

*"NURTURING THE HEART, THE MIND AND THE
SOUL OF EVERY CHILD."*



*Student/Parent Handbook
2026-2027*

JEWISH INSTITUTE OF QUEENS



Welcome to JIQ!

Dear Parents and Students,

Please take the time to read this handbook together. The handbook will help to answer many questions that may arise during the school year. It will familiarize you with the policies and procedures that are part of our mission. If you have any questions or concerns and need additional information, please don't hesitate to contact one of us.

Please note: The school contract must be signed and returned on the last page. You are encouraged to take the time to read the handbook together with your child. When finished, you and your child are asked to sign the last page, which will tell us that you have read the entire book and understand that the rules of our school are essential, and you will cooperate in following them.

We are excited about the new school year and look forward to being partners with you in your child's education.

Sincerely,

Mrs. B. Zvulonov

Mrs. B. Zvulonov
Judaic Studies Principal

Mrs. J. Seideman

Mrs. J. Seideman
Secular Studies Principal

JEWISH INSTITUTE OF QUEENS



Administrative Staff

Executive Director

Rabbi Zalman Zvulonov

Financial Director

Rabbi Yitzchok Wolowik

Principals

JUDAIC STUDIES PRINCIPAL, Elementary, Mrs. Batya Zvulonov
SECULAR STUDIES PRINCIPAL Elementary, Mrs. Jennifer Seideman

Support Staff

Mrs. Michelle Johns-After School Director
Mrs. Nurit Carry-Lamplighter Director
Mrs. Ariella Baturov-Administrative Assistant
Mrs. Stella Mallayeva- Secretary
Mrs. Fran Aschendorf-Secretary
Mr. Albert Kimatov-Transportation

Our Mission

The Jewish Institute of Queens' mission is to provide students with an outstanding education in Judaic and Secular studies. We are honored to be partners in the upbringing of your children and to help them build a strong foundation in religion, academics, and personal development, enabling them to cultivate a loving commitment to Torah and Mitzvot, their parents, and their community. This loving commitment and sense of being part of a community will extend to the people and the State of Israel.

Arrival

Students in 3K through Grade 6 will arrive promptly at 8:30 a.m.

Please note: Students may not arrive at school before 8:15 a.m. and will not be admitted into the school building until 8:15 a.m.. Parents who drop off their child or children must walk them to the front door. Parents will only be able to enter the building with an appointment.

All students will enter through the front doors and proceed up the B staircase.

Dismissal

Dismissal will begin at 4:00 p.m. Monday–Thursday and at 1:00 p.m. on Fridays.

Parents who pick up their child/children must arrive at the school by 4:00 p.m. or 5:15 p.m. if their child is enrolled in the After-School Program. All pickup students will be released from the playground, which features a play structure.

Parents are not allowed in the building during dismissal time, and teachers will escort the students to their parents.

Capacity

Classes will be limited to 15-25 students.

Supplies

Parents are required to purchase all items listed on their child's supply list. It is recommended to send in the supplies a little at a time during the first week of school. Please ensure all supplies are labeled with your child's name. Students must come to school daily with sufficiently sharpened pencils and erasers.

Activities Fee

The activities fee will go towards all field trips, class parties, and Field Day. This is a mandatory fee, and students can only participate in these activities if the cost is paid in full. Parents have until October 3 to send in the \$50.

All parents should have signed the Universal Permission Slip with their child's application/registration. If you did not do so, please call the office to request one so your child can participate in our field trip program. You will receive advance notification regarding all trips.

Communicating With Your Child During School Hours

If you need to communicate with your child during school hours, please call the office, and the message will be given to your child. Only when something is urgent will the child be called to the office. Please DO NOT, UNDER ANY CIRCUMSTANCE, CALL YOUR CHILD ON HIS/HER CELLULAR PHONE. Phones in Grades 5–6 will be collected in the morning and returned in the afternoon. If any teacher or administrator sees a phone during the school day, it will be confiscated and may be returned only to a parent who comes to school for a meeting.

Tardiness

Students arriving after 8:45 a.m. will be marked late. When children are late, they miss important activities and information being taught. Parents should establish a morning routine that helps children start the day with breakfast and go to the bus stop on time. If your child misses the bus, please bring them to school immediately so that they won't be late. (If a bus is late, children will not be marked late.)

