students are back in class. In addition, remember that tricycles are only

for the early childhood department. Children in grades 3-5 may not use the early childhood playground.

In order to maintain decorum, teachers must adhere strictly to the recess schedule: a class may go out for recess only at the official time.

Teachers assigned to lunch/recess duty should report to the correct homeroom class where they and the homeroom teacher should bring students to the PM classroom (as well as to and from lunch or recess.) Homeroom teachers must assist teachers while children are in transit.

After students put their knapsacks at their desks, the teacher should take the students to recess.

At the end of recess, classes should line up. When students are quiet and orderly, they should re-enter the building and go directly to the lunchroom.

For classes using the upper field, homeroom teachers should wait at exit "F" to help bring students to lunch.

For classes using the lower field, homeroom teachers of classes should wait at exit "B" to help bring students to the lunchroom.

One teacher on the upper field and one teacher on the lower field must each carry a walkie-talkie. Upper field teachers should use the nurse's office walkie-talkie; those on the lower field (B, C, D) should get the walkie-talkie from the main office. An additional unit is located in Room DI. Walkie-talkies should be set to channel 2 and used for emergencies only.

Please take students to lunch and recess promptly: delays result in a lack of supervision. If a relief teacher is late, the homeroom teacher should stay with their class until their colleague arrives.

Homeroom students must know which teacher supervises them during recess and lunch each day. The homeroom teacher should introduce him/her to the students.

During inclement weather when we hold recess indoors, the same schedule applies.

At no time should children be left unsupervised. Teachers must wait for their relief.

After recess, students should line up in an orderly fashion before reentering the building. Homeroom teachers should meet their class at the door to help students line up and go directly to their classroom or lunch without disturbing other classes or school activities.

Teachers should report disciplinary or any other issues to the homeroom teacher for following up. Homeroom teachers should address matters brought to their attention.

Indoor recess takes place in the classroom, supervised by assigned teacher. Classes may not take any recess times other than those on the schedule.

Teachers must carry their NSHA security pass in order to get back into the building.

Students must bring their coats to recess. No one should return to the classroom.

1ST GRADE

AM RECESS

During the 1st third of the school year (until Thanksgiving), there will be an official recess of 15 minutes each day during the AM session.

Students may go outside, weather permitting, during these 15 minute periods.

During the rest of the year, there will be an official recess for 15 minutes on those days without a scheduled specialty class.

PM RECESS

An official "snack break" of 15 minutes may be taken outside the classroom each day (regardless of specialty class schedules) throughout the school term each afternoon.

Grades 1-5 have 20 minutes for lunch and 20 minutes for recess. Faculty who have lunch/recess duty should ensure that they remain on schedule so that all classes can cycle in and out of the lunch areas in a timely manner. Recess will be taken by class.

Dismissal Procedures

OLD MILL ROAD

At the end of the last period, students riding buses will go to the appropriate area for their bus. Teachers on duty must remain until 4:45.

CHERRY LANE

“PLAY DATES” AND OTHER CHANGES FROM REGULAR DISMISSAL ARRANGEMENTS

Any change from regular dismissal must be noted by a parent in School Dismissal Manager by no later than the designated cut off time. Teachers may not accept written notes and parents may not call or email a teacher or the school office with changes to dismissal.

Students riding on school buses will be called from their classrooms. Teachers should be in classrooms to ensure that students hear their bus called. Assistant teachers are to make sure students do not run in the hallway. This routine should be established on the first day.

Toddler

Toddler students dismiss at 1:00 Monday- Friday

Nursery

Nursery students will be dismissed at 2:00 Monday - Thursday and at 12:00 on Fridays.

Pre-K

Pre-K students will be dismissed at 2:50 Monday - Thursday and at 12:50 on Fridays.

Teachers should bring children outdoors and help put them into cars so that parents can leave quickly.

Parents of students in Pre-K should pick up their children by making the full circle around the parking lot at the turnaround circle.

Kindergarten

Kindergarten children should leave their classrooms at 3:10 for their designated dismissal rooms.

Kindergarten students who are picked up by parents should go to room A3 for 3:30 pickup.

Friday Dismissal

On Fridays we focus on students' safety at dismissal because that is the only time the whole school lets out at the same time. Please remember the following:

1. All teachers are on dismissal duty every Friday. To reduce congestion and prevent confusion, no faculty member should leave the parking lot before all school buses have departed.
2. Parent pickup on Fridays will start after the general bus dismissal. Teachers assigned to these children should stay with them and then dismiss from the following locations:

End of School Day Procedure

Each teacher is responsible for leaving their classroom in an orderly condition at the end of the day.

