

CHEDER HANDBOOK

5785 - 5786



CHEDER MENACHEM | LONG ISLAND

Cheder Menachem of Long Island

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Mission Statement:

Cheder Menachem – formerly known as Cheder at the Ohel, מוסד על טהרת הקודש – is renowned for its balance of academic excellence, special programming, and warm Chassidishe environment. Our smaller class sizes and individualized attention enable each Talmid to reach his fullest potential.

Cheder Menachem infuses children with the warmth Chabad Lubavitch values. This is accomplished through a comprehensive curriculum taught by devoted Melamdim, hands-on activities, and enriching extracurricular events – all within an atmosphere of Ahavas Yisroel and Chassidishkeit.

Our goal is to nurture, inspire, and empower each student toward personal excellence. In a warm, supportive environment, we cultivate a love for learning, guide the development of both academic and interpersonal skills, and instill genuine confidence in every child.



DRESS CODE



REB YOCHANAN WOULD REFER TO HIS GARMENTS AS "THAT WHICH BRINGS HONOR". PROPER CLOTHING AND UNIFORM ARE PIVOTAL FOR A CHEDER ENVIRONMENT. THEREFORE, WE HAVE ESTABLISHED THE FOLLOWING DRESS CODE GUIDELINES:



YARLMUKAHS



Solid darker colors only. No bright, flashy colors, or modern-looking materials/designs.



SHIRTS*



Grades Pre1Alef - 6: Light blue button-down shirts.

7th grade: Light blue or white button-down shirts.

From Hanochas Tefillin, onward: White shirts only.

8th grade: White shirts.

Talmidim in grades 2-8 are required to have their shirts tucked in when instructed to do so by school staff.



PANTS



Grades Pre1Alef - 8: Regular cotton pants in these colors only: blue, black, charcoal grey.

No sweatpants or anything that looks like sweatpants, fleece pants, cargo pants, tight-style pants, or jeans*.

*Jean-style black pants are not recommended for the younger grades (Pre1Alef - 3) and are not allowed for the older grades (4-8).





DRESS CODE



“As חסידים and תמימים we have a uniform that clearly identifies us wherever we go”

SWEATERS



Grades Pre1Alef - 8: Solid dark colors without letters or designs.

Sweater hoods should not be on, inside of the school.

Chidon and Tzivos Hashem sweaters are allowed and also recommended.



SHOES



Grades Pre1A – 5: Dark colored shoes or sneakers.

Grades 6-8: Black shoes or sneakers only.

No High-Tops or Light-Ups. Sneakers with flashy colors or large bright-color soles are not allowed.



SOCKS



Grades Pre1A - 8: Regular (crew) solid color socks.

No ankle socks or flashy colors/designs.



HAIRCUTS



Short length / Chassidish haircuts clipper numbers 3-5 with the required payos length. Longer hair in the front / bangs or any type of hairstyles are not allowed.

TZITZIS



Grades 7-8: At least size 20 (per the Shiur of the Alter Rebbe).

DRESS CODE

HATS

Bar Mitzvah age students should wear solid black hats.

Hats for outerwear should not contain any letters, designs, or logos. Sun hats / caps are not allowed.

JACKETS / BLAZERS

Bar Mitzvah age students should wear navy blue, black, or charcoal grey blazers for Davening.

OTHER

Anything else (coats, backpacks, etc..) with non-Jewish characters or secular themes will not be allowed.

**The Cheder may ask students to refrain from wearing or bringing other items to school which is not befitting for a Talmid in the Cheder.*

DRESS CODE Q&A

ARE THERE UPDATES TO THE SCHOOL DRESS CODE?

No, the dress code remains the same as in previous years.

WHAT IF I'M NOT SURE THAT A CLOTHING ITEM MEETS THE SCHOOL DRESS CODE?

Please contact the principal with any questions or for clarifications regarding the school dress code before purchasing items you are unsure about.

WHAT ARE THE BENEFITS OF A SCHOOL DRESS CODE AND UNIFORM?

Studies show that uniforms can be beneficial in various ways, such as:

- Creating a sense of togetherness, unity, and cohesion.
- Helping establish decorum and an orderly environment.
- Aligning with our ideals, that Chassidim should dress with higher standards.
- Alleviating peer pressure and comparisons based on attire.
- Boosting children's confidence and promoting healthy self-esteem.
- Encouraging expression of individuality through more meaningful and creative avenues.
- Fostering school identity and pride.
- Simplifying morning routines for students and parents.