Please Note

Three tardy arrivals to class count as one absence. When a student exceeds ten absences, the student may be at risk of being held over.

Early Dismissal and Parent Pick-Up

Students should only leave school early when necessary. Try to schedule doctor's appointments and other appointments after school hours. If unavoidable, please send a note with your child on the morning of the early pick-up, clearly stating the date, time, and reason. The note should be given to the afternoon teacher. If you pick up your child at the regular dismissal time, please park your car on the local streets (not in the areas reserved for our school buses). In addition, we remind you not to block our neighbors' driveways.

Absences

Students should only be absent from school if they are sick or have a family emergency. Parents should call the school by 9:30 a.m. to notify the office of the reason for their child's absence. Teachers will take daily attendance (required by state law). Each day, teachers will submit a list of absent students to the office. A call will be made to the child's parents to confirm the absence, which will then be documented. If parents will be away, please notify the office and the child's teachers of who will be responsible for your child/children during their absence.

Make-Up Work

Make-up work is required when a student is absent from school. Parents should contact their child's teacher to find out what was missed. It is the student's responsibility to check with their teacher about make-up work. The teacher will determine the number of days allowed to complete make-up work but will not typically exceed the number of days you were absent. A grade of zero (0) will be given for work missed and not made up.

Homework

As you know, homework reinforces the day's work. We have scheduled a block of time at the end of the day for teachers to work with their students on the day's reinforcement worksheets. Teachers will still assign nightly reading, bi-weekly written assignments, math computations, handwriting, and projects that students must complete at home. Homework not completed in school or during the After-School Program will be sent home. We hope this will enable our students to complete their Judaic and Secular homework on time every day.

Please Note

In Kindergarten through second grade, students will complete their homework in school. Nightly reading, studying for a test, and/or projects will be the only homework assigned to go home on Monday through Thursday.

Homework for Grades 3–6

In grades three through sixth, the students will begin their homework in their classrooms at 3:45 but will not have enough time to complete it. They must complete their homework during the after-school program or at home.

Recommended Homework Time

Grade	Approximate Time
Kindergarten	10 minutes
Grade 1	15 minutes
Grade 2	20 minutes
Grade 3	25 minutes
Grade 4	30 minutes
Grade 5	35 minutes
Grade 6	40 minutes

Birthdays

This year, we will be implementing a building-wide policy regarding birthday celebrations. We do not allow parties or goody bags. The school and teacher will acknowledge the child's birthday. Parents can also order pizza for the class through the front office if they would like. However, birthday celebrations must be cleared first by the classroom teachers and follow our Kashrut Policy. Siblings are not allowed to join the classes for any celebrations.

Gum Chewing

Chewing gum is not permitted anywhere on school property or on school buses during the school day. Students are expected to follow this policy at all times.

Selling or Trading Things at School

Students' time in school should be focused on learning and building relationships, rather than on financial concerns. Students are not allowed to sell anything at school. Similarly, students are prohibited from trading or giving away items at school. Failure to comply with this rule may have serious consequences.

Hair and Fingernails

Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permissible, regardless of length. Hair and fingernails should be clean and well-trimmed. Hair cannot be dyed or bleached, shaved in any pattern, worn in spikes, or any other "punk" style. Hair "tails" for boys are not acceptable, nor are designs cut in the hair. Girls may not wear nail polish. Cosmetic makeup is also not allowed.

Hygiene and Cleanliness

Personal hygiene is essential for all students. Being clean and neat helps one to stay healthy, feel better, and work better at school. Additionally, uniforms must be clean, with all buttons, zippers, and hems in proper working order. Hair should be brushed and neat, so it doesn't interfere with school activities.

Head Lice

Parents should check their children regularly at home for head lice, as they are easily spread from one student to another. If you discover head lice or nits in the hair, use the proper shampoo you can buy at any pharmacy and comb through your child's hair carefully to check and remove nits. The child's bed linens and clothing should be washed in hot water and dried. Anything that cannot be washed should be put into a plastic bag and sealed for two weeks. This kills any lice. If a student is discovered to have live head lice in school, the student will be sent home and may not return to school until the student's parent can show proof of effective treatment as described above.

After-School Program

JIQ offers an after-school program that runs Monday through Thursday for all students in Nursery through 6th grade from 2:00 pm to 5:30 pm, and on Fridays from 12:00 pm to 1:00 p.m.. Students will be able to work on their homework, have a snack, and attend enrichment classes, such as computer science, sports, dance, and yoga, to name a few. If you are interested, please contact the office for more information.

