



# Middle School Student Handbook

2010-II



## JOSEPH KUSHNER HEBREW ACADEMY MIDDLE SCHOOL

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2010-11/5770-5771

Dear Middle School Students and Parents,

At the JKHA Middle School our goal is to ensure that every student will appreciate the value of learning. School is not just an exercise in acquiring information; it is the gateway to seeing and experiencing the world in a deeper and more profound way.

Our sages taught in *mesechet kiddushin* that learning is meant to generate action, serving as an instructional manual for our roles as Jews. In addition, the Maharal teaches us that learning creates opportunities to embrace responsibilities and take initiative.

We take seriously our obligation to create and maintain a vibrant and secure learning environment. The enclosed JKHA Middle School handbook is meant to articulate the responsibilities we expect our entire school family to embrace in order to achieve our mission.

Please familiarize yourself with our policies and practices so that your experience at JKHA Middle School will be enriching and rewarding.

Eliezer E. Rubin  
Principal

## LET US BEGIN AT THE BEGINNING

**Q:** What time does school start in the morning?

**A:** School begins at 8:10 A.M. with mandatory *T'filah* in the Klatt *Beit Midrash* for boys and girls, grades 6-8.

**Q:** May I wait in the hallway or Atrium when I arrive at school?

**A:** When arriving at school, you must proceed directly to the Klatt *Beit Midrash*. Your book bag should be placed **under** your assigned seat in the *Beit Midrash*.

**Q:** May I go to the bathroom when I arrive at school?

**A:** Before *T'filah* begins (8:10 A.M.) you may go without permission from a teacher. After 8:10 A.M. you will need to ask permission from a *minyán* teacher. You may only use the bathrooms across from Rabbi Wachtel's office.

### *T'FILAH*

**Q:** Do I have to bring my own *siddur*?

**A:** Yes, and we recommend that all students use the **ARTSCROLL COMPLETE *SIDDUR***; 6<sup>th</sup> graders were gifted with one at the end of 5<sup>th</sup> grade.

**Q:** What must I do when I arrive at school?

**A:** If you arrive before 8:00 A.M., you must go to the Library and wait until the supervising teacher dismisses you. Upon dismissal, you must report directly to the *Beit Midrash*. Please do not go to your locker until after *T'filah*.

**Q:** What time does *T'filah* begin?

**A:** *T'filah* begins promptly at 8:10 A.M.

**Q:** How much time is designated for *T'filah*?

**A:** On Mondays and Thursdays, *Torah* reading days, *T'filah* takes about 40 minutes. On non-*Torah* reading days, *T'filah* is usually over by 8:45 A.M.

**Q:** What is expected of me in *Shul*?

**A:** Within a few days after school begins, a seating chart is announced to the students. Boys and girls **must remain in their permanent seats** for *T'filah* unless a staff member asks you to change seats. You may also initiate a seat change by speaking with **Rabbi Selengut**, Supervisor of the *Minyan*; or for girls, **Mrs. Shamsian**. You should be familiar with the routine – **No talking, silence from *Baruch She'amar* until the end of *Shmona Esrai*. When *T'filah* is in progress, students are expected to conduct themselves in an appropriate manner.**

**Q:** What can I expect from my *davening* experience?

**A:**

- to learn how to communicate properly with *Hashem*
- to acquire an appreciation for *T'filah B'tzibur*
- to understand the meaning of the words you are saying - to try to make a connection.

**What you put in is what you'll take out of the experience.**

**Q:** Whom do I contact if I want to be *chazzan* or *Ba'al Koreb*?

**A:** Rabbi Selengut. He will set up a time for you to lead *T'filab*.

**Q:** Do I have to lead as a *chazzan*?

**A:** No. However, the boys are encouraged to lead *T'filab*. You can be a *chazzan* before and after your *Bar Mitzvah*.

**Q:** Do I need to be tested before I am a *chazzan* or *Ba'al Koreb*?

**A:** Absolutely. Rabbi Selengut will listen to you read. You will need to schedule a practice time at least one week in advance.

**Q:** What do I do after *T'filab*?

**A:** Lockers and breakfast and then on to 1<sup>st</sup> period by 9:15 A.M. There is no hanging around in the halls.

**Q:** In the event of a longer *T'filab*, what happens to the schedule?

**A:** The schedule will be modified to accommodate the lengthened *T'filot*. Rabbi Haller will make the announcement regarding changes in schedule, plus any other announcements regarding special programs and scheduling. Modified schedules will also be posted throughout the Middle School.

**Q:** What about *Mincha*? Do the same rules apply?

**A:** Yes, it is always important to be on time, sit in your assigned seat and *daven* in an appropriate manner. *Mincha* is in the **Rosenberg Beit Midrash** for the **entire Middle School**.

**Q:** At what time do we *daven Mincha* and where?

**A:** *Mincha* is slotted for Monday-Thursday at 2:30 - 2:51 P.M.; immediately after 6th period.

## LOCKERS

**Q:** How do I get a locker?

**A:** In 6<sup>th</sup> grade you are assigned a lock and locker by the Middle School Office before the term begins. Learn your combination and **do not** give it to anyone. The locks and locker will be yours for your entire Middle School career. At the end of the school year in 6<sup>th</sup> and 7<sup>th</sup> grade, you will lock your locker on the inside loop. You keep your lock and locker through MS. When you graduate you will return your lock.

**Q:** Is it hard to learn the combination?

**A:** Not really, it just takes practice; try to open it several times at home before school starts. Everyone gets it eventually. Just **stay calm** and ask for help, if you have trouble.

**Q:** Can I decorate my locker?

**A:** Yes, but the things you use to decorate your locker must be in good taste and placed there with tape. **NO GLUE!**

**Q:** When can I go to my locker?

**A:** You may go to your locker **right after T'filah**, at locker break and lunch. If the *Hall Patrol Teacher* finds you at your locker at a different time, make sure that you have written permission to be there. Wandering in the hall and near your locker during class time is forbidden.

## LUNCH

**Q:** What time is lunch and where do I eat?

**A:** Lunch for grades 6-8 is from **12:20 P.M. - 1:00 P.M.** on *Monday-Thursday*, **12:00 P.M. - 12:37 P.M.** on *Fridays*.

**Q:** Who is in charge of the lunchroom?

**A:** Mrs. Deborah Hunter is the Lunchroom Supervisor.

**Q:** What is the lunch procedure?

**A:** At the conclusion of 4<sup>th</sup> period, students will return their books to their lockers and proceed to the lunchroom. Students must wash *netilat yadayim* before eating bread. **All food that is eaten in the school and in the lunchroom must have an approved *Kosher* symbol.** Please see appendix for more detailed information.

**Q:** Are there special Grade Tables for students?

**A:** No. Aside from the tables in back where the High School sits, the Middle School can sit anywhere.

**Q:** Can lunch be taken out into the hallways or locker areas?

**A: No.** All lunches must be eaten in the cafeteria. Food can only be eaten outside of the cafeteria if there is a special Student Council lunch meeting, yearbook meeting or if a teacher has requested a lunch meeting.

**Q:** Do you need to stay in the lunchroom for the entire lunch period?

**A:** Students who prefer to remain in the lunchroom to talk or hang out may do so. Students may also complete homework/schoolwork, use the library, or weather permitting, go outside after eating.

**Q:** When are students permitted to leave the lunchroom?

**A:** After the tables have been cleared, students will be able to go outside, weather permitting, to use the basketball courts, etc.