WEEKLY SCHEDULE

Grade:	Starting time	Dismissal	
	Sunday - Friday	Sunday - Thursday	*Fridays
Pre1Alef	9:00 am	4:00 pm	12:15 pm
1	9:00 am	4:00 pm	12:15pm
2	9:00 am	4:00 pm	12:15 pm
3	9:00 am	4:00 pm	12:15 pm
4	9:00 am	4:00 pm	12:15 pm
5	9:00 am	4:00 pm	12:15 pm
6	9:00 am	4:00 pm	12:15 pm
8	9:00 am	5:30 pm	12:15 pm

- ▶ Supervision begins 15 minutes before starting time (Sunday - Friday: 8:45 am)
- ▶ *During the winter months, dismissal on Fridays will be at 12:00 pm
- ▶ Pre1A does not have school on Sundays.
- ▶ 8th grade will be dismissed at 4:00 pm on Sundays and on days when there's no busing.
- ▶ Please refer to the school calendar for changes to the school schedule on special days

ARRIVAL

GRADES PRE1A – 8

Drop-off begins at 8:45am at the main entrance.

We cannot take responsibility for students who arrive at an earlier time.

DISMISSAL

DISMISSAL SCHEDULE

- Dismissal is at 4:00pm (5:30pm for grades 7-8) Sunday – Thursday and 12:15pm on Friday, unless noted otherwise.
- Talmidim who are waiting for their bus or ride should wait inside the school building until they are called out by a dismissal monitor or staff member.

- In the case of a delay with pickup, it is the parents' responsibility to notify the school at least 30 minutes prior to dismissal time.
- If you are arranging for a relative, friend or neighbor to pick up your child, please notify the school in advance.

BUSING & TRANSPORTATION

STUDENTS MUST FOLLOW THE FOLLOWING RULES:

- Be at the bus stop early when coming to Cheder.
- Remain seated while in transit.
- Speak quietly - No screaming or shouting.
- Leave the bus/van in an orderly manner.
- Follow instructions from the driver or staff member.
- Keep the bus/van clean.
- Be respectful and courteous to the driver and to other students.
- Always remember to make a kiddush Hashem.

If a student does not follow these expectations, he may not be able to go on the bus/van, and the parents will need to arrange alternative transportation.

The Cheder provides a van service for transporting students to and from Crown Heights. The van cannot wait for students and will not return to pick up a student who is late. Punctuality is the responsibility of the student.

ATTENDANCE

IMPORTANCE OF BEING ORGANIZED AND PUNCTUAL

In תמוז of the year ה'תש"ס, The Rebbe quotes:

דער בעש"ט [בעל שם טוב] איז געווען א מסודר, דער מעזריטשער האט מדקדק געווען אויף סדר, און דער עלטער זיידע - רבינו הזקן - האט געלערענט חסידים זיי זאלען זיין מסודרים..

"The Baal Shem Tov was systematic and orderly. The Mezritcher Maggid, insisted on order. And my great-grandfather - the Alter Rebbe - taught Chassidim to be orderly..."

As Chassidim, we must do our utmost to be orderly and organized in all areas of our lives.

Being on time and punctual is essential for an organized lifestyle and integral to the overall success of Talmidim in Cheder.

LATENESS

Talmidim who arrive late should go to the reception office to be admitted into class.

A Talmid who arrives more than 15 minutes late must have a reason for the lateness.

The school will determine whether an explanation qualifies as an excused lateness.

If needed, we will take the necessary steps to address and help resolve any chronic lateness issues.

ABSENCE

If a child is absent from school, parents are required to inform the school of the reason for the absence. This can be done by phone, text message, or email, which will help us maintain an accurate attendance system.

PLANNED ABSENCE

In the event of a planned absence (family Simcha, etc..) parents should notify the school in advance and be in touch with the teacher for learning materials.

As we are concerned about your child falling behind his class, we urge parents to do their utmost to help their child be on par with their class upon returning.

LEAVING EARLY

Talmidim cannot leave the building during school hours without permission from the school. Parents must contact the office in advance or send a message with a reason for their child to obtain permission to leave early.

Medical appointments should be scheduled in the afternoon hours, if possible.