Lost and Found

The "Lost and Found" area will be located on the first floor near the elevator. Students who have lost items in school should check in the classrooms, lunchroom, and gym first, and then in the lost and found box. Please label all school sweaters/sweatshirts with your child's name.

Telephone

Office telephones are needed for school business. If you need to contact your child with something urgent, we will be happy to deliver the message to them. If there is anything urgent in school, we will contact you directly. Students can call home if they are ill, after obtaining the nurse's approval, or for any other pressing matters, if needed. If your child calls you on a cellular phone, he or she breaks a vital school rule. You must instruct your child to hang up and go to the office, then call from there. Please do not instruct your child to call from the office to let you know that they have arrived at school safely. Additionally, do not tell your child to contact you during the day to check if you will pick them up. These arrangements must be confirmed before your child leaves for school.

Safety Drills

Safety and fire drills are held as required by the Fire Department regulations. Fire drills will be done once a month, and safety drills will be several times a year. Teachers and school support staff will be trained in September on the procedures of each drill. At the sound of the bell, please follow the prescribed Fire Drill procedure. Intruder drills will also be held several times a year. Information regarding safety drills is in your binder.

Classroom Video Monitoring

To promote the safety, security, and well-being of our students and staff, we may utilize video surveillance systems throughout the campus, including classrooms and common areas. The purpose of this monitoring is to: Enhance school safety and security. Assist in the investigation of incidents involving students, staff, or visitors. Protect students, employees, and school property.

Student Discipline Policy

At JIQ, we believe that students thrive in a safe, respectful, and nurturing learning environment. Our approach to discipline is centered on teaching appropriate behavior, fostering responsibility, and partnering with families to support student success. When behavioral concerns arise, the following steps will generally be followed:

- *Classroom Intervention – Teachers will address concerns within the classroom using positive behavior supports, redirection, and age-appropriate interventions.
- *Parent Communication – If the behavior continues, the teacher will contact the parent or guardian to discuss the concern and work together to develop strategies for improvement.
- *Administrative Involvement – If the behavior persists, the school administration will become involved to provide additional support and intervention.
- *Parent Conference – A meeting with the parent, teacher, and principal may be scheduled to develop a plan for the student's success.
- *Further Disciplinary Action – In cases of continued or serious misconduct, disciplinary consequences, including in-school or out-of-school suspension, may be implemented at the discretion of the administration.

Serious incidents involving safety, bullying, violence, harassment, threats, possession of prohibited items, or other significant violations of school policy will be referred to the principal immediately and may result in immediate administrative action.

Families are essential partners in promoting positive behavior. Teachers will communicate classroom expectations and routines at the beginning of the school year during Back-to-School Night, and parents are encouraged to reinforce these expectations at home. By working together, we can help every child develop the responsibility, respect, and self-discipline needed for success both in and out of the classroom.

Transportation

A monitor will be placed on all our school buses each day. Students will be expected to ride the same bus to school in the morning and the same bus home in the afternoon every day. Daily changes cannot be made.

Bus Information

According to the New York City Department of Transportation, students should be at their assigned bus stop 10 minutes before the arrival time of the bus.

Once the office confirms a bus stop, it will remain the same. A bus stop can be changed only if you prove that you have moved.

- An adult must accompany their child/children to their bus stop each day.
- Students are not allowed to eat or drink on the bus. They are not allowed to chew gum on the bus.
- Students are expected to behave safely and courteously on the bus.
- Stay seated.
- Whisper so the driver can hear any siren or other street noise.
- Always use appropriate language (no cursing).
- Items may not be hung from or thrown out a window.
- To help maintain order on the bus, bus drivers have the authority to assign a special seat to any student.
- The emergency doors may only be opened by the driver.

Bus Information

Riding the bus is a privilege, not a right. All children deserve to feel safe and protected on the bus. The driver will write up students misbehaving on the bus, and parents will receive a phone call. If there is a second incident, the student may only be permitted on the bus once parents attend a meeting and the student makes a commitment to behave appropriately on the bus. Unacceptable behavior a third time may result in permanent removal from the bus.

After-School Program

The policies and procedures during the school day will also apply in the After-School program. The After-School Program will be canceled on days when school is closed.