1. Lights, fans, smartboards, computers and air conditioners are turned off.
2. Teacher's desk is in order.
3. Student chairs and desks are neatly in place and the area around each desk is clean.
4. Closets are left in orderly condition.
5. Window sills are cleared of books, notebooks, etc.

Homework Policy

Grades 1-8:

- Based on teacher and parent feedback, we believe there is value to assigning **purposeful** homework that reinforces concepts or skills that have been taught within the classroom environment.
- Homework will be assigned with the goal of completion within 20 minutes for an average student.
- Homework should not include entirely new concepts that are unfamiliar to the students.
- Homework is meant to be completed independently by the student, as it serves as a barometer for teachers of student comprehension and retention. Parents should not complete homework for their children, nor is

homework meant to be completed together with a parent or tutor. There will be no penalization of students who are unable to complete areas of homework due to comprehension issues. A parent who notices prolonged or continued frustration by a child with regard to homework should contact their child's teacher.

- Homework may be used to prepare a student for an upcoming lesson, but the student will be familiar with the homework's underlying concepts and should, therefore, be able to master the material in advance of that lesson.
- Homework will be posted and emailed daily to parents so they are aware of their child's assignments.
- In grades 1-5, Monday and Wednesday will continue to be designated for English homework; Tuesday and Thursday will be Hebrew evenings. There will be no written homework assigned on the weekend henceforth. No written homework will be assigned during the holidays.
- Students in Grades 1-5 are expected to independently read a book of their choosing for at least 20 minutes a night.
- Pre-K students are given light homework assignments, weekly.

Homework Buddy

Each Cherry Lane Hebrew and English as well as Old Mill subject teacher should appoint a homework buddy for each student at the beginning of the year. The homework buddy should:

1. Call the absent student (if absent for medical reasons) and provide all assignments.
2. If possible, help the sick child to get the appropriate books and/or materials that he/she might need to complete the assignments.

Teachers should be aware that parents know this policy. We count on each teacher to make this homework buddy system work.

STUDENT EVALUATION

Grading Periods – Grades 1-8

The academic year is divided into three grading periods at Cherry Lane and two at Old Mill Road. At the end of each period, teachers provide written student evaluations. Old Mill Road students additionally receive progress reports. Evaluation is independent for each term. A week prior to report card distribution, teachers will forward completed report cards to administrators for review and comments.

Examinations

Careful attention should be given to preparing tests. Test questions should cover cognitive areas such as recall of data, application, comprehension, problem solving, etc. Students should be asked to use information rather than merely recalling facts.

Grades

Report card grades should reflect the student's performance on at least two examinations, homework, and classroom participation, with credit given for originality and initiative.

Report Card Comments

Report card comments are often more valuable and informative than the grade themselves. Comments must correlate with grades, be objective and address student performance rather than personality or character traits.

Returning Students' Work

Teachers should return all tests and assignments within three days, which allows students to quickly benefit from their teachers' comments. Homework should be reviewed daily. To keep parents informed, have them sign all major tests and assignments. (Remember to check for parents' signatures.) Teachers can request an administrator's participation in returning tests to students.

Grades 6-8:

To provide students with sufficient time to prepare for tests, please follow these guidelines:

1. Consult the testing calendar in the main office or the Google testing calendar.
2. Tests must be scheduled and announced one week in advance and posted on Google Classroom and the testing calendar..
3. Only one test may be given each day with a maximum of three tests per week.
4. No unscheduled tests may be administered.
5. Quizzes need to be scheduled on the testing calendar and should consist of material taught during the previous two lessons and last no more than 10 minutes.

6. Parents must sign tests regardless of the grade. Unsigned tests must be followed up with an email or call to parents.

Special Student Services, Referral, and Evaluation Procedures

Our Lower School Psychologist coordinates psychological services for Cherry Lane and she is also case manager for all Great Neck Public School Special Education services. Our Lower School Hebrew Learning Lab supervisor coordinates the Judaic Studies Learning Center and Hebrew Lab at Cherry Lane. Our Middle School psychologist coordinates psychological services at Old Mill and our Middle School learning specialist oversees the Learning Center at Old Mill.

Concerns about a student's social, emotional, behavioral or academic functioning should be documented and discussed with the school's support services staff.

We regularly hold Child Study Team (CST) meetings to discuss students of concern.

Before alerting the learning support staff, try to utilize in-classroom interventions as well as learning assistants, when available.

Inform parents of your concerns and offer suggestions about ways they can help their children improve their skills. Do not promise parents that we will provide learning support services to their child until the referral process is completed.

After receiving parental permission, students are assessed and recommendations may be made in terms of specific services. The assessment may involve in-house screening, a private evaluation, or comprehensive assessment by the Great Neck School District.