LEARNING

LEARNING EXPECTATIONS

For Talmidim to have success in their learning, they are expected to:

- Be punctual for every class.
- Have all the necessary Seforim, materials and supplies needed for class.
- Achieve the learning goals for each subject that is set out by the teacher.
- Complete all work and material that the teacher instructs the class to do.
- Participate in class, and in all learning activities and projects.
- Complete learning assignments and homework.

Talmidim are required to make up whatever they missed while absent and be ready to take or retake any tests, if needed.

HOMEWORK BOOKS

Homework is a valuable resource for students to progress in their learning. Parents should make sure their child does his homework as soon as possible.

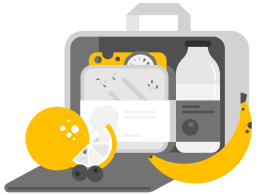
We may provide homework notebooks to the Talmidim. This homework book will also be a means of communication between teacher and parents.

- Students should have their homework books with them every day.
- Each day, the homework assigned will be recorded there.
- Parents should sign the book when the homework is completed. (Notes will be included in the homework book.)

LUNCH AND SNACKS

LUNCH & SNACKS

Nutritious lunches and snacks are important for the overall well-being of our Talmidim. Please carefully select the food you send with your child to school.



Please send:

- Nutritious and well-balanced lunch.
- Three healthy snacks which includes fruits and/or vegetables.
- Bread for washing and Bentching.
- Refillable water bottle

Please do not send:

- Candy, chocolate, and high sugar content foods.
- Soda - not allowed.
- Chewing/bubble gum - not allowed in school at any time.
- Glass bottles and jars - not permitted.

Any food that may contain nuts is not allowed in school as the Cheder is peanut free.

As students use our microwaves and toaster ovens to warm up their food, it is imperative that all Cheder families follow our guidelines of Kashrus and Cholov Yisroel.

Pre1A – 8th grade will be eating lunch at different allocated times between 11:45am – 1:00pm

RECESS

Recess is a time for Talmidim to play and recharge. Students should report to their designated recess area and not loiter around in the building. They must follow all instructions from the recess monitors and communicate respectfully with fellow students or staff.

Weather permitting, students may play outdoors during the winter months. Please make sure that your son is dressed appropriately (hat, scarf, gloves, etc.)

Our student lounge will be available during most recesses for Talmidim who prefer to read books or play board games.

The Cheder will provide sports equipment for recess. Students who bring a ball to school must keep it in a bag when they are outside of the recess area.

The school may confiscate sports equipment from students if they are not using it properly or playing with it outside of the recess areas.

Rollerblades, scooters, remote-controlled cars, or any similar items are not permitted in the school.

The Cheder will have a detailed recess program to coordinate various games for the students.

Students who do not comply with our recess rules and expectations will not be allowed into the recess areas.

SAFETY AND SECURITY

SAFETY PROCEDURES:

- Only the main entrance should be used for entering and exiting the building during school hours.
- Please use the buzzer at the intercom system for entering the building.
- At certain times and for evacuation purposes, emergency exits may be used per the instructions of school staff.
- Parents and visitors must report to the school office upon entering the building for authorization to enter the school area.
- If you see anything suspicious in or around the school building, please report it to the office right away.

HEALTH GUIDELINES

FEELING UNWELL

The health and well-being of our Talmidim is very important to us. We ask that parents work with us by following our health guidelines.

If your child is not feeling well, please keep him at home.

Please send your child to Cheder only when he is feeling better and is strong enough to be active. If a child is sent to Cheder while not feeling well, he will be sent home.

As a guideline, a child should remain home if he has:

- A fever
- A heavy nasal discharge
- A constant cough
- Other symptoms such as: sore throat pain, body aches, diarrhea, nausea, etc...

Please notify the Cheder if your child is not feeling well. If your child has not been immunized and C"V contracts an illness for which immunizations are available, the school should be notified as soon as possible.

SPECIAL NOTE ON THE FLU

The flu can be spread to others through sneezing and coughing. A person is most contagious while they have a fever and for 24 hours after the fever subsides. If your child has the flu or flu-like symptoms, please keep them home for at least 24 hours after the fever is gone.

EMERGENCIES

In the event of an emergency, R"L, the following procedure will take place:

1. Hatzalah will be contacted.
2. An attempt to contact the parents will be made.
3. An attempt to notify the emergency contact will be made.
4. The child may be taken to the ER at a nearby hospital.