**Q:** What is expected of me while I am in the lunchroom?

**A:** All students must eat lunch; sit and eat in a dignified manner. There is no running, shouting, or disruptive behavior permitted. **Students are expected to clean and clear their table before they are dismissed.**

## RECESS

**Q:** Are there any places that we cannot play outside?

**A:** Students may play on the baseball fields, basketball courts, or anywhere within the field of vision of the supervising teacher. For safety reasons, **students are not permitted to be on the running track, on the steps leading to the bleachers, or below the slope leading to the track.**

**Q:** Can students play in the gym?

**A:** Only under teacher supervision.

**Q:** How do I know when recess is over?

**A:** The supervising teacher will let students know that the bell has rung. Additionally, as a Middle School student, **it is your responsibility to keep your eye on the clock.** You should be at your lockers getting ready for your next class by **1:00 P.M.**

### *LIBRARY*

**Q:** When can I use the library?

**A:** The library is open from 8:30 A.M. until 5:00 PM.

**Q:** What materials can I use in the library?

**A:** The library has books, reference materials, online databases, periodicals, journals and newspapers. Reference materials do not leave the library, but may be photocopied in the library, free of charge. Back issues of journals and periodicals may be checked out for a two-week period. No materials may leave the library without first being checked out at the circulation desk.

**Q:** What can I do in the library?

**A:** The library has many things to offer and serves to provide a quiet place for students to study, do homework, read for pleasure and do research in a friendly environment.

**Q:** Can I eat in the library?

**A:** **No**, food and drink may damage library materials.

**Q:** Can I talk to my friends in the library?

**A:** No. Out of respect to others, please refrain from talking; cell phones should be turned off while in the library.

**Q:** Can I use the library computers?

**A:** Yes, they are for your use. Only one person at a computer station at one time. The use of computers for school work takes precedence over all other activities.

**Q:** What should I do when I leave the library?

**A:** Please remember to log off your computer, return materials to appropriate shelves, clear off your workspace, put your chair back to its proper place. Always remember to thank the librarians!

### *SCHEDULE*

**Q:** What does a typical MS day look like?

**A:** The daily schedule for each Middle School student has been created to fulfill the needs of each **individual** child. Care has been taken to ensure that each of you learn on your level of capability. There are two kinds of tracks - an Intensive track for all subjects: Judaic and General Studies (Math and *Ivrit are* tracked according to skill) and a heterogeneous track. Students are placed based on past academic performance, achievement test scores, organizational skills and teacher recommendations. Over the course of the year, if you are a motivated student, you can be moved to an Intensive track as you improve your academic and organizational skills.

**Q:** How many periods are there in the school day?

**A:** For 6th grade there are 7 periods; the day is over at 3:35 P.M. For 7th and 8th grades there are 8 periods; the day is over at 4:20 P.M.

**Q:** Are there different teachers for each subject?

**A:** There is a special teacher for each subject. Sometimes you might have the same teacher for two different subjects at different times during the day. In 6<sup>th</sup> grade, *Chumash* and *Navi (Tanach)* are combined and taught by the same teacher.

**Q:** Will this be confusing?

**A:** At first you might be a little confused, but you will get used to it; it will be okay. Everyone is a little overwhelmed in the beginning. There are plenty of people around to help. You should always have your school planner to help you keep track; keep a copy of your schedule posted in your locker.

**Q:** How are the academic subjects divided?

**A:** In the **6<sup>th</sup> grade**, the day begins with *T'filah* and going to lockers. This is followed with **two General Studies Subjects** and **two Judaic Studies Subjects**. Before lunch, you can go to your lockers again to put away all of your morning books. After lunch, before the end of recess, you can attend to your afternoon locker needs. The afternoon begins with **two General Studies Subjects**, *Mincha* and **one Judaic Studies Subject**.

For 7<sup>th</sup> and 8<sup>th</sup> grades the day begins with *T'filah* and lockers. This is followed by **two Judaic Studies Subjects**, **two General Studies Subjects**, a trip to your locker and lunch. The afternoon begins with **two Judaic Studies Subjects**, *Mincha* and two **General Studies Subjects**.

**Q:** How will I know where I have to go?

**A:** Before school starts, you will get a schedule of your classes. Each schedule lists your subject classes, teacher and room. Copies of the schedule are available on the Middle School Office Computer. Should you encounter a problem with your schedule see Mrs. Finkelstein or write down your question and give it to Mrs. Bohbot in the Middle School Office.

#### *HOME LEARNING POLICY/EXAMS*

**Q:** What is Home Learning? Isn't that just a fancy name for Homework?

**A:** Home Learning is an extension of what has been accomplished in school. It is not something new to be learned but rather taught material that needs review and reinforcement.

**Q:** What is the home learning policy?

**A:** **Home learning can be assigned on any day. No new home learning should be assigned on Friday. The day after a holiday or major class trip, there should be no *written home learning* or *project due*.**

**Q:** How much notice do we get before exams?

**A:** Posted on the hall bulletin board there is a master calendar for exams and projects. Each teacher is responsible for entering his/her exams and/or project due dates on the master calendar. **Students are to be given 5 school days notice for all exams.**

**Q:** Are there special days for certain tests?

**A:** A test can be given in General and or Judaic subjects on any day. In certain circumstances, there may be more than one test on a given day.

**Q:** What about a test after a holiday or trip?

**A:** **There should be no exams scheduled for the day following a holiday or a major class trip. This does not include finals!**

**Q:** Is there a policy about quizzes too?

**A:** Unannounced quizzes can be given at any time on no more than a limited number of pages of material. Announced quizzes can only be given when scheduled on the calendar or on Fridays. Quizzes in vocabulary (*Judaic Studies, General Studies*) and *Math* should be reserved for Fridays.

**Q:** Are there a lot of projects due?

**A:** For each trimester there may be one major project in each subject area.

**Q:** Can I use electronic equipment in the classroom?

**A:** We encourage innovations that will facilitate students' academic growth. Many students are helped with the use of a Net Book, Alpha Smart or a Laptop Computer. These tools allow you to take notes, organize your work and to express yourself clearly. The electronic devices are especially beneficial for students with graphic motor issues. You can bring these teaching aids into your classroom. ***Make sure that you are using them for the purpose for which they are intended.***

**Q:** What if I am absent? How will I know what my assignment is?

**A:** JKHA Middle School teachers maintain a homework hotline to help students and parents stay on top of the work that is going on in class and as homework. The Homework Hotline can be accessed at <http://local.jkha.org/netclassroom>. This system is protected with a username and password which will be sent to you at the beginning of September along with instructions. If you have any questions or difficulty with the system, please contact Dr. Rosalyn Grad via email at [rgrad@jkha.org](mailto:rgrad@jkha.org).

## GRADES

**Q:** What is the grading policy?

**A:** The year is divided into three trimesters. All three trimester grades are reflected in comments written by the teacher and a number grade.

**Q:** What if I get an **INC** (Incomplete)?

**A:** You have one month to complete the work. Speak to your teacher and get the assignment needed to make up the work. Failure to make up the work will result in a **F**.

**Q:** Is there an Honor Roll for Academic Achievement?

**A:** Yes, there are two types of Academic Achievement that are recognized each trimester. **Scholars With Distinction** - Academic Distinction for those who earn a **93** or above overall average, or **Scholars** for those who earn an overall average of **88** and above.

## STUDENT SERVICES

**Q:** What if I find that I am overwhelmed with work and I feel lost?

**A:** The policies were designed so that you should not feel stressed and lost. We want you to feel comfortable with the workload. But things happen, and even with the best of intentions,

problems still arise.

**Q:** So, what can I do?

**A:** First, try not to panic! There are many ways in which you can be helped. Go to the **subject teacher** and explain the problem or situation. The teacher is there to help you and wants to see you succeed, not to fail! Go to one of your teachers. She/he will look at the whole picture with you and may be able to help you put the situation into perspective. The teacher may be able to help you find the right solution. Go to the **Guidance Department**. There are four people there who want to guide you: *Rabbi Selengut* – Dean of Students, *Gary Berger* – Director of Guidance and *Dr. Ruth Glasser* – Middle School Psychologist. There is also a Student Mentor Program, chaired by *Mrs. Debbie Finkelstein*, Associate Principal. The Mentor teachers are there to help students that need help organizationally and academically.