Please note that if a student is being referred for an evaluation by the Great Neck School District, teachers will receive a referral packet, which needs to be completed and returned to the school psychologist in a timely fashion. If teachers receive a referral packet (or any other type of form to fill out for a student's private doctor) from a parent, please notify the school psychologist immediately.

Only after parents are informed of recommendations and provide permission for participation do students receive learning support services.

Please note that the Learning Center is not able to service students who are behind due to extended absences or due to behavioral issues.

While we would like to be able to provide all classes with intensive support, the frequency and the timing of the services depends on school specialty schedule. As a result, some classes may not meet as frequently as do others. We appreciate your support and understanding.

NSHA Official School Documents

Teachers should familiarize themselves with all school policies and procedures outlined in the NSHA Parent-Student Handbook and the Faculty Benefits Manual. Each teacher must implement all school policies.

Cherry Lane Teaching Assistants' Responsibilities

The teaching assistant, guided by the classroom teacher, helps create a positive learning environment. The assistant, with the teacher's direction, should:

- Assist in creating an attractive and stimulating classroom atmosphere (i.e. up-to-date, creative, and well-maintained bulletin boards) that reinforces learning activities and highlights students' accomplishments.
- Provide small group instruction or assistance.
- Share responsibility for supervising students moving to and from lunch, recess, and other classroom activities.
- Cooperate with the teacher in organizing class trips.
- Collate, take inventory, and maintain instructional supplies and textbooks.
- Attend faculty meetings and staff development workshops.
- Take lunch breaks for 40 minutes on Monday through Thursday and for 20 minutes on Fridays. Lunch should not be eaten while on duty in the lunchroom. Lunchroom supervision requires active participation for all teachers in the lunchroom.
- Convey concerns about an individual student to the classroom teacher and not to the parent.

Special Note:

- Qualified assistants may also assist individual students or small groups with reading; provide "tutorials" to clarify or enrich topics introduced earlier by the teacher; assist with spelling tests; or check homework.

Cherry Lane Auditorium Guidelines For Usage

- Use of the Cherry Lane auditorium must be cleared with Mrs. Smilow at least two weeks before an event. Rehearsals should also be booked in advance.
- Eating and drinking are prohibited.
- Children should fill rows quickly, quietly and respectfully, entering through the center aisle.
- Teachers should sit at the ends of each row to provide active supervision throughout the assembly.
- When called upon to leave the auditorium, exit via the center aisle quickly and quietly.

We must teach our students the proper auditorium decorum. Each teacher should help manage their homeroom students. The administration cannot supervise dozens of students without help.

Faculty Attendance at Assemblies

- Teachers may attend assemblies only when they are not teaching and have no other duties.
- Note that if your class is performing in an assembly, you may be asked to help supervise a colleague's class.
- The administration may reassign teachers and assistants as it sees fit to best serve the educational needs of students.
- After attending an assembly, please return to your duties promptly. Watching students perform is admirable, but attending non-classroom functions rather than helping out is less so.

Class Trips

No child will be allowed on a class trip without a signed parent permission slip or Google form.

Teachers' Mailboxes and Email

Please check your virtual and physical mailboxes at least twice each day for mail, memos and updates.

Teachers' Lounges

A lounge is located in each building. Do not leave private or important materials in public. Only kosher food may be put in the microwave and on the tables.

School Supplies

School supplies should be ordered through Shari Markovich at Cherry Lane and Helen Mor at Old Mill. Please follow the procedures listed below:

1. Fill out Purchase Order forms. Remember that a separate purchase order form is necessary for each supplier.
2. Your Purchase Order must have written approval from your immediate supervisor:
 - o Early Childhood – Mrs. Elana Helfgott
 - o Gr. 1-5 General Studies – Ms. Loren Borgese
 - o Gr. 1-5 Judaic Studies – Rabbi Adam Acobas
 - o Gr. 6-8 General Studies - Ms. Lisa Guggenheimer
 - o Gr. 6-8 Judaic Studies - Rabbi Simon Basalely
2. Keep a copy of your order to check against delivery, and when your order is delivered, check the packing slip against the items in the box.
3. If the packing slip is accurate, please sign it and return it to either office immediately. A signed packing slip is required before a payment is made.
4. If the packing slip is inaccurate, or if the merchandise is incorrect or damaged, please contact Shari or Helen.

Curriculum “Open School” Night

Curriculum Night, which is held within the first few weeks of school, gives parents a chance to meet their children's teachers. Teachers present an overview of the year's curriculum, textbooks and their goals and expectations.

Bulletin Boards

Bulletin boards must be updated throughout the year according to the school calendar.

Newsletters

Newsletters are emailed every Friday.