MEDICATION

Please inform the Cheder if your child is taking medication. Medication that is required during school hours, will be dispensed by the office. The medication should be marked with the student's name and the amount/time of dosage. In addition, a written authorization must be provided in advance.

For the safety of our Talmidim, a student cannot carry medication in school without authorization. Please contact the office regarding dispensing non-prescription medications, such as Tylenol, Motrin / Advil, or anti-nausea.

ALLERGIES

Please notify the school office of any allergies in advance of the school year. The Cheder has a peanut-free policy.

LOST & FOUND

Please place name tags on your son's clothing and label all outerwear.

We will arrange a lost and found display periodically for parents and students to claim any lost belongings. All remaining items will be donated at the end of the school year. There is also a Lost & Found box in the school office where Talmidim can give in or claim any lost items.

CHEDER ATMOSPHERE

Our goal is to provide our Talmidim with חינוך על טהרת הקודש in a positive, structured and Chassidish environment based on the Rebbe's directives. We will continuously do our utmost to provide a proper atmosphere that is conducive for the learning, growth, and well-being of our Talmidim.

Being that what happens outside of school can affect students inside of school, it is important that the environment at home is in accordance with this goal.

VIDEO GAMES & MEDIA

Talmidim should not spend too much time playing video/computer games and should not watch non-educational or non-Chassidish videos at home.

Research shows that too much video games or other non-educational media can cause issues with concentrating and focusing in a classroom environment - negatively affecting a child's chance at having success in school.

Parents should do their utmost to avoid using or giving access to apps /online websites that can sometimes show inappropriate/non-Jewish ads.

INTERNET

Talmidim should not use the internet without parental supervision and must not have access to any device with Wifi/data capabilities that does not have a reputable filter with parental control (even when supervised).

Unfortunately, nobody is immune to the dangers of the Internet where one click in the wrong direction can do unimaginable damage. We urge parents to be extra cautious in this area.

MUSIC

We know the power of a Niggun and how Chassidish music / melodies effects the Neshama. It is understood that Talmidim should not listen to non-Jewish music or music that sounds non-Jewish.

LANGUAGE

As Chassidim, are careful what we say and how we say it. Talmidim must only use refined language and are not allowed to discuss anything that is not appropriate for a Cheder atmosphere.

DEVICES

Electronic devices such as cell phones, walkie talkies, MP3 players, tablets, cameras, smartwatches (with wifi and/or video/audio features), **etc...** are not permitted at Cheder. The Cheder reserves the right to confiscate these items indefinitely.

GENERAL CONDUCT

Talmidim in Cheder are expected to act as Chassidim in all areas of their lives, including how they conduct themselves outside of the Cheder - while walking on the street or when participating in other activities.

“Once a Tomim, always a Tomim” - even while outside the physical walls of the Cheder.

CONFERENCES AND COMMUNICATION

CONFERENCES AND MEETINGS

There will be an orientation evening at the beginning of the school year and two in-person P.T.A. conferences during the year.

Everyone benefits when teachers and parents are acquainted and are in touch with each other on a consistent basis.

We always offer an open invitation for parents to meet and consult with the teacher(s) and the principals at convenient times. Appointments may be arranged by calling or emailing the school.

COMMUNICATION

It is important to maintain an open line of communication between parents and the school, and that any issue or concern—big or small—is brought to the attention of the school staff right away. The school can only address issues they are aware of and is here to support you and your child in every way possible.

Parents are also advised to first reach out to the teachers and/or principals to ensure they have accurate information before drawing any conclusions. The school will likewise contact parents to report any incidents or concerns. Please direct any questions, concerns, or feedback to the appropriate department or staff member.

VISITING

Parents and visitors should check in to the school office in advance of entering the school area.

We respectfully ask that parents and visitors be dressed in accordance with our standards and dress code.

EXTRA-CURRICULAR PROGRAMS

Tzivos Hashem rallies, Trips, Shabbatons, Mishnayos Baal Peh, Rosh Chodesh events, Menorah contests and special projects in honor of Yom Tov are some of our extracurricular activities.

To help arrange or volunteer for any of these programs, please contact us at 347-497-9114



Parents should make sure to sign up their child for Tzivos Hashem and for the Chidon program (grades 4-8).

We will update parents with more information on these programs.



BIRTHDAY CELEBRATIONS

In accordance with the Rebbe's request that everyone celebrate their birthday, we encourage parents to arrange a birthday celebration for their child in Cheder.