**Q:** Where can I find these important helpers?

**A:** Down the center aisle of the Middle School area, across from the bathrooms, is a corridor that we call the Learning Alley. There you will find Rabbi Haller, Director of Student Activities in the first office. Next door is Dr. Glasser, School Psychologist and next door to her office is the MS Learning Lab. Mrs. Finkelstein's office is in the MS Office, Mr. Berger can be found in the corner office – opposite the boys lockers and Rabbi Selengut can be found in Room 403.

**Q:** When and for what can I speak with Dr. Glasser?

**A:** Dr. Glasser is available by appointment. The Psychologist's office is a good place to go if you need to discuss a challenge you are having at home, a question about friendships, class work, if you are worried about a test, having trouble sleeping or any other concern that you are not sure where else to address. It is a confidential, quiet place to go if you need a moment. Sometimes a teacher or parent may suggest that you talk to Dr. Glasser about a specific question. You will usually need permission from the teacher to leave the classroom.

**Q:** Will there be modifications and alternate assessments for students who have different learning styles?

**A:** Yes, there will be every attempt made to help *ALL* students reach their academic potential.

**Q:** What is the **Learning Lab**?

**A:** Learning Lab is the place where students with modified schedules or specific learning needs go to for help. It is also where students who need more time to finish a test can go for peace and quiet. Mrs. Finkelstein can help you there.

**Q:** What is the **SINAI Program**?

**A:** A unique program housed in **JKHA** that addresses the needs of students with individual learning styles. Sometimes they take classes at JKHA, most times at SINAI – they are **always** included in JKHA programs and celebrations.

## *JKHA MIDDLE SCHOOL PLANNER*

**Q:** What is the Middle School Planner?

**A:** It is for you to use to record **ALL** assignments, projects, tests and important information. This Planner is to be used in addition to and/or to the exclusion of all other notebooks, palms etc. This Planner was designed with your Middle School needs in mind.

**Q:** What are some important things that I need to know about how to use my Planner?

**A:** Please note the following items about your Planner. Mrs. Finkelstein will be happy to help you figure out how to use it.

- It is an important part of your school supplies.
- It is to be with you **every day, in every class, every period.**
- Every single assignment, big or small, is to be written down on the designated pages.
- There are special blue pages with calendars on them to note monthly assignment due dates.
- The class/home learning assignment will be written clearly on the board every day next to the date.
- **The date and the assignment needs to be noted every period.**
- If there is no assignment, **NH** is to be noted as **well as the date.**
- Teachers will be checking the Planners to insure that you are entering the needed information.
- Special information and notes are to be kept in the Planner on a daily basis.
- Parents have been requested to review the Planner with you, to make sure that you have it when you get home and that you take it with you when you go to school.
- In the event that a Planner is misplaced or lost and you find it on the floor or anywhere else, please return it to the Middle School office.
- Please inform the office immediately if you lose or misplace your Planner.
- You can replace your lost Planner for a cost of **\$5.00.**

**Q:** What if I need help with my Planner?

**A:** We would like everyone to feel that the Planner is important and helpful. If you have questions about how to use the Planner or how to set it up, please see Mrs. Finkelstein in the Learning Lab. Mrs. Finkelstein, the author of your handy tool 'Roadmap to Organization Skills', along with your classroom subject teacher, will guide you in the use of the Planner.

**Q:** What if I lose my Planner?

**A:** Report in to the MS Office and you must purchase a new one.

**Q:** Where do I keep all my papers and notes for all of my subjects?

**A:** You will need to keep your papers in a folder or accordion folder for your morning and afternoon classes. It would be advisable to have one for morning and one for afternoon. Each teacher will check to see that you have a folder to keep your handouts and loose papers.

## *HEALTH*

**Q:** What happens if I feel sick in school?

**A:** If you feel sick in the morning, stay home. Should you already be in school, ask the teacher if you can go to the Nurse's office. Please, do not go to the nurse without permission.

**Q:** What is the name of the school nurse?

**A:** Rona Dickman

**Q:** What do I do if the nurse is not there?

**A:** Go to the main office, make sure you connect with an adult.

**Q:** What do I do if I missed a lot of school because I have been absent for a long time?

**A:** No one expects you to do school work when you are sick. Do the best that you can and try to keep up. When you return to class, it is your responsibility to ask the teacher how you can make up the work that you missed. A solution will be found to help you make up for lost time. You can e-mail the teacher if you are feeling up to it and ask what reading/work you can do while you are home.

**Please note: A copy of our complete Student Health Policy  
is enclosed at the end of the Handbook**

### *FACULTY/PARENT COMMUNICATION*

**Q:** When can my parents speak to the teachers?

**A:** There are many times that a parent can speak to a teacher or administrator.

- In **mid-September**, there is a **Middle School Open House** for parents. At that time, the teachers share their goals and policies with parents.
- Following the first grading period, parents are invited to meet with the teachers for **PARENT TEACHER CONFERENCES**, short private meetings in each subject area. Parents are always welcome to come to school to share their thoughts, recommendations and ideas with the administration and the faculty.

**Q:** What should my parents do if they get a note or letter home that discusses problems that I am having in school? Ex. missing homework assignments, a series of poor test scores, etc.

**A:** **They should sign the form to acknowledge that they received it and return it with you the next day.** They should also contact the teacher. Parents may need to contact the Principal directly to discuss the problem. Every member of the faculty, teacher and administration, would like to help you succeed.

**Q:** How would my parents know what is going on in school?

**A:** The Principal sends an e-mail newsletter to parents periodically with news of the Middle School and upcoming events and a weekly parent memo is e-mailed home every Friday.

**Q:** Is it important for the school to have my parents e-mail address?

**A:** **Absolutely**, almost all school communications are handled in this way and if the school does not have the address, your family might miss an important news item.

**Q:** How are Parent-Teacher conferences scheduled?

**A:** An e-mail will be sent out with instructions on how to sign up and deadline dates.

**Q:** Is it important to register for conferences early?

**A:** Yes, the popular early evening time slots fill up quickly.

### *BAR/BAT MITZVAH POLICY*

**Q:** Can the school help me plan a *Bar/Bat Mitzvah*?

**A:** The school will be more than happy to advise you in any way. Any questions, please contact Rabbi Haller at ext. 1188.

**Q:** How do I schedule a *Bar/Bat Mitzvah*?

**A:** Your parents can schedule your *Bar/Bat Mitzvah* on our website at [www.jkha.org](http://www.jkha.org). We want to ensure that only one *Bar/Bat Mitzvah* celebration is scheduled for the same day for students in the **same** grade. Therefore, all dates must be reserved on the *Bar/Bat Mitzvah* calendar on our website at [www.jkha.org](http://www.jkha.org).

**Q:** What do I do when I go to the website?

**A:** To view the *Bar/Bat Mitzvah* calendar, click on the *Bar/Bat Mitzvah* link on the left hand side of the screen. You will be able to check when the available dates are to plan for your *Kiddush* and/or *leining* as well as the party. *The Parsha HaShavuah* as well as holiday dates are also included for your review. Simply move your mouse over any visible date on the calendar to see what is scheduled for that day. To find your month and year, use the two buttons on the top of the calendar or the two drop down boxes above it.

- Once a date has been selected, go to the Registration Page and fill in the required fields.
- Click the "Submit" button and an e-mail with the information submitted will be sent to your parents.
- This request will then be processed and a reply will be sent to you within 48 hours.