After-School Transportation After-school transportation will be offered for a fee. Parents who need this service should contact the office to arrange for transportation.

Dress Code

Students are expected to be neat and clean when they come to school. Frequent bathing and shampooing are essential, especially for adolescents. Hair and fingernails should be neat and well-groomed (no makeup or nail polish is allowed). Each student is required to wear our school uniform every day. Girls in grades K–6 must wear the JIQ powder blue or navy polo shirts, navy blue skirts or jumpers (below the knee), and either stockings or socks, along with shoes or sneakers. High-heeled shoes are not allowed. 3rd-6th girls may only wear below-the-elbow sleeve shirts. Boys must wear the JIQ powder blue or navy polo shirts, navy blue or black pants, tzitzit, kippot, and shoes or sneakers. Sports pants or blue jeans are not allowed. Crocs, slippers, or rolling sneakers are not allowed. Crossbody bags may be worn to school; however, they must be placed in the student's backpack upon arrival and can only be taken out when leaving school.

Procedure

Parents will receive a call from the office if a child does not wear the assigned school uniform.

Parents will be asked to bring in the appropriate uniform clothing for their child, or they will need to purchase the correct uniform. Please ensure that you purchase a sufficient supply of uniform items.

Cell Phones, Smartwatches, iPads, and Electronic Games

Students are not permitted to have cell phones/smartwatches/iPads/or electronic games during school hours. Cell phones should be turned off and handed to your child's homeroom teacher in the morning immediately upon entering the classroom (for students in Grades 5 and 6 only). Each cell phone will be labeled and placed in a lockbox in the classroom. Their teacher will return students' phones at the end of the school day. If calls need to be made during the day, the student can use one of the principal's offices to make a call. If a student does not turn in his phone upon arrival or has a phone during school hours, it will be confiscated and only returned when a parent comes to pick it up.

Textbooks

Textbooks are the property of the school and are loaned to you to use during the school year. You are expected to handle books carefully and maintain their good condition. Each student will have a book number on a label with their name in every loaned textbook. Students are responsible for their books and should always be aware of their location. If a book is lost, the student must pay for a replacement belonging to the school. The cost is \$60.00 for a hardcover book and \$25.00 for a softcover book.

Chromebooks

A Chromebook and a carrying case will be issued to the students in Grade 6. They are the property of JIQ and the DOE. This computer is on loan to the student, and they must adhere to all the policies and procedures provided by the classroom teachers. The laptop is considered school property, just like textbooks. Use of this computer and access to the computer network, the Internet, and e-mail are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of JIQ.

Computer Manners and Safety

The students will all have a scheduled computer class in the computer lab each week. Students are expected to respect the machines in all ways and use them appropriately. Students are also expected to demonstrate self-respect and respect for others by using appropriate language and visiting approved online sites. Students who fail to observe these basic dignity guidelines may be temporarily or permanently denied access to the computer room.

Lockers

Grade 6 will be using lockers to store their items. The lockers need to remain neat and clean. No food (except packaged snacks or kosher items) may be kept in the lockers. There will be periodic locker checks to help the students maintain this standard of cleanliness and neatness.

The teachers and administration reserve the right to check students' lockers for reasons of health, safety or violations of school or civil laws. The school advises students not to leave money or valuable personal property in their lockers. JIQ is not responsible for personal items left in student lockers.

Cafeteria, Lunch, and Food at School

Student behavior in the lunchroom should be based on courtesy and cleanliness. This means leaving the area in a condition that is clean and livable. Students will come to the cafeteria with their teachers and remain there during their scheduled time. All students must be seated at the table and request permission from the teacher to leave the area. Students may leave the cafeteria ONLY with a pass from the teacher.

Students are not permitted to bring food from home for lunch. Parents should contact the principal for special permission in the case of allergy or other medical necessity.

Students may drink water from a sports bottle during the day with the teacher's permission, provided the privilege is not abused. No other drinks should be brought from home, for lunch, or at any other time. Please note that glass bottles are not permitted.

Academic Support Services

We are fortunate to have social service support professionals from various community agencies in our school. If students are having challenges at home or in school, whether academic, social, or emotional, talking with one of these influential professionals would help them greatly. We will contact parents if students would benefit from this support. If parents would like their child or children to meet one of our social service providers, please get in touch with the school and speak with a principal, or send a note with your child in a sealed envelope to the office.