Sunshine Fund

The fund is used to buy gifts for our colleagues to share in their happy and sad occasions. We collect \$36 per person, preferably by check. Forward checks by September 19th to Mrs. Amy Levine in our Cherry Lane Campus and to Barbara Swerdlin at Old Mill.

Collection of Money

1. All fund-raising and money collection (e.g. trips, programs, events) must be approved by your supervisor or an administrator.
2. Checks are required – cash is not accepted.
3. Before handing money collected to the academic office, a detailed summary sheet including names and amounts needs to be completed. (Forms located in the Academic Office).
4. No checks should leave the building. All monies kept overnight should be locked in a safe. A safe is available to you in the Academic or Business office.
5. When collected money is turned over to your supervisor, fill out a summary and obtain a copy as a receipt. Cash should be counted each time it's turned over.
6. No expenses should be paid from collected monies. These expenses should be separate requests as reimbursements. If an amount is excessive, see your supervisors.

The Yearly Theme

In addition to the formal NSHA curriculum, NSHA uses a yearly theme as a framework around which educational activities are planned. Teachers in both Judaic and General Studies should reinforce the yearly theme through classroom activities to enrich children's educational experience throughout the day and year.

Themes are selected by the administration with input from the faculty. Teachers should discuss ideas for the yearly theme and educational activities that reinforce it.

Technology

NSHA is committed to using a variety of digital platforms to integrate educational technology meaningfully to supplement student learning by

facilitating 21st century skills: critical thinking, communication, collaboration, and creativity. Teachers may avail themselves to a variety of media in both the elementary and middle school locations, including: Smart Boards, a flat panel whiteboard, desktop computers, Chromebook cart, Ipad cart, and computer lab. A series of professional development workshops will be conducted weekly to inform and assist curricular skills and concepts. For more information, please contact the EdTech team.

For all repairs, please contact support@nsha.org.

Marking System

DESCRIPTIONS OF WORK QUALITY	JUDAIC & GENERAL STUDIES GR. 6-8	JUDAIC & GENERAL STUDIES GR. 4&5	JUDAIC & GENERAL STUDIES GR. 2&3	JUDAIC & GENERAL STUDIES GR. 1
<p>OUTSTANDING: Regular and thorough preparation; exceptional grasp of material and mechanics of subject; capacity to see and discover relationships readily.</p>	90-100	96-100 E 90-95 VG	E O VG	Anecdotal Comments
<p>GOOD: Regular and thorough preparation of material and mechanics of subject.</p>	80-89	80-89 Good	G	Anecdotal Comments
<p>SATISFACTORY: Work generally satisfactory; however, more is expected from this student.</p>	70-79	70-79 Sat	Sat	Anecdotal Comments
<p>NEEDS IMPROVEMENT: Work of marginal quality suggesting inability to carry advanced work in the subject successfully. *</p>	65-69	65-69 NI	NI	Anecdotal Comments

NOT MEETING EXPECTATIONS: Students has not yet achieved the skills or concepts typically expected at this stage of development. *	N/A	Not Meeting Expectations	Not Meeting Expectations	Anecdotal Comments
FAILING: Student may have to repeat the class. *	F	N/A	N/A	Anecdotal Comments

N/A- Not applicable

* Interim Progress Reports must be sent to parents

ACKNOWLEDGEMENT OF RECEIPT OF FAMILY POLICY: PROTECTING OUR CHILDREN FROM HARM

This is to acknowledge that I have received a copy of NSHA family policy regarding Protecting Our Children From Harm and understand that it contains important information, procedures and guidelines regarding appropriate behavior by parents and employees of the school. It also specifies my mandated reporting obligations.

I acknowledge that I understand that it is my responsibility to read and comply with the policy. I have been given the opportunity to ask questions about the policy and fully understand the rules set forth therein.

I agree to abide by the policy and any other rules, practices, or procedures that the School may adopt, and that the school, in its sole discretion, may amend from time to time.

Employee Signature

Date

**Employee Name
(print)**

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This is to acknowledge that I have received a copy of NSHA's Employee Handbook and understand that it contains important information on NSHA's general personnel policies, procedures, and guidelines and on my privileges and obligations as an employee.

I acknowledge that I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. I have been given the opportunity to ask questions about anything contained in the Employee Handbook and fully understand the rules governing my employment with NSHA. I also understand that NSHA has the sole and absolute discretion to amend, supplement, or rescind any provisions of this Employee Handbook, as it deems appropriate.

I agree to abide by the conditions specified in this Employee Handbook and any other rules, practices, or procedures that the School may adopt. I understand that this Employee Handbook is a guide only and is not to be construed as a legal document or employment contract.

Employee Signature

Date

Employee Name
(print)