Your dates are not confirmed until your parents receive a final confirmation notice. Once confirmed, you will be registered and your name will appear in the Calendar under the date and time reserved. If there are conflicts, your parents will receive an e-mail with a reason and alternative dates suggested.

Please contact **Sheree Bohbot**, ext. **1283** or e-mail [sbohbot@jkha.org](mailto:sbohbot@jkha.org) with any questions.

**Q:** What type of celebration should I plan?

**A:** Faculty and Principals are always happy to help guide and focus the planning of the celebration. Please call for an appointment and you will be directed appropriately. All JKHA Middle School personnel are always at the ready to help you make your celebration a memorable and enjoyable one.

**Q:** How many people should I invite?

**A:** As the date of the celebration gets closer, you will want to finalize your guest list – a tough job. Please keep in mind that the *Bar/Bat Mitzvah* celebration should be an occasion for inclusion. You may want to consider these options:

- inviting all of the kids in your grade
- inviting just the boys/girls in the grade
- or inviting a small group of JKHA friends (**no more than 8**)
- Please submit only one date for consideration

Whatever option you choose, please keep in mind that children want to be included in social activities: **no one likes to be left out**. Please **include your SINAI classmates**. Remember it is important to feel that you belong in a place. Being a part of a *simcha* celebration cements that feeling.

**Q:** Do I have to worry about the time the celebration will take place?

**A:** There are three major things to consider:

1. If the *simcha* will take place on a Saturday night, the *simcha* should not begin earlier than two hours after the close of *Shabbat*.
2. If there is a conflict and there are a number of celebrations that may be scheduled for the same day; families are asked to try to work together on the time schedule.
3. School calendar.

**Q:** Is it important to include a *Chesed* component in my *Bar/Bat Mitzvah*?

**A:** Yes, at JKHA Middle School *chesed* is an important aspect of our educational vision. There is no more significant event than a coming of age celebration. A *chesed* project enriches the *simcha*.

**Q:** What kind of *chesed*, can I do?

**A:** You can do a personal project, where a student makes a commitment to a specific cause, joining the Friendship Circle, peer level tutoring, visiting a senior citizen, writing to a pen pal in Israel, or creating a fundraising project, etc. Another option might be giving a portion of your gifts to *Tzedakah*. And, an original idea is always welcome. Please contact Rabbi Haller, ext. 1188, for more suggestions.

**Q:** Is there a school policy regarding the types of food or drink that should be served at a *Bar/Bat Mitzvah* Celebration?

**A:** School policy is that all food/drink served at a *Bar/Bat Mitzvah*, or for that matter at any party where JKHA students are invited, be *Glatt Kosher* and stamped with the appropriate seal guaranteeing the *kasbrut*. The caterer and *Mashgiach* should be approved by the Va'ad of MetroWest. Please contact your local orthodox Rabbi for further guidance.

**Q:** Does this policy also include the kinds of drinks that should be served?

**A:** Yes. School policy recommends that alcoholic beverages should not be served at a celebration where children are the guests of honor.

**Q:** Does this mean that even the participating adults would not be able to drink alcoholic beverages?

**A:** While school policy is put into place to protect the JKHA Middle School students who will be attending, we are also concerned that the adults in attendance serve as role models for our students.

**Q:** Is there a dress code for *Bar/Bat Mitzvah* celebrations?

**A:** It is always important to dress modestly and act appropriately.

**Q:** Where do I get everyone's name and address for invitations?

**A:** In the JKHA School Directory.

**Q:** How can I celebrate in school?

**A:** We like to keep it low key and recommend donuts for the entire *minyan*, which can be ordered through the caterer at ext. 1143. Please do **not** order bagels and lox or the like.

**Q:** Can my parents and family members come to celebrate with me in school?

**A:** Of course, anyone you would like to invite is welcome. Please do **not** bring candy to throw in the shul.

**Q:** Can I bring donuts for just my class on the day of my *Bar/Bat Mitzvah*?

**A:** We discourage this practice as the entire *minyan* is part of the school community.

**Q:** How do I schedule the *D'var Torah* for my *Parsha*?

**A:** No problem! On the day of your in school commemoration, any boy or girl, may deliver a *D'var Torah*. Please schedule it with Rabbi Selengut.

**Q:** Can I get help with my *D'var Torah*?

**A:** Rabbi Selengut or any one of the JKHA MS faculty will be happy to help with what might be needed in formulating and writing your *D'var Torah*.

**Q:** Are there *Bar/Bat Mitzvah* Prep programs in school?

**A:** Yes, we have developed a wonderful *Bat Mitzvah* program for 6<sup>th</sup> grade girls under the direction of Dr. Ruth Glasser. Our *Bar Mitzvah* program will be coordinated by Rabbi Dovid Selengut.

**Q:** What role does the Community Rabbi play in the Middle School?

**A:** The Rabbi from each of the community *shuls* plays an important role in helping us to form policy and answer important *halachic* and social questions. Each Rabbi takes a turn to come into the Middle School to participate in an “**Ask the Rabbi**” session with each grade during *Gemara* classes.

## CO-CURRICULAR ACTIVITIES

**Q:** What are co-curricular activities?

**A:** Co-curricular activities are an opportunity for many students to find their voice. The programs serve as an addition to the regular academic schedule.

**Q:** What are some examples?

**A:** The basketball and hockey teams, the school newspaper and play.

**Q:** How do I get involved in a co-curricular activity?

**A:** By signing up or talking to Rabbi Haller – he is in charge of all co-curricular activities.

## Student Activities:

**Q:** Who are some of the people I should know about?

**A:** **Gary Berger** - Director of Guidance

**Debbie Finkelstein** – Associate Principal, Learning Center

**Dr. Ruth Glasser** – School Psychologist, Bat Mitzvah Coordinator

**Craig Goldman** – Director of Athletics

**Rabbi Yaakov Haller** – Director of Student Activities, Student Council Advisor, MS Dismissal

**Deborah Hunter** – Lunchroom Supervisor

**Melinda Nagy** – Lunch Detention

**Rabbi Eliezer E. Rubin** – Principal

**Rabbi Dovid Selengut**–Dean of Students, Bar Mitzvah Coordinator, Curriculum Supervisor

**Miriam Shamsian** – NETA Coordinator

**Rabbi David Sukenik** - Torah Bowl, Mishmar

**Nikki Surman** – Eighth Grade Yearbook Advisor

**Patti Jo Tripp** – E2K Faculty

## Student Council/Roundtable

**Q:** What is the Student Council?

**A:** The Student Council is an elected group of students who meet frequently to discuss issues that affect the students; they meet with the administration to help resolve student concerns. In addition, the Student Council develops and carries out a number of fund raising activities throughout the year to benefit the school and other important causes.

**Q:** What is the Student Council Board?

**A:** The Student Council Board consists of the following elected positions:

- President, Vice-President, Secretary, and Treasurer.
- Committee chairmen are selected by the Student Council Board for special projects.

In **September**, an election is held for those positions. **Rabbi Haller** serves as the faculty advisor.

**Q:** How do I become a member of the Student Council?

**A:** All students are automatically members of the Student Council.

**Q:** What are the qualifications to run for the Student Council Board?

**A:** Students who wish to run for office must have a B average in their major subjects and good behavior in both Judaic and General Studies. **Only 8<sup>th</sup> graders can run for the position of President.**

**Q:** How does the Student Council help JKHA?

**A:** By raising funds through the weekly sale of donuts, the ***Mishloach Manot Project*** as well as other fund-raisers. The money raised is used to provide additional resources for the school and to sponsor various school events throughout the year. At graduation, the Student Council presents the school with a special gift.

## Athletics

**Q:** Who is the **Head of the Athletic Department?**

**A:** *Craig Goldman*

**Q:** What teams are there?

**A:** This year we will be having boys and girls soccer, cross county, MS boys and girls basketball and MS intramural girls and boys basketball and track teams; boys hockey, and a boys and girls tennis tournament and a boys softball team.