Social-Emotional Support Services

The Board of Education can support our students if they require additional academic and/or related services. In that case, we can reach out to the Board of Education's evaluation system, which can significantly assist us in meeting the child's needs within our school and obtaining extra services as needed.

JIQ will continue to work with OHEL and Learn-It, which will appoint social workers to provide mental health, behavioral, and emotional support to students, faculty, and staff. Learn-It will also provide Title I academic services in ELA and math.

Communication

All communications to the JIQ community, including staff and families, are made through the office or principals using email and phone calls.

School Nurse

The school nurse will monitor the screening information of students while complying with relevant privacy and health laws. The school nurse will advise parents when their child is sick and instruct them to return once they have been fever-free for 24 hours.

Illness, Allergy, and Medication

Please call the office to notify the school if your child will be staying home due to illness. This communication is essential, as it enables us to meet the child's needs better. Students should not be sent to school (even if they want to come) if they have diarrhea, fever, or vomited within the last 24 hours, for example, the night before.

If a student becomes sick and needs to leave class, their parents will be contacted to pick them up. Parents must come or send someone else to take the sick child home.

Parents are asked to have a plan in place for student pick-up if a child needs to leave school. It is unfair to the child and others in the building for the sick child to remain in school. Parents will come to the security desk to sign the child out. Students sent home must spend the following day at home and return with a doctor's note two days later.

PARENT/STUDENT CONTRACT

2026-2027

- 1) Parents must submit all registration forms, after-school, medical, and transportation forms, and payment before their child begins school.
- 2) Please review and follow the school calendar.
- 3) Students in 3K through Grade 6 will arrive promptly at 8:30 a.m. Students are expected to report to school by 8:45 a.m. The building will open at 8:15 am; please only drop off at that time.
- 4) Parents must accompany and pick up their child (ren) at their assigned bus stop or at the front door of the school building each day.
- 5) Once the office confirms a bus stop, it will remain the same. A bus stop can only change if you prove that you have moved.
- 6) **Riding the bus is a privilege, not a right. All children deserve to feel safe and protected on the bus. The driver will write up students misbehaving on the bus, and parents will receive a phone call. If there is a second incident, the student may only be permitted on the bus once parents attend a meeting and the student makes a commitment to behave appropriately on the bus. Unacceptable behavior a third time may result in permanent removal from the bus.**
- 7) Dismissal and Pick-Up will begin at 4:00 pm and end at 4:15 pm, Monday through Thursday, and on Fridays, dismissal will begin at 1:00 pm and end at 1:15 pm.
- 8) The after-school program will begin dismissing students at 5:15 pm and end at 5:30 pm, Monday through Thursday.
- 9) It is essential to monitor your health and that of your child daily. If a staff member or student has a fever of 100.4, they must stay home until they are fever-free.
- 10) Students are expected to always behave with self-respect and respect for all others, including on school property, on the bus, and at all school-sponsored activities.
- 11) Parents can only enter the building if they have an appointment with a staff member.
- 12) Uniforms must be worn in grades K-6 every day. Students who do not wear a uniform will not be permitted into class, and the parent will be asked to bring a uniform for them.
- 13) All parents must ensure their child's backpack is checked and homework is completed each night.
- 14) Parents must ensure that all school supplies have been purchased and labeled.
- 15) Food brought in from the outside must be certified Kosher.
- 16) The school and teacher will acknowledge the child's birthday. Parents can also order pizza for the class through the front office if they would like. However, birthday celebrations must be cleared first by the classroom teachers and follow our Kashrut Policy. **Siblings are not allowed to join the classes for any celebrations.**
- 17) Parents must check their children before and during the year for **HEAD LICE**. Students are not permitted in school if they have lice or nits on their head. Contact the office immediately if your child has either nits or lice.
- 18) Cell Phones are **NOT** permitted in school. Phones will be confiscated if the rule is broken and will only be returned to the parent.
- 19) Parents must send in the \$50 activities fee to their child's English teacher by October 6th.

We have read the above and the **JIQ Parent/Student Handbook** and agree to the policies, procedures, and regulations regarding student life at JIQ. We will support and cooperate with these policies.

Please complete the information below and return this form to your child's English teacher by

Friday, September 4th

Parent's signature: _____ Date: _____

Student's signature: _____ Grade: _____