Birthday celebrations should consist of a Mezonos treat (from the bakery), such as: cupcakes, doughnuts or danishes, and grape juice for L'Chaim. (Please do not send pizza, Ice cream or candies.)

Please contact the Cheder at least a week in advance to arrange a birthday event for the class.

HANOCHAS TEFFILIN AND BAR MITZVAH CELEBRATIONS

We will be sending an email to the parents of Kita Zayin and Ches with more information and guidelines on this subject.

CODE OF CONDUCT

EXPECTATIONS

Being a Talmid in our Cheder is a privilege that comes with a higher level of expectations and responsibility. Below, is an outline of some of these expectations and responsibilities:

דרך ארץ קדמה לתורה

Having Derech Eretz and respect means:

1. Speaking respectfully to all staff members and following their instructions.
2. Standing up when a principal, teacher or staff member enters the classroom.
3. Raising your hand for permission to speak and not interrupting when a staff member is speaking.
4. Following all rules and policies of the classroom and of the Cheder.

We have a zero-tolerance policy for disrespectful or defiant behavior towards any staff member.

ואהבת לרעך כמוך - זה כלל גדול בתורה

Having Ahavas Yisroel means:

1. Treating other Talmidim with respect and dignity - just as you'd like to be treated.
2. Being nice and pleasant to other students.
3. Trying to include others when playing and looking out for someone who may be left out.
4. Speaking nicely to other Talmidim and never saying anything that can be hurtful.

We have a zero-tolerance policy for aggressive behavior, bullying (verbal / physical), or any form of violence, etc. It is the responsibility of the student to notify a staff member if someone is bothering them.

PROPER DECUM AND REPECT FOR THE CHEDER

Proper school decorum means:

1. Walking in the hallways quietly.
2. Keeping our Cheder clean, inside, and outside of the building.
3. Respecting the Cheder property.
4. Following the school dress code.
5. Being on time to class.
6. Following our rules and policies.
7. Staying in your designated areas.

CLARIFICATIONS:

1. No running, shouting, or whistling in the hallways. You must walk quietly.
2. All trash must be put into garbage cans. Placing garbage anywhere else is not allowed.

3. Anyone who tampers with, or damages school property will be fined and must pay for damages. Students cannot turn lights on/off without permission from a staff member.
4. Not complying with the dress code can result in an in-school suspension (until proper clothing is brought) or sending the Talmid home to change his clothing.
5. Students must be on time and punctual to each class and have a good attendance overall.
6. There are general rules and classroom rules that must always be followed by students.
7. Students must always be with their class unless they have permission to be somewhere else. Students should not enter other classrooms without a valid reason or permission from a staff member.

חסד & גבורה = תפארת

REWARDS AND CONSEQUENCES

As we guide our Talmidim to grow to their full potential it is important that we utilize both kindness and strength to reach the fine balance of Tiferes.

STUDENTS WHO DO NOT TO FOLLOW THE RULES AND EXPECTATIONS WILL RECEIVE:

1. Learning and writing assignments related to what they did or what they are learning in class.
2. Monetary fees that need to be paid* and/or a Mashkoin.
3. In-school or out of school suspension (Suspending a Talmid is a painful but sometimes necessary means of addressing certain behaviors and actions)

**We will offer students opportunities to earn back these funds by doing services for the school.*

STUDENTS WHO FOLLOW THE RULES AND EXPECTATION WILL RECEIVE:

1. Positive recognition awards and incentives. The Cheder has a weekly Shaar Hakovod - Talmid Shavuah Award and a Monthly Talmid Chodesh certificate for those who put extra effort into their Limud and Hanhoga.
2. Reward points which can be used to purchase beautiful prizes in the Cheder prize store.
3. Raffles, treats and special activities.
4. A feeling of achievement and Nachas - knowing they did the right thing and met the expectations of a Talmid in Cheder.

PLEASE NOTE:

**THIS HANDBOOK INCLUDES SOME OF THE POLICIES AND PROCEDURES FOR STUDENTS AND PARENTS.
IF THE NEED ARISES, WE MAY ADD OR MODIFY POLICIES TO ENSURE A PROPER SCHOOL ENVIRONMENT.**

WITH BEST WISHES FOR A SHNAS HATZLACHA TO ALL OF OUR TALMIDIM AND STAFF!