**Q:** How do you try out for a team?

**A:** Fall sports will be announced via email in August. They will start the first week of school. announcements will be made when try outs will be held for the winter sports September with an end of October start Spring sports will be announced after the January vacation.

**Q:** Do I need anything special to try out?

**A:** Proper equipment for your sport and a completed Athletic/Health Form.

**Q:** Do grades count?

**A:** Yes, you must maintain a “C” or above average and you **may not be failing** in any class to stay on a team. *YOUR CLASS CONDUCT* is taken into consideration as well.

**Q:** If I make the team, does that mean that I will play?

**A:** The MS basketball and Hockey teams play in very competitive leagues; boys and girls soccer have a limited season so the player numbers will be limited and playing time is at the discretion of the coach. Cross Country Intramural Basketball and track are open to anyone and playing time is guaranteed (other than for behavioral or academic issues). Coaches make every effort to play as many players as possible, the leagues are very competitive and the teams play to win. Your playing time can also be limited based on your court behavior. All students will play in the intramural team program. **Proper *midot* on and off the court are required to play on any JKHA team.**

**Q:** Does it cost anything to be on a team?

**A:** While there are no program fees, you need to pay for your uniform.

**Q:** If I have a question, whom do I ask?

**A:** You may ask the PE teachers any questions that you may have. Or, you can have your parents call Mr. Goldman at (973) 597-1115 ext. 1127.

## Student Activities

**Q:** What is the student activities program?

**A:** Over the course of the school year students are given the opportunity to participate in a number of special activities and programs. Examples include: sports teams, clubs, drug and smoking prevention programs, transition programs, high school preparation programs, *Lag B’Omer* and *Yom Ha’atzmaut* school-wide events and mandatory participation in the annual *Salute to Israel Parade*.

**Q:** When do student activities take place?

**A:** Some activities such as holiday programs, take place during the school day; events such as sports events, drama and choir rehearsals, take place after school or on weekends.

## *CHESED*

**Q:** Are there in-school opportunities for *chesed*?

**A:** Yes, all of the grades have a yearlong *chesed* drive. Each 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade student will have the opportunity to develop a relationship with either senior citizens, terror victims in Israel, or mentally and physically challenged children.

**Q:** How do I get *involved* with *chesed* and student activities?

**A:** Anyone who wants to can get involved in the various programs that will be offered over the course of the year. There will be sign-up sheets available in Rabbi Haller’s office as well as posters announcing up-coming events. There will be a spot for anyone who would like to become involved. Students who have participated in these activities report that they really make you feel good about yourself.

**Q:** How does one earn *Chesed* points?

**A:** *Torah, Avodah* and *Gemillut Chasadim* are the foundations of the world. Every person is responsible for *Tikun Olam*, to fix the world. By earning *chesed* points, you are participating in this wonderful *mitzvah*. It can be accomplished in any number of ways. **Rabbi Haller**, and any other staff member can guide you in choosing a *chesed* project that will enable you to accrue points. Pick a project, fill out the form below and submit it in **May of 2011**.

**Q:** What role does Israel play in our *Chesed* program?

**A:** Now, more than ever, raising money and doing good deeds for Israel is more important than ever. JKHA encourages all of our students to help Israel and make it an important component in their lives.

**Q:** How many *Chesed* points do I need?

**A:** You will need to earn 65 points over the course of your JKHA MS tenure; students will be recognized for cumulative *chesed* at the 8<sup>th</sup> Grade Awards Ceremony the year they graduate.

**15 in 6<sup>th</sup> Grade      20 in 7<sup>th</sup> Grade      30 in 8<sup>th</sup> Grade**  
**(1 hour of community service is equal to 1 *chesed* point)**

**Q:** How many *Chesed* forms do I have to fill out?

**A:** If you are doing *one* project under the supervision of *one* person, all that you need is for that *one* person to fill out the *one* sheet. If you have completed *three to four different* projects, you will need to have **one sheet completed for every project that you worked on. You need to have it signed by the supervisor of the project.**

**Q:** Where can I get *Chesed* forms?

**A:** You can obtain *Chesed* forms from **Rabbi Haller** or from **Mrs. Bohbot** in the Middle School office.

**Q:** Where do I drop them off and when are they due?

**A:** They are to be given to Rabbi Haller or Mrs. Bohbot. You will be notified when they are due.

כי אמרתי עולם חסד יבנה (תהלים פט: ג)

## CHESED HOURS FORM

Hours needed: 15 in 6<sup>th</sup> Grade 20 in 7<sup>th</sup> Grade 30 in 8<sup>th</sup> Grade

(1 hour of community service is equal to 1 *chesed* point)

PLEASE RETURN TO RABBI HALLER

NAME OF STUDENT: \_\_\_\_\_

AWARD FOR CONSIDERATION: \_\_\_\_\_

PLACE WHERE *CHESED* WAS PERFORMED: \_\_\_\_\_

HOURS OF SERVICE: \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING:

This experience helped me because \_\_\_\_\_

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My contribution to the experience was \_\_\_\_\_

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I plan to continue/not continue this *chesed* because \_\_\_\_\_

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I qualify for consideration for this award because \_\_\_\_\_

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*Chesed* for Israel because \_\_\_\_\_

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SUPERVISOR'S SIGNATURE: \_\_\_\_\_

RECOMMENDATION STATEMENT FROM SUPERVISOR: \_\_\_\_\_

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## STUDENT LIFE

**Q:** What can students expect from our school?

**A:**

- To be treated with respect as human beings and as *B'nei and B'not Torah*.
- To provide academic excellence in all subjects.
- To find caring and sympathetic teachers and administrators.
- To feel secure both in body and mind at all times.
- To find students who will value and respect one another's intelligence, creativity and fellowship, and teachers and administrators who will treat them as individuals blessed with unique talents, skills and needs.

**Q:** What can parents expect from our school?

**A:**

- To be regarded as partners in the educational process, interacting in a mutually respectful and courteous manner.
- To find teachers and administrators who model on a daily basis the *mitzvos* and *midot* we seek to inculcate in your children.
- Highly experienced educators committed to providing students with a first-rate education in both Judaic and General Studies.
- An educational environment that nurtures students' academic and social growth, and enables them to fulfill their highest potential.

**Q:** What do we expect from our students?

**A:**

- To respect the authority of the administrators and teachers.
- To treat their fellow students as they themselves would like to be treated—with respect, courtesy and consideration.
- To strive for academic excellence.
- To become active members of a community of learners.
- To practice the *mitzvos* and *midot* that distinguish *B'nei and B'not Torah*, and to strive their best to develop their intellectual, spiritual, emotional and social capabilities.

**Q:** How does this translate into how we interact in school?

**A:** A school is a community of learners. In every community there are rules and regulations that need to be followed so that everyone can live well together.

**Q:** What is the 'student life' policy for the Middle School?

**A:** Every student is expected to dress within the rules set by the Uniform Dress Code, come to class prepared and on time, be respectful of each other, school property, etc. Sometimes, there is a conflict between what is expected and what is actually taking place. At those times the student needs to accept responsibility for his/her actions and accept the consequences.

**Taking Responsibility for Myself**  
**The Student Discipline Policy Structure for 2010-11 is:**

**First Incident**

- Your name is written on the black board. This serves as your warning  
**Consequence** – no consequence

**Second Incident**

- A check is placed next to your name or you are asked to leave the classroom

**Consequences:**

- (1) **Lunch detention** in Mrs. Nagy's Room #411
- (2) **Parents will be notified by Rabbi Haller or Mr. Berger via mail** (*requesting a signature*).
- (3) This letter goes into your file.

**Procedure:**

- If you are asked to leave class, please head straight to the Middle School Office (no where else).
- You will submit the form your teacher gave you to **Mrs. Bohbot**.
- **You must wait there, in the office, until Rabbi Haller talks to you.**
- **You may not go back to the class that you were asked to leave!**
- When the period is over and you have spoken to Rabbi Haller, you may go to your next class.
- Rabbi Haller will give you a note verifying your conversation.
- If the problem occurred before lunch: you will have lunch detention on that same day.
- You may get your lunch before detention but you must be in the room by 12:25 P.M. (don't be late).
- If the problem occurred after lunch, you must report to lunch detention the next day.
- Mrs. Nagy's room will have a sign in sheet that you must sign in order to get credit for the detention.
- For a more serious incident, the supervising teacher will be asked to write an incident report describing the problem which is placed in your file.
- Your parents will be notified.
- Your parents may be called into school to meet with you and the Principal.
- **Never go to Rabbi Haller's or Mrs. Nagy's classrooms when his/her class is in session! Please wait in the MS office until the bell rings.**

**Special Circumstances:**

- Your teacher may decide that your behavior is so disruptive that you will be asked to leave right away, without any warning written on the board.

**Consequence:** a lunch detention

- The teacher may use his/her discretion to decide what is considered disruptive behavior for their particular classroom.
- When your name is initially written on the board, your 1st warning, act smart and do not confront the teacher and contest the placement.
- Wait.

- Speak to the teacher at the end of class or discuss it later with Rabbi Haller.

**Always Important to Remember:**

- 1) **Make sure that you are familiar with your teacher's rules and regulations**
- 2) **You will be held accountable to those rules.**

**JKHA Middle School – Electronic Device Policy**

**Statement:** JKHA Middle School recommends that all expensive electronic devices (cell phones, iPods, discman, etc.) be left at home. However, we understand that cell phones may be necessary for your child for communication.

Policy if they are brought to school:

1. Cell phones, iPods, and other electronic devices may only be used by Middle School students while they are on the bus, during lunch break and recess.
2. Preferably, students should keep these devices locked in their locker.
3. If a cell phone is used during class it will be confiscated.

Confiscation policy:

1. First offense: device is confiscated and returned at the end of the day
2. Second offense: device must be deposited in the MS office. It will be returned at the end of the next day.

**Q:** Do kids get into trouble all of the time?

**A:** Almost every student acts the way he or she is supposed to act just about all of the time. Really good kids go to this school. But, unfortunately, sometimes kids need to be made aware that we expect appropriate behavior at all times.

*DRESS CODE*

**Q:** What is the Uniform Dress Code?

**A:** The Uniform Dress Code is described below. Please review it carefully with your parents and buy only those types of clothing that meets the school's dress requirements. Spare clothing should be kept in your lockers.

**Uniform Dress Code Requirements:**

**Girls**

- **Tops:** Blouse, Polo, Oxford collared shirt. Sleeves reaching mid-bicep or below.
- **Colors:** Light pink, light blue, navy, black, white (no see-through material). Only long sleeved white scooped neck shirt to be used for layering.
- **Bottoms:** Skirts, jumpers (please see below for possible vendors) must cover knees while sitting.
- **Colors:** Navy, khaki tan, black, denim

- **Sweaters and Sweatshirts:** Light pink, light blue, navy, black, white or solid gray sweatshirt or pull over sweater. A collared shirt must be worn under sweater.

#### Sample of Code and Violations

- **Code:** Shirts that cover the collarbone.
- **Violation:** V-neck or low cut shirts.
  
- **Code:** Skirts must cover the knee at all times. Slits must be below the knee.
- **Violation:** Skirts or slits above the knee.
  
- **Code:** Skirts must be free moving.
- **Violation:** Skirts that are revealing and restrictive to movement.
  
- **Code:** Sleeves on the shirt must be close to the elbow: the sleeve must be about 4 adult finger widths, a *tefach*, from the elbow.
- **Violation:** Sleeveless shirts (tank-tops or undergarments). *Reminder:* “all clothing – under and over, **must have sleeves if the sleeves show**”. Sleeveless shirts even under a sweatshirt, if showing, are a code violation.
  
- **Code:** Shirts or tops must cover the body even when hand is raised or bending down.
- **Violation:** Shirts that expose every time she moves or raises her hand.
  
- **Code:** Socks are to be worn at all times.
- **Violation:** Chinese slipper shoes or sandals.
  
- **Makeup is prohibited.**
  
- **Dying of hair is prohibited.**

#### **Boys**

- **Tops:** Oxford, 3 Button, Polo, collared long or short sleeved shirt.
- **Colors:** Navy, white, light blue, black.
  
- **Bottoms:** Flat front or pleated docker style pants - no cargo pants, no extra zippers. Corduroys are fine.
- **Colors:** Navy, black, khaki beige.
  
- **Sweaters and Sweatshirts:** Black, navy soft blue, white and solid gray or navy sweatshirt or pull over sweater. A collared shirt must be worn under sweater.
  
- *Tzitzit* are worn at all times.

#### Code and Violations

- **Code:** Shirt with a collar (three button minimum)
- **Violation:** Collarless shirt, T-shirt with slogan or plain

- **Code:** Wearing a *kippah* at all times (recommended: with clips)
- **Violation:** No *kippah* on school property or on school trips
  
- **Code:** *Tzitzit* must be worn at all times (before and after gym)
- **Violation:** No *Tzitzit*
  
- **Code:** Neat haircut. (sideburns, nicely groomed)
- **Violation:** A crew-cut or rounded haircut with sideburns cut above the ear bone, dying of hair, long hair, unkempt hair

**Boys and Girls:** All uniforms must be neat and clean and conform to the code. *Shoes* with laces must be tied. *Open footwear* in the front or back must be worn with **socks, stockings or peds** that reach the base of the ankle. **No beach shoes, flip-flops, or slippers** are permitted.

**Q:** What happens if a Uniform Dress Code rule is broken?

**A:** The *first infraction* of the dress code will result in a *reprimand* and you will be asked to get a change of clothing. In the event that you do not have something appropriate to change into, something special will be provided for you. Future infractions will lead to more serious action.

**Q:** Why so strict?

**A:** The way that we dress tells a lot about how we want people to think of us. We want everyone that represents JKHA to present an appropriate role model of our core values.

## *FIRE DRILLS*

**Q:** What is a **FIRE DRILL**?

**A:** A buzzer sound accompanied by flashing lights indicates that you must leave the building **NOW!**

**Q:** How often are fire drills scheduled?

**A:** There are 3-5 over the course of the year. However, unscheduled drills may occur as a result of ongoing construction, sensitive sensors and unfortunately, pranks.

**Q:** What are the **FIRE DRILL** procedures?

**A:** It depends on where you are located when you hear the buzzer sound; *in a class or gym period* – silently line up, **leave everything behind** and follow the teacher to the exit. *In the lunchroom* – wait for the lunchroom supervisor or a faculty member to announce the instructions that will direct you safely out of the lunchroom and the building. *In the yard* – or *on the fields* go directly to the clearing near the baseball fields and wait for instructions.

**Once the buzzer has sounded. ALWAYS WAIT FOR INSTRUCTIONS IN SILENCE, AFTER THE BUZZER HAS SOUNDED. IT IS FOR YOUR SAFETY THAT THESE RULES ARE IN PLACE.**

**Q:** Why must I be quiet during a fire drill?

**A:** It is essential that you remain quiet to be able to hear instructions. If there truly is an emergency, teachers want to ensure your personal safety and successful exit from the building. To be sure that you make this process safer for yourself and those around you, you should refrain from talking. It could literally save a life.

**Q:** Can I go to my locker to get my coat?

**A:** Absolutely not--every second is critical in an emergency situation. Separating yourself from an evacuation from the building can place yourself and others in harm's way. That same route you took before may no longer be accessible. A coat is replaceable--you are not. Remember that your goal in a fire drill is to be safe--and the safest thing to do is make your way, without delay, to the nearest exit.

**Q:** What exit do I use?

**A:** The **Middle School Exit** (near Middle School office). Students and teachers will exit the building, make a left turn and walk down the path, crossing the road. Classes will stand on the sidewalk adjoining the baseball field.

**Q:** What do I do until the **ALL CLEAR** is announced?

**A:** Stand silently.

**Q:** When can I re-enter the building?

**A:** **When faculty says that it is OK.**

### *DISMISSAL PROCEDURE*

**Q:** Who is in charge of dismissal?

**A:** **Rabbi Haller** will be handling all school arrival and dismissal issues.

**Q:** Where do I line-up for dismissal on the **first days of school**?

**A:** First three days of school –

**Carpool students go to the steps at the back of the cafeteria**

**West Orange Students – Klatt *Beit Midrash***

**Livingston Students – Library**

**Passaic Students – Atrium**

**Springfield Students – H.S. Lobby**

### *BUS AND CARPOOL PROCEDURES*

**Q:** How do I get to school?

**A:** There are two ways to get to school: school bus or carpool.

**Q:** What kind of behavior is expected on the bus?

**A:** Students are expected to act on the bus in accordance with the guidelines set for behavior in school. Lower School students look to the older students on the bus for direction as to how to act. You are the role models on the bus in the morning.

Remember the following:

- All students are expected to sit in their **assigned seats**.
- All students are to **remain seated** for the entire trip.
- All **body parts must** remain in the bus at all times.
- Nothing is to be **thrown into or out of the bus** at any time.
- Improper language or verbal threats will not be tolerated.
- Physical aggression will result in immediate revocation of bus privileges.

- The bus is to remain clean at all times.

**Q:** What is the dismissal procedure?

**A:** It depends what grade you are in.

➤ **Sixth Grade Students:**

Dismissal is at 3:35 P.M., with the buses pulling out at 3:45 P.M. Students in the 6<sup>th</sup> grade should only come to the front of the building at 3:40 P.M. Students are to go **directly** to their buses. Be mindful to pack-up in a timely fashion so that you will make it to your bus on time.

**Students who travel by carpool in the sixth grade must be picked up in the Middle School side of the building in the rear at 3:45 P.M.**

➤ **Seventh and Eighth Grade Students:**

Dismissal is at 4:20 P.M., with the buses pulling out at 4:30 P.M. You are to go **directly** to your bus. Be mindful to pack-up in a timely fashion so that you will make it to your bus on time. Students who travel home in carpool must **wait inside the building** until your parents come in to the building and sign you out with the security guard. **This will be strictly enforced.**

**Inclement Weather Information**

**Q:** What happens in inclement weather before I leave for school?

**A:** You can call the school at 973-597-1115 as early as 5:30 A.M. and listen for the recorded announcement.

**Q:** If the opening of school is delayed, what should I do?

**A:** **You should *daven* at your local *shul*** and come to school using your regular transportation (carpool or bus). Classes will begin according to the announcement.

**Q:** If I am on a school trip, how will my parents know when to pick me up from school?

**A:** Parents can call the school hotline (973) 597-1115 ext. 1109 or dial the Middle School Office at ext. 1283 for updated information.

***As our partners in education, we hope parents will feel free to contact us with any questions, concerns or suggestions you may have about your child. Administrators will return your notes or calls usually within 48 hours.***

**LUNCH/BREAKFAST PROGRAM**

J&M Catering (formerly Fusion) will be catering our lunch program beginning September 2010.

All meals will be provided on site under the supervision of the MetroWest Vaad.

J&M is offering various plans including full year participation, half year participation, specific day participation, and for middle school, the option of purchasing daily meals through the [myschoolaccount.com](http://myschoolaccount.com) website or cash.

If you have any additional questions please contact the caterer directly at [M@jandmcaterers.com](mailto:M@jandmcaterers.com) or (973) 477-7956.

Of course, some school parents will choose to send in lunch from home for their children next year—and many more will continue providing their children with snacks. To ensure the highest standards of Kashrut, as well as a safe environment for all students, we urge you to carefully review and comply with the following policies:

### **Kashrut at JKHA and RKYHS:**

*The highest Orthodox kashrut standards will be strictly enforced at the school. All students are expected to adhere to the policies below.*

- Four **Kashrut symbols are currently accepted at JKHA and RKYHS: OU, OK, Chaf-K and Star-K.** It is of paramount importance that all parents comply with this requirement when preparing dairy, pareve and meat foods that will be sent into school for lunch or snacks.
- J&M Catering will continue to offer students dairy meals on Mondays, Wednesdays and Fridays. On these days **only dairy and pareve** meals may be sent from home.
- J&M Catering will continue to offer students meat meals on Tuesdays and Thursdays. On these days, meat meals may be sent from home. Any students who bring in dairy lunches on Tuesdays or Thursdays will be asked to eat at a “dairy” table in the cafeteria.

Please remind younger children not to share or trade lunches or snacks. Teachers overseeing lunch in the cafeteria will also reinforce this message.

### **Food Allergy Management at JKHA and RKYHS**

As in the past, Five Star Catering will NOT serve lunches or snacks containing peanuts or nuts. In addition, our caterer will continue working with parents whose children participate in our school lunch program and who have specific requirements related to other food allergies.

Out of consideration for students who are allergic to peanuts and/or nuts, we ask all JKHA and RKYHS parents to **refrain from sending into school any sandwiches or snacks containing peanut butter, nuts or traces of nuts.** Please review carefully the **ingredients list** printed on the packaging of every food and snack you send in to school in order to support the health of your children's friends and classmates.

Thank you for your cooperation—and please do not hesitate to call on me if you have any questions or concerns.

## STANDARDS FOR ADMISSION/RETENTION

### Religious Standards

-Students must be born of a Jewish mother or of a mother who underwent an Orthodox conversion prior to the birth of the student.

**Conversion papers must be submitted along with the application.**

-Students who are not born Jewish must have undergone an Orthodox conversion.

**Conversion papers must be submitted along with the application.**

-Students are expected to support the Modern Orthodox philosophy that underpins every aspect of our Yeshiva's programs, and to comply respectfully with all school policies regarding dress, prayer and conduct.

### Learning Standards

-Admission to JKHA/RKYHS is contingent on our Yeshiva's capacity to provide learning and support programs that will enable an applicant to thrive. Students whose needs cannot be met will not be admitted.

-JKHA/RKYHS will ask all prospective parents whether their children have special learning or emotional needs. If so, professional staff will contact previous schools, if appropriate, to document any accommodations that may have been made; and will determine whether our Yeshiva can provide all required support.

-Parents of prospective students who require outside interventions to support their success in school will be required to sign a detailed intervention plan, prepared by JKHA/RKYHS, as a condition of admission. In some cases, parents will also be asked to sign a contract authorizing outside professionals to share relevant information about their children with JKHA/RKYHS professionals. Compliance with all written agreements will be monitored by administrators on an ongoing basis; and students who are found repeatedly to be in violation of these agreements will be asked to leave our Yeshiva.

-Parents of current JKHA/RKYHS students who require outside interventions to support their success in school will be required to sign a detailed intervention plan, prepared by JKHA/RKYHS, as a condition for retention. In some cases, parents will also be asked to sign a contract authorizing outside professionals to share relevant information about their children with JKHA/RKYHS. Compliance with all written agreements will be monitored by administrators on an ongoing basis; and students who are found repeatedly to be in violation with these agreements will be asked to leave our Yeshiva.

-Students will be asked to leave our Yeshiva if it is determined that their parents have purposely withheld professional evaluations or other information pertaining to their learning or social/emotional issues.

### Behavior Standards

-Admission and retention at JKHA/RKYHS are contingent upon student compliance with our Yeshiva's policies and practices. Every effort is made by professional staff to help students make good decisions, take responsibility for their actions, and develop the *midot* expected of *B'nei Torah*.

Students who nonetheless consistently display behaviors that compromise their own learning and/or that of other students, will be asked to leave our Yeshiva.

-Students will be asked to leave our Yeshiva if it is determined that their parents have purposely withheld professional evaluations or other information pertaining to their behavior or social/emotional issues.

-Students who are found to have violated the laws of the State of New Jersey and/or the United States of America may be asked to leave our Yeshiva. JKHA/RKYHS may contact the authorities about illegal activities on campus.

-Prospective students who have intractable, documented behavior issues that have not been addressed via recommended interventions will not be admitted to JKHA/RKYHS.

-Prospective students with documented behavior issues that have been addressed may be granted probationary admission. In these cases, parents will be asked to sign a contract authorizing outside professionals to share relevant information about their children with JKHA/RKYHS professionals. In some cases parents will also be required to sign an intervention plan prepared by JKHA/RKYHS, as a condition for retention. Compliance with all written agreements will be monitored by administrators on an ongoing basis; and students who are repeatedly found to be in violation of these agreements will be asked to leave our Yeshiva.

-Current students who have intractable, documented behavior issues that have not been addressed via recommended interventions will not be retained at JKHA/RKYHS.

-Current students with documented behavior issues that have been addressed will be retained. In these cases, parents will be asked to sign a contract authorizing outside professionals to share relevant information about their children with JKHA/RKYHS professionals. In some cases parents will also be required to sign a detailed intervention plan, prepared by JKHA/RKYHS, as a condition for retention. Compliance with all written agreements will be monitored by administrators on an ongoing basis; and students who are found repeatedly to be in violation of these agreements will be asked to leave our Yeshiva.

## STUDENT HEALTH POLICY

### **Student Health**

Ensuring student health is a priority at JKHA, and involves the active cooperation of our students, teachers, health professionals and parents.

***Please be advised that our school nurses are on duty every day and can be reached at Extension 1118 to discuss any health questions or concerns you may have. However, JKHA and our health professionals are not responsible for the diagnosis and/or treatment of student illness.***

Please urge your children to report immediately to the teacher on duty any personal injuries or accidents that occur on school premises. In the event a doctor's attention is required, every effort will be made to contact the parents in advance. In case of extreme emergency, the school will notify the physician listed on the *Student Emergency Form* and follow his/her instructions accordingly.

If it is impossible to reach parents and/or the physician, the school will make whatever arrangements are necessary, including calling the Livingston EMS. School personnel only will provide first aid services of an emergency nature.

In order to prevent the spread of communicable disease and to speed recovery with a minimum of after-effects, *parents should keep a child at home* whenever there is evidence of the following symptoms: *vomiting, pain, fever, earache, chills, coughing, enlarged glands, skin eruption, runny nose, sore throat, headache, discharge or redness in eyes.*

If any of these symptoms are diagnosed in a child at school, parents will be called to pick up him/her immediately.

In addition, if head lice are diagnosed, the student will be sent home. State *law does not allow* a student to remain in school with an active case of head lice, nits or lice eggs.

The New Jersey Department of Health and our local Board of Health set regulations regarding communicable diseases in schools. According to these guidelines, children who attend school and are diagnosed with a communicable disease must return home.

Parents will be called immediately, and if unavailable, the person listed as the child's emergency contact will be called. In the event that a student is diagnosed with a communicable disease by his/her physician, parents are kindly asked to notify the School Nurse immediately.

### **The Administration of Medication at School**

JKHA conforms to the following New Jersey state laws regarding the administration of medication at school:

- Administration of prescribed medication to students during school hours will be permitted only when failure to take such medicine would jeopardize the health of the students, or the students would not be able to attend school if the medicine were not made available to them during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician, and any patent drug given by the parent.
- Before any medication may be administered to, or by, any pupil during school hours, the school shall require the written request of the parent/guardian which shall give permission for such administration and relieve the school and its employees of liability for administration of medication. In addition, the school requires the written order of the prescribing physician, which should include:
  - The dosage
  - The time at which or the special circumstances under which medication shall be administered
  - Length of time for which medication is prescribed
  - Any medication to be administered during school hours must be kept in the Nurse's Office.

### **Pupil Self-Administration of Medication**

The school shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils in grade K through eight, on school premises during regular school hours; off-site during field trips; or after regular school hours, when a pupil is participating in field trips or extra-curricular activities. Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms that may indicate the potential loss of life, e.g., adrenaline injection in response to anaphylaxis. Parents/guardians of the pupil must meet the following conditions:

- Provide the school with written authorization for the pupil's self-administration of medication.
- Provide written certification from the pupil's physician that the student has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication.
- Sign a statement acknowledging that the school shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall give indemnity and hold harmless the school and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

# PERSONNEL FACT SHEET

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## Middle School Bell Schedule

**2010-2011/5770-5771**

Monday - Thursday	
8:10 a.m. – 9:12 a.m.	<i>T'filah – Klatt Beit Midrash</i>
9:15 a.m. – 9:57 a.m.	Period 1
10:00 a.m. – 10:42 a.m.	Period 2
10:42 a.m. – 10:51 a.m.	Locker Break
10:53 a.m. – 11:35 a.m.	Period 3
11:38 a.m. – 12:20 p.m.	Period 4
12:20 p.m. – 1:00 p.m.	LUNCH
1:03 p.m. – 1:45 p.m.	Period 5
1:48 p.m. – 2:30 p.m.	Period 6
2:33 p.m. – 2:51 p.m.	<i>Mincha – Rosenberg Beit Midrash</i>
2:53 p.m. – 3:35 p.m.	Period 7 (6 <sup>th</sup> Grade Dismissed)
3:38 p.m. – 4:20 p.m.	Period 8 (Grades 7 & 8)

Friday - schedule A or B	
8:10 a.m. – 9:12 a.m.	<i>T'filah – Klatt Beit Midrash</i>
9:15 a.m. – 10:05 a.m.	Period 1 or 5
10:08 a.m. – 10:58 a.m.	Period 2 or 6
10:58 a.m. – 11:08 a.m.	Locker Break
11:10 a.m. – 12:00 p.m.	Period 3 or 7
12:00 p.m. – 12:37 p.m.	Lunch
12:40 p.m. – 1:30 p.m.	Period 4 or 8 (6 <sup>th</sup> Gr. Period 4 always)

# Taking Responsibility for Myself

## Code of Behavior

The Joseph Kushner Hebrew Academy is dedicated to the pursuit of the highest ideals of scholarship, ethical behavior and respect for our fellow man. These are our Core Values.

I am a student of the Joseph Kushner Hebrew Academy and I am proud to say-“JKHA is my school!”

Expectations include:

1. to be respectful, in word and deed, to my parents, teachers and fellow classmates.
2. to use my skills and talents for positive purposes.
3. to strive for academic excellence in my schoolwork.
4. to act in a manner that is consistent with the basic teachings of the *Torah*: to follow the *mitzvot*.
5. to involve myself in acts of *chesed*.
6. to adhere to the uniform dress code.
7. to respect the property of others as well as my own.
8. to look for opportunities to help others.
9. to express my appreciation when appropriate.
10. **TO BE THE BEST THAT I CAN BE!!!!**

My **signature** indicates that I have **read** and **discussed** the **Student Handbook** with my family. **I will follow the school rules** to the best of my ability.

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*Parent Signature*

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*Student Signature*

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Print Name

**Please submit to Rabbi Haller by Thursday, September 16, 2010.**